



FEBRUARY 15, 2022 - BOARD MEETING MINUTES

OFFICERS AND DIRECTORS

Katharina Mertens - Tropper
Director & President

John Pazzano
Director & Vice president

Yaritza Martinez
Director & Treasure

Nadia Bruni
Director & Secretary

Raluca Magdas
Director

Gaitri Singh
Director

Maria Pazzano
Director

Mary Topping-Keenan
Ex-Officio Member

Hayley Ohling
Ex-Officio Member

Anita Anton
Ex-Officio Member

**Registered Charity #85619
1549 RR0001**

Meeting time and Location

February 15, 2022 - Microsoft Teams

Directors present:

Katharina Mertens-Tropper, John Pazzano, Yaritza Martinez, Nadia Bruni, Raluca Magdas, Gaitri Singh, Maria Pazzano

Regrets:

Mary Topping-Keenan / Hayley Ohling /

Ex-Officio and Guests:

Vincent Valeri / Ray Sanborn / Tony Cornacchia / Anita Anton

Minutes taken by:

Yaritza Martinez

Yaritza

Meeting called to order: **6:05 pm**

1. Welcome remarks

- Prayer – by Tony
- Approval of January minutes – 1. John 2. Yaritza
- Approval of AGM – 1. John 2. Katharina

2. School update – (Mary Topping-Keenan)

- Return to regular semester with a 4 period day
- TPH is lessening restrictions – return to normalcy for rehearsals hopefully after the March Break
- Cohorts can mix
- Spring Concert will hopefully go forward. Mrs. Anton indicated that the location is yet to be determined, if it will be in the theatre or outdoors. Date will be at the end of spring (April/May). They are still waiting for updates, and they will discuss as Art Departments.
- Band has moved out of the theatre to allow other groups to use the space.
- There is discussion from the Facebook Parent Group where to go for the concert.



3. Treasurer Update (John and Yaritza)

- Transitional stage report from John
- January 18, 2022 Balance \$16 285.03
- February 15, 2022 Balance \$7344.75
- Cheque was issued for requests and given to the school
- One item had already been purchased but not granted by FRIENDS money - projector for Dance department
- Year end for 2021 was filed with CRA. Audited financial statement
- Directors can have access for 2021 fiscal year
- Year end balance on December 31, 2021 \$15 889.00

4. Plaque Update (Tony)

- Two things have been updated: Excel spreadsheet of all the assigned plaques, and the PDF version
- Summer student working with Raluca on an ongoing basis, using the Adobe Illustrator Program
- John will meet with Tony
- Donations: 23 plaques are on order; 2 people didn't want a plaque; 3 x \$1000 donations from a family; 2 x \$500 donations
- Question: How long do plaques stay on the seats?
- There are 142 seats that do not have a plaque on them right now.
- Other ideas: Bricks outside or on the ground; Wall donation dependent on the amount (Canada Helps keeps a running donation)
- Tax season – donors get the tax receipt right away online. A physical tax receipt can be provided as well.
- Thank you notes go to the donors. John will create a few letter templates, which will become part of the Playbook.

5. Website Update – Raluca Magdas

- Raluca renewed the domain
- Renewed subscriptions for 3 years, \$67
- Board and AGM are updated; 2021 has been archived; plaque map needs to be updated
- Add itemized list from teacher request form



- Katharina received an email from Mr. Matthews and Ms. Lava, asking for a small amount of money to redo the floors
- Dance has not received a lot; school or FRIENDS to fund – tabled to the next meeting

6. Playbook – Katharina and Maria

- Maria has been working on it. It is meant to provide governance and guidance plan for FRIENDS. It will be ready by September 2022.
- Manual can be updated every year, and templates can be changed
- Maria presented the Playbook (see attachment)
- Playbook will be shared with Members. They can provide feedback.

7. Social - Katharina Mertens

- Not a lot of changes this month
- Leveraging some of the virtual and live videos by the Drama and Dance departments, Carter Creates (all art areas)
- Social campaign – for digital costs due to COVID – what are we fundraising for?
- Send out a survey for general wants for next year. Let teachers know the Google form is coming. 1 item that benefits everyone

8. Open Items:

- Check if the corporate list is still active; direct contacts and businesses
- Alumni outreach – Ray – Alumni Facebook group – perhaps they would like to join the Board next year
- Alumni – get them to participate – Vocal - Lessons and Carols; Band – come back for concert
- Alumni to be regular donors and be included in events
- Email the newsletter to donors, alumni and current CCAA students to help and work on this

Next Meeting: Tuesday March 22nd @ 6pm same day as CSPC