



April 26, 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

April 26, 2022 - Microsoft Teams

Directors present:

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

Regrets:

Yaritza Martinez, Hayley Ohlig

Ex-Officio and Guests:

Mary Topping-Keenan, Vincent Valeri / Ray Sanborn / Anita Anton

Minutes taken by:

Nadia Bruni

Meeting called to order: 6:07 pm

1. Welcome Remarks – Katharina, John

- Prayer - John
- Approval of March minutes - 1. John 2. Maria
- Meeting last week – organized ourselves for upcoming in person events
- FRIENDS box is in Room 304/Nurse’s office area

2. School update – Mary Topping-Keenan

- Return to rehearsal schedule on Tuesdays and Thursdays
- Regular schedule (Precovid) on Mondays, Wednesdays and Fridays
- In person Art area events for Spring – starts first weeks of May
- Dates: Week of May 9th Dance; Week of May 16th Vocal and Strings; Week of May 24 Visual Arts; Week of May 30 Band; Week of June 6 Drama
- Anita and Mary met and went over the list of wishes; PHE and computer tech departments submitted requests; PHE requested an exercise bar



3. Treasurer Update

- Regrets from Yaritza
- Get report through email

4. Plaque update: John

- Review Canada Helps and Benevity – no donations above \$250.00 which is threshold
- launch a fill the theatre with plaques campaign
- Drive to 165, which is the number of seats remaining
- Get QR code on website – connects to Canada Helps, not the FRIENDS website
- Poster prepared – will be shared through Social media and print
- Create a thermometer as to how we are achieving our goal, then we can move on to wall plaques
- During upcoming in person events, we can speak during the performances – introduce FRIENDS and bring mention to the campaign
- Reach out to parents and spread the word

5. Website update: Raluca

- February minutes have been updated; March minutes are still pending
- Make updates on website with dates
- Blurb for plaque campaign
- Elena to give map and update

6. Playbook update: Maria

- Last week, put together names and updated info
- 2022 Calendar FCCAA initiatives, Maria shared files with the group
- Fundraising focus is plaque program for now
- Promote large ticket item in the fall
- Promote all Art events at Holiday events
- Volunteer opportunities – help with newsletter and social
- Split initiatives with directors
- Art Events volunteers – 50/50 draw, raffle, plaque program
- Put ribbons on seats that are available
- Brochures – insert in programme, reserve space for FRIENDS
- iPads used in the past pre Covid were personal ones



#### 7. Social - Katharina

- Katharina will post all art events on social
- Promote plaque campaign
- Recently posted call out for student volunteers for newsletter – community hours – 3 volunteers so far
- Also wrote to Student Council to reach out to students

#### 8. Open Items

- CSPC – invite both co-chairs to May 24 and June 14 meetings
- Prepare for graduation - provide scholarship or award
- FRIENDS award – best all around student – success academically and contributes to extracurricular; or could give the student a plaque seat – table to next meeting
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Next meeting: Tuesday, May 24 @ 6 pm, same day as CSPC



- 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**

- 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

#### **3. Treasurer Update (John and Yaritza)**

Transitional stage report from John

- January 18, 2022 Balance \$16 285.03



## **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**

- 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 Spring Concert
- Alumni to be regular donors and be included in events
- Email the newsletter to donors, alumni and current CCAA students
- John can get students to help and work on this.

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