



**OFFICERS AND DIRECTORS**

Tracy Barber  
Director & President

Kevin Hendershot  
Director & Vice President

Niloufer Pasha  
Director & Vice President

Brenda Bao  
Director & Treasurer

Todd Josifovski  
Director & Co-Treasurer

Crystal Chialtas  
Director & Secretary

Eliza-Daniela Ghinea  
Director

Douglas Alderman  
Director

Nela Martins  
Director

Mary Topping-Keenan  
Ex-Officio Director

Daniel Hasznos  
Ex-Officio Director

Linda Bugaziyanos  
Ex-Officio Director

**Registered Charity #85619  
1549 RR0001**

**MARCH BOARD MEETING MINUTES**

Meeting time & location	March 19, 2019, 6:00 p.m. - CCAA
Directors present:	Tracy Barber, Niloufer Pasha, , Mary Topping Keenan, Kevin Hendershot, Todd Josifovski, Crystal Chialtas, Douglas Alderman, Linda Bugaziyanos, Eliza-Daniela Ghinea and Nela Martins
Regrets:	Brenda Bao & Daniel Hasznos
Guests:	Raymond Sanborn and Mike McLeod
Minutes taken by:	Crystal Chialtas

Meeting called to order: **6:04 pm.**

**1. APPROVAL OF FEBRUARY 2019 MINUTES – 6:07 pm**

- Tracy asked the board to review the February 2019 minutes
- Niloufer motion to approve February 2019 minutes; Eliza seconded. – All in Favour – Approved.

**2. TREASURER’S REPORT - 6:05 pm**

**Todd provided an update**

- \$10, 434.44 Credits/ Debits
- There are still outstanding Tax Receipts
- Delayed due to address missing but are tracking it and should be done by the end of the week (week of March 18-21st)

**3. Mike, Theatre Manager, provided an UPDATE – 6:07 p.m.**

- Wireless mics are working and will be used at the Art Show for the first time.
- 7 New Microphone stands are needed for the wireless mics; no stands came in with the order. Each Mic Stand will cost approximately \$100.00.
- Asked if there was funding available for moving mirror heads – to be assessed by Friends for June funding
- Invoice was sent in December - Mary will ask Dorothy to scan.
- \$17,500 was budgeted for mics and racks – an updated invoice will be required.
- Mike left 6:15
- HST from purchased Items: Friends should have an idea by June of how much we should have.
- Niloufer requested photos of the items purchased so Eliza can update the website.



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- Process of product purchases explained by Mary :
  - Department requests for items
  - Board approves
  - Money goes to school
  - School pays
  - Receipt reviewed.
- Bow for Viola – Mary says that the vendor isn't TCDSB approved, Daniel and Daniella are shopping around. Money is still within the budget.
- CCAA is required to purchase through a TCDSB approved vendor.
- Mary will send the information for the new bow.
- Friends suggested in the future, look at refurbished items for purchase.
- \$300 and below can be approved by the Tracey.

**4. PLAQUE REPORT: - 6:23 pm  
Doug provided an update**

- All Seats are covered in the diagram
- 1 outstanding plaque; minimum 5 to order

**5. WEBSITE UPDATE – 6:25 pm  
Update from Eliza**

- Director list has been updated
- Updated the minutes page and items purchased
- Updated the remaining dates for the meetings
- Seats will be updated for the plaques.
- December 2018 purchase list needed (Goal is to have it by April 2019)

**6. 2019 DONATION GOALS – 6:28 pm  
Update from Kevin and Niloufer**

- Registration night was not as successful
- Will be targeting Grads – Campaign April & May
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- Art Show – March 28 – Niloufer, Nela, Eliza and Kevin will set up a booth.
- Put Friends in the program projection.
- Dance Night – April 10 – Tracey will be on site
- Music Night – April 29 & 30<sup>th</sup>
- Evening Performance – Carter Creates – May 16
- Business for the arts has requested to sell flowers. (Suggested for parents to pre-order)
  
- Corporate – 6:41 pm
- Corporate Blast: Bursary changed to donation
- Adjusting corporate strategy for 2019-2020 year
- Duca \$500 for starter? L&M might do another?
- Purdees chocolates – “Class of 2019”
- Start working on getting through Alumni
- Suggested to do an alumni night?
- Ask CCAA student council to do some advertising for Friends.
- Cardinal Carter Instagram

7. **OTHER BUSINESS – 6:55 pm**

- Eliza has a couple of friends interested in coming to meetings
- Open meeting scheduled for May 2019

NEXT MEETING ON APRIL 9, 2019

Meeting Adjourned at 6:57pm