

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

Meeting time & location	CCA – April 11, 2017
Directors present:	Jan Patterson, Eliza Ghinea, Natalie Hegarty, Eniko Pittner, Anthony Viola, Brenda Bao, Paulo Martins, Niloufer Pasha, Anne Bellissimo, Renita Greener
Regrets:	Tracy Barber, David Patterson, Anita Anton
Guests:	
Minutes taken by:	Anthony Viola

President Jan Patterson chaired the meeting

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

Opening prayer: Natalie Hegarty

#### **1) APPROVAL OF MINUTES (March 21st, 2017 meeting) (Jan)**

- Motion: To accept the minutes from March 21st, 2017 meeting. Moved Paulo Martins Seconded Niloufer Pasha All in Favour – Approved

#### **2) TREASURERS REPORT (Brenda and Paulo)**

- Brenda Bao and Paulo Martins delivered the Treasurer's report, stating our overall balance is now at \$38, 142. Our recent fundraising brought in deposits of \$4,768.

#### **3) ACTION ITEMS UPDATE (Jan)**

- \* 11/2017 – Jan shared handouts of 4 various options for Laptop for our Friends committee. Jan stated we may be able to obtain a refurbished laptop at a reasonable cost, approx.. \$300 range through Canada Computers that would meet our Committee's minimum requirements. Anne reported the school does have a few desktop computers however, no Laptops at this time that our Committee could have. Anne did state at times during the month of May the school has received donations of a laptops, she will keep her eyes open for any such donations. Niloufer offered to visit the local Best Buy store to ask their Store Manager if they would entertain donating a laptop on a donation basis to our Friends committee. Paulo and Brenda mentioned they were Ok to continue with the existing laptop for another month in the meantime.
- \* 12/2017 – Jan brought in her completed Appreciation Certificates prepared for Dennis and Melinda, which looked great. She asked that all Board directors present sign the certificates at the end of our Board meeting

#### **4) MUSIC NIGHTS REPORT ( Jan)**

- \* Jan reported the first of the two Music nights was quiet for donations and flower sales, however, it was deemed an overall successful couple nights as we raised the following;

**\$1201 in Donations and \$170 in Flower Sales.**

## 5) WEBSITE UPDATE (Eliza)

- \* Eliza reported that Jan and Eliza received an e mail from Ms. Rossi inviting both them to meet over the next couple of weeks with her and the students who are working on our Friends Website to review web status.

## 6) PLAQUE PROGRAM UPDATE (Anthony)

- \* Anthony reported he had picked up our most recent order of 15 engraved plaques from Olympia Trophies earlier in the day which will bring us to a total of 148 Theatre Seat plaques. We all agreed to amend the engraving statement on plaques we order to recognize Committee donations as follows;

Donated by : Friends of Cardinal Carter Academy for the Arts

## 7) UPCOMING EVENTS

- \* Dates for upcoming events are:
  - \* April 25-26 -Dance
  - \* May 10 -Music (Vocal)
  - \* May 24-26 -Junior Music

## 8) OTHER BUSINESS

- \* Paulo discussed the format for the Logo Design Contest.

The Committee agreed we should send out details to the Students of Carter Grade 9 to 12 next week asking students to submit their Logo design along with a prepared volunteer form for 4 hours, by Monday May 8<sup>th</sup> , 2017. Anne advised when she is provided with the Poster outlining the Logo Contest she will ensure it is posted and will share the contest in School announcements next week.

- \* Anne asked for our Committee support for a school initiative called Canada is our Home; Hashtag (#onthisrock) , asking for people to send into the school pebbles and stones hopefully from family and friends across Canada . People are also asked to consider uploading a short Tweet video. Upon receipt of the pebbles, stones and rocks they will be affixed to a House approx. 6 ft by 8 ft will be set up in the courtyard to make a beautiful mosaic house. Anne will send us the link where the video can be accessed to upload.

Meeting Adjourned 6:57pm

Next meeting: Tuesday May 9<sup>th</sup> , 2017 at 6pm.

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## ACTION ITEMS

Ref	Action Items	Status	Who	Due By
28/2016	David to address the student body at the Easter Mass on Wed 19 <sup>th</sup> April. Anne to assist by providing access for a powerpoint presentation.	Confirmed by Anne	David/Anne	19/4/2017
1/2017	Jan to send Anne an electronic flyer for inclusion in the new parents introductory package	Complete	Jan	28/2/2017
2/2017	Anne to look at Google Docs as a possible option for the storage of Friends docs. Anne to further investigate.	Complete	Anne	21/3/2017
3/2017	Paulo & Natalie to work on a Friends new logo contest for the students	Ongoing	Paulo Natalie	21/3/2017
4/2017	Jan to print out extra donation forms Stud.Reg night	Complete	Jan	22/2/2017
5/2017	Jan to update Director Name Tags and Draw Prize details	Complete	Jan	22/2/2017
6/2017	Brenda to prepare a Donation Box and bring her I Pad for	Complete	Brenda	22/2/2017
7/2017	Eni to meet with Carter Student Volunteers .	Complete	Eni	22/2/2017
8/2017	Jan to prepare a letter to authorize Paulo and Brenda's	Complete	Jan	21/3/2017
9/2017	Volunteers to be enlisted to support with April Arts Event	Complete	Tracy	21/3/2017
10/2017	Volunteers to be enlisted with May Arts Event	Pending	Tracy	10/4/2017
11/2017	Jan to follow with her employer on the possibility of getting a computer donated to Friends	Complete	Jan	10/4/2017
12/2017	Jan to organize appreciation certificates for Dennis and Melinda	Complete	Jan	10/04/2017
13/2017	Anne to send a JPEG of the Carter Logo to Jan	Pending	Anne	11/04/2017
14/2017	Paulo to send the Logo contest Poster to Anne	Pending	Paulo	11/04/2017
15/2017	Anne to send the link of #onthisrock	Pending	Anne	11/04/2017
16/2017	Anthony to confirm with Eliza seating plan for Theatre plaque program.	Complete	Anthony	11/04/2017
17/2017	Brenda to send Anthony the name and e mail address for the individual who would like to know where their engraved plaques are located.	Pending	Brenda	11/04/2017