



EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

MAY BOARD MEETING MINUTES

Meeting location & time	CCAA – 6:00pm on May 8, 2018
Directors present:	Tracy Barber, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, Eliza Ghinea, Mary Topping Keenan, Paulo Martins, Kevin Hendershot, Philip Doyle and Daniel Hasznos
Regrets:	
Guests:	Raymond Sanborn, Jan Patterson and David Patterson
Minutes taken by:	Niloufer Pasha

BOARD OF DIRECTORS

Eliza-Daniela Ghinea

Kevin Hendershot

Philip Doyle

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Daniel Hasznos
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Meeting called to order: **6:00 p.m.**

Tracy asked Eliza to say the opening prayer and once completed started the meeting.

1. APPROVAL OF MINUTES (April 10, 2018)

Tracy gave everyone a few minutes to review the minutes and raise questions or request clarifications, if any. Mary clarified that the audit referred in section 4 was a regular internal one conducted by the board. Edit noted by Niloufer.

Motion: To accept the minutes from April 10, 2018 meeting. Moved – Kevin Hendershot; Seconded – Philip Doyle; All in Favour – Approved.

2. FUNDING REQUEST

Tracy referred to the black board which had all the items requested for funding listed out along with the number of votes each item had (collected as top three choices from directors by email prior to the meeting). There was general discussion on the items. Daniel presented a re-prioritized list for all three music departments replacing some of the prior requests for instruments with more essential items currently in need.

**Registered Charity
#85619 1549 RR001**



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- a. Mary confirmed that basketball mounts were to be funded by the school board
- b. Natalie, Tracy and Niloufer offered to donate their sewing machines to the visual arts department; photos to be sent and if these sewing machines did not meet their need, their request to be discussed and voted on at the next meeting
- c. Brenda provided an update on the current amount of available funds which was approx. \$25,000. Paulo added that he has resend the request for a cheque for \$5,600 committed by CSPC in December to Friends which would increase the balance to \$30,600. Allowing for a minimum balance of \$5,000 in the bank account for emergency use, Friends could currently fund items totalling \$25,600.
- d. Mary mentioned that the theatre manager was leaving by May 25, 2018; members agreed that certain theatre items should be approved for funding so they can be purchased and installed prior to her departure.
- e. Mary to discuss with staff on hardware items such as laptops/computers requested by various departments and revert to Friends with a consolidated list.
- f. Daniel to explore cheaper pricing for storage units for the music department and revert before the June meeting.
- g. Paulo to request CSPC to fund three table tennis tables for Phys. Ed. in addition to the cheque for \$5,600.
- h. Motion – to fund items 1 to 4 on the handout which listed department-wise requests i.e. (a) 4 handheld wireless mics, (b) 4 Lavalier transmitters, (c) 4 wired mics and 2 direct boxes and (d) Cyclorama. Moved – Natalie Hagarty; Seconded – Anthony Viola; All in Favour – Approved. Total amount approved for Drama & Theatre was approx. \$5,800.
- i. Motion – to fund items 14 & 15 i.e. one small viola and one ½ size double bass. Moved – Brenda Bao; Seconded – Kevin Hendershot; All in Favour – Approved. Total amount approved for Strings was approx. \$2,800 (based on revised quote provided by Daniel.
- j. Motion – to fund document camera for science department. Moved – Brenda Bao; Seconded – Eliza Ghinea; All in Favour – Approved. Total amount approved approx. \$800.
- k. Since the Band department has not received funding for its requests yet (nor in December 2017) it was agreed that this dept will get priority in the June voting discussion.

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- I. There was discussion and consensus among members that the process for funding request presentation to Friends can be improved resulting in a single consolidated list with items in order of priority being presented by the school to Friends. A new process to be discussed and rolled out in the fall.

3. CORPORATE DONATIONS

Kevin handed out the corporate donation program overview and a revised letter that can be addressed to potential corporate sponsors; his update included:

- a. Goal for next 12 months would be to raise \$100,000
- b. Outreach program would include: (i) approaching community enterprises – corporations offices in North York, local businesses and private owners; (ii) awareness through special fundraising events; (a) social media promotion and (b) Friends’ website
- c. Sponsor letter can be used by any Friends member to approach enterprises in their network; however, Kevin is to be kept informed so he can maintain a master list to avoid duplication.

4. OTHER BUSINESS

Jan and David Patterson attended by invite to receive an award for their contribution to Friends. Eniko Pittner was unable to attend. Natalie delivered a speech recognizing their valuable contribution and thanking them on behalf of the school and Friends. A card signed by Friends members and a crystal engraved paperweight were presented to David and Jan. An appreciation certificate and a card were handed to Eliza who offered to deliver these to Eni.

Meeting adjourned shortly after 7:00pm.