



EXECUTIVE OFFICERS

Jan Patterson
President

Tracy Barber
Vice President

Brenda Bao
Treasurer

David Patterson
Secretary

BOARD OF DIRECTORS

Eliza-Daniela Ghinea

Natalie Hegarty

Niloufer Pasha

Eniko Pittner

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Anita Anton
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Registered Charity
#85619 1549 RR 0001

BOARD MEETING MINUTES

Meeting time & location	CCAA – November 14, 2017
Directors present:	Jan Patterson, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, David Patterson, Eliza Ghinea, Mary Topping Keenan, Paulo Martins, Anita Anton
Regrets:	Tracy Barber
Guests:	Vince Valeri, Daniel Hazsnos, Tennille Jacobs, Philip Doyle, Kevin Hendershot
Minutes taken by:	David Patterson

Meeting called to order: **6:05 p.m.**

Opening prayer: Eliza Ghinea

Jan welcomed the guests to the meeting. Each guest and Board Director introduced themselves.

1) APPROVAL OF MINUTES (October 10, 2017 meeting) (Jan)

- Motion: To accept the minutes from October 10th 2017 meeting. Moved Natalie Hegarty, Seconded Anthony Viola All in Favour – Approved

2) TREASURERS REPORT (Brenda)

- Our overall balance is now at \$32,543
- \$12,800 in donations have been banked thus far this school year.
- Choral risers have been received and paid for
- There is approximately \$17,000 in committed funds yet to be spent (projector, Ballet barres)
- Brenda and Paulo to coordinate to issue 2017 tax receipts not automatically issued through Canada Helps.



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3) ACTION ITEMS UPDATE

- 26/2017 – Pending – To be further discussed at December meeting
- 27/2017 – Pending – Eliza still looking into bar chart. New website is now functional on mobile devices. 16 new seats added to Theatre map image for website.
- 28/2017 – Completed – Jan and Tracy met with CSPC President Tennille Jacobs, Principal Mary Topping Keenan and CSPC Friends Rep Paulo Martins to discuss CSPC funds allocation to Friends. CSPC will retain in their account the funds necessary for their operating needs. Any surplus funds will be donated to Friends twice a year – November and May. The CSPC Chair will be provided with purchase requests received from the school community, seeking CSPC input. This input will then be communicated to Friends via the CSPC delegate to the Friends Board.
- 29/2017 – Completed. Letter was distributed through the school community
- 30/2017 – Completed. Email template developed.

4) MEMORY PLAQUE (Jan/Anthony)

- A requested was received and granted to place an in memory plaque in the Theatre.
- This open up the possibility of offering an “in memory” plaque as part of the plaque program.
- Moved Jan Patterson Seconded Niloufer Pasha - “That a memory plaque be offered as part of the Plaque Program. The plaque to read ‘ In memory of, a friend of Cardinal Carter’” All in favour - Approved.

5) PLAQUE PROGRAM UPDATE (Anthony)

- 14 new plaques have been completed this school year, 2 more on order.
- There are now 204 plaques in the Theatre.



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- Friends plaques have now been received to be attached to the items Friends has purchased for the school. Anthony passed on the plaques to Mary for distribution to the relevant teachers to be attached.

6) ANNUAL FAMILY DONATION PLAN (Jan)

- Over 130 families have donated \$13,275 since school resumed in September.

7) GUESTS Q & A (Jan)

- Jan invited and fielded questions from the guests regarding the role and function of Friends as well the process around the Board elections to be held at the upcoming AGM in January.

NEXT MEETING - Tuesday 12th December at 6pm

Meeting Closed at 6.56pm