



EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

DECEMBER BOARD MEETING MINUTES

Meeting location & time	CCAA – 6:00pm on December 11, 2018
Directors present:	Tracy Barber, Natalie Hegarty, Anthony Viola, Brenda Bao, Daniel Hasznos, Vince Valeri, Philip Doyle, Linda Bugaziyanos and Niloufer Pasha
Regrets:	Kevin Hendershot, Eliza Ghinea, Mary Topping Keenan
Guests:	Michael McLeod (Theatre Manager)
Minutes taken by:	Niloufer Pasha

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Philip Doyle

Anthony Viola

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Ex-Officio Member

Daniel Hasznos
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Linda Bugaziyanos
Ex-Officio Member

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Mike McLeod (Theatre Director) was invited to join Friends prior to the meeting; he was asked to elaborate on the items put forward for funding totalling approx. \$19,500. Directors had the opportunity to ask questions and understand the need of prioritizing a fully functional and well-maintained theatre in CCAA.

At **6:20pm** the meeting was called to order after opening prayer was said by Philip.

1. APPROVAL OF MINUTES

Motion: To accept the minutes of the meeting held on November 13, 2018. Moved – Anthony Viola; Seconded – Philip Doyle; All in Favour – Approved.

2. TREASURER’S REPORT

Brenda provided an update on the cah flow since the last meeting.

- a) The current bank balance was \$33,377.59
- b) Leaving \$5,000 in the bank for any emergency, Friends would be able to provide funds of approx. \$28,000
- c) Linda confirmed that CSPC had committed to providing \$10,000 to the school
- d) Friends (with CSPC funds) would be able to vote and approve the funding of a total \$38,000 in the December cycle.

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3. DECEMBER FUNDING DISCUSSION AND VOTING

Tracy provided an update on the donations and the changes in the request for funding that had been made since the November meeting. The major change related to theatre requests stemming from a malfunctioning of certain equipment during last week's Nutcracker performance. Tracy had a detailed discussion with the Theatre Manager who submitted a new list of items. Board members had printed copies of requested items. Tracy discussed the list before voting commenced. The summary of requests:

- e) Music
 - All depts \$657.66 (3 metronomes)
 - Band - \$2,880.35 (storage)
 - Vocal - \$1,695 (est for storage)
 - Strings - \$637.89 (viola)
- f) Library - \$474.96 (various books & bulletin board)
- g) Drama - \$ 6,048.88 (dancefloor \$5,427.39 & speakers \$621.49)
- h) Math - \$435.05 (electronic tools & resources)
- i) Guidance - \$675.72 (electronic tools)
- j) Technology - \$4,938.39 (video editing machine)
- k) Theatre \$19,483.24
 - Sennheiser combo with 8 belt packs and a mic \$15,429.21
 - Mirror head units \$2,034
 - Rack/storage for receivers \$2,020.03]

Total amount of December cycle funding request \$37,927.14

Since the total cost of items requested (including HST) was within the funds available the board focussed on identifying any item which could or should not be voted upon due to any reason. These items were identified and discussed further before voting:

- a) Theatre - Mirror head units for Theatre (Board decided to vote on this at the end as it was a non-critical though useful item)
- b) Band - storage cabinet – Board asked Daniel if the funds from Friends can be allocated by the Band dept to an alternative purchase e.g. an instrument such as the English Horn (i.e. use another source of funds for the cabinet if possible);
- c) Drama – dance floor for room 223 – Board requested Vince to gather some information on whether the school board should and would fund the replacement of the floor.



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- d) There was some discussion on the video editing equipment requested by the tech dept. Vince made a good case for the priority this deserved given the popularity of the program and the inadequacy of resources available to the dept.

Board was satisfied with the discussion and was prepared to vote.

- a) Motion to approve funding for Theatre receivers and storage unit for an approx. total of \$17,450. Moved – Natalie; Seconded – Brenda; All in Favour – Approved.
- b) Motion to approve 50% funding for music library storage for approx. \$1,700. Moved – Brenda; Seconded – Natalie; All in Favour – Approved.
- c) Motion to approve funding for a display cabinet for Band. Moved – Tracy; Seconded – Anthony; All in Favour – Approved.
- d) Motion to approve funding for a small Viola for Strings. Moved – Niloufer; Seconded – Philip; All in Favour – Approved.
- e) Motion to approve funding for three metronomes for all of the music depts. Moved – Niloufer; Seconded – Natalie; All in Favour – Approved.
- f) Motion to approve funding of portable speaker and dance floor for Drama (only if the school confirms that the floor replacement cannot be funded by the TCDSB). Moved – Niloufer; Seconded – Natalie; All in Favour – Approved.
- g) Motion to approve funding for video editing equipment for Tech. Moved – Philip; Seconded – Linda; All in Favour – Approved.
- h) Motion to approve funding for items requested by Math, Guidance and Library. Moved – Niloufer; Seconded – Brenda; All in Favour – Approved.

Total funds of \$28,000 were to be provided by Friends to the school to purchase the items requested and submitted for December voting except for (a) mirror heads for the theatre which will be deferred until all other theatre requests are purchased and HST refund is confirmed and (b) dance floor for Drama (school to confirm if TCDSB will fund it).

Linda and Brenda were to ensure funds from CSPC and Friends are transferred to the school by Monday, December 17, 2018.

Tracy to follow up with Mary to confirm details of the new funding process such as:

- a) Purchasing process to be followed by dept-heads;
- b) School’s accounting process and reporting timing post-funding to Friends
- c) All items approved for funding included HST; will HST be refunded?
- d) Notification process to Friends to be followed in case of any changes required by depts or school regarding items approved for funding by Friends.



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4. OTHER BUSINESS

Niloufer updated the board on the following:

- a) Four vacancies were going to be available on the Board in 2019 so Friends needed to invite and encourage parents to participate; Music concert nights would be an additional opportunity to engage parents
- b) In 2019 Friends would need members for (a) Executive (b) Corporate Donation and (c) Nomination committees. Brenda required someone to shadow her in preparation for her retirement from the Board as Treasurer in 2020. Niloufer wanted to step down from the Secretary position.
- c) Niloufer requested retiring members to make themselves available until March 2019 for a proper transition. Retiring members agreed to help out into the new year. Natalie agreed to help with the nomination preparation for the 2019 AGM in January.

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Meeting adjourned at 7:20pm.

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