

**Friends of Cardinal Carter Academy for the Arts
MINUTES**

Meeting time & location	CCAA – March 9 th 2016
Directors present:	Jan Patterson, Melinda Hackett, Paulo Martins, Joanne Paluzzi (phoned-in), Eniko Pittner, David Patterson, Tracy Barber, Eliza Ghinea, Natalie Hegarty, Dennis Wintjes
Regrets:	Anne Bellissimo
Guest:	Anthony Viola
Minutes taken by:	Melinda Hackett

Meeting called to order: **6:10 p.m.**

Opening prayer: Jan Patterson

AGENDA ITEMS

1. APPROVAL OF MINUTES

To accept minutes from January 26th 2016 meeting
Moved by David; Seconded by Tracy; All in favor - Passed
 To accept minutes from February 9th 2016 meeting
Moved by Tracy; Seconded by Dennis; All in favor - Passed

2.1 VACANT OFFICER ELECTION – President

Nomination by Paulo:

Jan Patterson to be nominated as a President

Nomination accepted; Moved by Paulo; Seconded by Tracy; All in favor – Passed

2.2 VACANT OFFICER ELECTION – Vice President

Nomination by Jan:

Jan Patterson resigned as Vice President and nominated Tracy for the post

Nomination accepted; Moved by Jan; Seconded by Joanne; All in favor – Passed

3. TREASURER'S REPORT

- Paulo submitted motions as follow:

- 1) Motion to keep just the one chequing account, but with separate record keeping for the Theatre Renewal funding, and the General funding
Moved by Paulo; Seconded by Jan; Motion accepted
- 2) Motion to make an application for a Director Liability insurance policy quote to 2 insurance brokers.
Moved by Paulo; Seconded by Dennis; Motion accepted

- Outstanding receipts were sent out in the mail. 2016 receipts will be sent out in a month or two considering the busy tax season. Still working on the accounting software on hand as the contact list started by **Dave** in QuickBooks didn't work with Simply Accounting
- **\$39,757.44** - Balance as of Feb 2016 not including the Registration raffle money
- Bank signing authority updated to list Anne, Jan, Paulo and Melinda
- Discussed Charity Accounting Act – and will look into the condition of reporting for separate funds, the Liability Risks, and Continuity Risks
- **Audit** – on question as to are we required to have an audit; and can we motion to not have an audit; By Law says we need an audit every year, and that directors alone cannot vote on the motion to no have it – we will need all members to vote on it.

4. ACTION ITEMS REVIEW

- Reviewed and new actions listed (please see last page)

5. ADMINISTRATION ITEMS - Jan and Melinda

- Gmail addresses will be set up for President, Treasurer, and Secretary
- Drop Box will be in place to house all Friends' documents and contact information; with each folders password protected accordingly

6. ROLE OF FRIENDS - Anne

- Deferred for next meeting

7. SIGN UPDATE – Anne

- Friends is asked to contribute a portion of the cost up to half of estimated which is around \$4k
- Remainder of discussion deferred to next meeting when Anne is present

8. 25th ANNIVERSARY – Anne and Jan

- Jan proposed to create committees for the 25th Anniversary – Anniversary Committee, Alumni Committee
- Tracy volunteered to head committee and Dennis assisting

9. PLAQUE PROGRAM - Anthony

- Anthony is in charge for ordering plaques on donations \$250+
- Minimum to order plaques is now 5 (from the previous 10)

10. TECHNOLOGY COMMITTEE – Jan and Eni

- Contact person is Mrs. Catherine Rossi
- There will be some volunteer hours for students to help out with the Website redesign
- Dennis volunteered to join the Technology Committee
- Jan proposed that Technology committee be headed by Eni, with Dennis to assist

11. OTHER BUSINESS

- Jan proposed that we should have a Committee who will work on getting teachers engaged and collaborate to help define their needs, in order to assist us in determining where we can help with funding/initiatives.

Meeting adjourned: **7:37 pm**

Next Meeting – Tuesday April 12th 2016

ACTION ITEMS

Ref	Action Items	Status	Who	Due By
01/2016	Find out how to transfer data between Simply Accounting and QuickBooks	Pending	Jan	12/04/2016
02/2016	To speak with Chris re Storage capacity, need, inventory updates	Pending	Dennis	12/04/2016
02/2016	Storage Rental Options for space and cost	Pending	Tracy / Dennis	12/04/2016
03/2016	Issue cheque for another 3 months for storage fee	Pending	Paulo	12/04/2016
04/2016	Update on Gmail accounts and Drop Box set up	Pending	Mel	12/04/2016
05/2016	Find out contacts and plans for the Anniversary / set up meeting with Anne	Pending	Tracy/Dennis	12/04/2016
06/2016	Check the actual seats if installed and contact donors once it happened	Pending	Anthony	12/04/2016
07/2016	Paulo to send/email Anthony information for the 1K cheque for plaques	Pending	Paulo	12/04/2016
08/2016	To email Dennis for specifics on meeting schedule with Mrs. Rossi	Pending	Jan/Eni	12/04/2016
09/2016	To meet with Anne and meet with Arts Area Chairs – Band / Drama / Visual Arts / Dance	Pending	Jan/Natalie	12/04/2016