



FEBRUARY BOARD MEETING MINUTES

EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

Meeting location & time	CCAA – 6:00pm on February 27, 2018
Directors present:	Tracy Barber, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, Eliza Ghinea, Mary Topping Keenan, Paulo Martins, Kevin Hendershot, Philip Doyle
Regrets:	Daniel Hasznos
Guests:	Vince Valeri
Minutes taken by:	Niloufer Pasha

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Kevin Hendershot

Philip Doyle

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Daniel Hasznos
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Meeting called to order: **6:00 p.m.**

Tracy asked Paulo to say the opening prayer and once completed started the meeting.

1) APPROVAL OF MINUTES (January 23, 2018)

Tracy gave everyone a few minutes to review the minutes and confirm if there were no edits suggested.

- Motion: To accept the minutes from January 23, 2018 meeting. Moved - Philip Doyle; Seconded - Natalie Hegarty; All in Favour – Approved

2) TREASURER’S REPORT

- Brenda provided an update starting with the current balance in the bank of \$25,702.57. Registration night saw more than \$4,000 in donations with some new parents making additional online contributions subsequently.
- Brenda confirmed that all cheques issued for funded items from 2017 had cleared and therefore the entire balance was available for future funding.
- Kevin had a question on the fiscal year of Friends. Brenda clarified that the calendar year was the fiscal year for Friends though the fundraising cycle was the school year;

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the former to make it easier for regulatory purposes and the latter made sense to synchronize with the school calendar.

- Later in the meeting, Paulo requested Tracy for the list of items approved and funded by Friends in 2017 and reminded us that the commitment of \$5,600 by CSPP towards this funding stands and the payment is currently receivable by Friends. This implies that Friends had approx. \$31,000 available for future funding.

Brenda requested to order more cheques as she had only three blank ones remaining. Tracy approved and the room agreed that a formal motion was not required for this expenditure. Philip mentioned that it was sufficient to record it as a separate line item in the accounts.

3) WEBSITE UPDATE

Eliza provided an update on the Friends website:

- Several updates were made based on Jan's (former President) request in late 2017. Photos of several purchased items funded by Friends have not yet been received from the school staff for posting. Mary is to follow-up on these.
- Tracy is to provide information to Eliza on the most recently purchased items for posting on the website.
- Eliza went through a list of other updates that were made to the site such as new board of directors, minutes of meetings, etc.
- Eliza brought up the "subscribe" button which is active and sometimes receives subscriptions; it may have been initially meant for distribution of a periodic newsletter but since we do not have one the discussion revolved around whether we continue having this function. The group agreed that the functionality should not be removed (as it can be used for other purposes in future); however, it could be used to sign up to the volunteer list and subscribers can receive an updated information on Friends by autoreply.

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4) FUNDING REQUEST

Tracy decided to leave this item for the end of the meeting as we might not have sufficient time to discuss and vote.



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5) DEPARTING DIRECTORS' GIFTS

Anthony handed out two samples of glass paperweights and pictures of some other options. The various options were priced \$22-30. There was some discussion and everyone provided their feedback. Members agreed to the following:

- The smaller sample (resembling a stone) was preferred over the slightly larger diamond-like one (slightly unstable).
- It was agreed that this will be awarded to retiring directors from 2017 onwards (not prior to 2017) – Jan Patterson, Eniko Pittner and David Patterson will be the first recipients.
- A director has to complete a full term of 12 months (January-December) to be eligible for this award.
- “In recognition of...” wording preferred; name of recipient to be inserted
- Year of retirement to appear on paperweight (e.g. 2017) in addition to Friends’ logo
- Anthony was asked to also purchase good packaging for the award such as a nice wooden box

6) CCAA Shows

Tracy started by mentioning that Friends will have to discontinue the flower service and this has to be picked up by CSPA. Paulo mentioned that his wife, Nella, is prepared to take on the responsibility. It was discussed that in this case a transition training can be provided to Nella by collaborating to provide this service on the opening night, Friday March 2, 2018. Natalie can help Nella learn the details of this service.

- Since only 62 students are involved in this show it was decided that the flowers/bouquets will be by pre-order only.
- Only provided on one night though the show will run on four nights.
- Tracy will speak during Tuesday’s show about Friends to the audience; Natalie will speak on opening night, Friday.

7) PLAQUE PROGRAM

Anthony provided an update on the plaque program:

- 15 new plaque donations received since last meeting.
- One plaque for the “Lane Family” has come undone. Anthony passed it on to Mary to have it re-fixed.

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- Anthony showed a photo of the plaque that will represent Friends funding of 28 computers – slightly larger one at a cost of approx. \$17 (compared to the smaller ones for each individual computer for \$10 each).
- Anthony mentioned that he had had some more communication with the family which had lodged a complaint and asked to have their donation returned. Tracy had provided a written reply to the family offering to have the plaques removed, reiterating that donations cannot be returned which is consistent with CRA guidelines on this matter. However, the family still wanted to speak to Tracy; Natalie offered to do the call instead of Tracy. Anthony to forward the email chain for Natalie to follow up with the family.

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8) CORPORATE DONATIONS

Kevin handed out a two-page printout to members. The first was the outline of the strategy (annual monetary goal, channels to be used for reaching potential donors and type of potential donors), and the open items that needed to be discussed and resolved for the strategy to be successfully implemented. The second page was a letter template that can be used to approach potential donors.

- A good discussion ensued on: targeting certain type of donors, what we could offer in exchange to corporations, need to align with their goals, whether the TCDSB might have any issues, whether the community might want to weigh in, etc.
- Mary and Vince to work with Kevin to navigate the do's and don'ts laid out by TCDSB. Tracy and Brenda both offered to work with Kevin to make the most of this initiative.
- Niloufer mentioned that having parents direct their donations to Friends when they are required to donate by their corporate employer to United Way is probably a step forward towards more substantial corporate donation. This will require some communication with parents.

Everyone thanked Kevin for the great effort he has put in on this initiative.

9) OTHER BUSINESS

There was insufficient time to discuss the purchase request that was pending approval



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since the December meeting, specifically the issue of funding certain musical instruments which were significantly more expensive than submissions from any other departments. Tracy took the opportunity to update Kevin and Philip, the new board members, on the background and the reason the approval was pending for certain items. There was some more discussion on the policy the board might want to embrace for future approvals.

- It was decided that we need some more information on potentially cheaper options from the music department so Friends can cover the cost without severely depleting their funds. Daniel will be asked to come to the next meeting prepared to present to the board.
- Tracy provided some background on the quotes for mics which are currently being rented and there was some discussion around this – both renting and buying quotes seemed expensive so it was agreed that more information needed to be gathered and a creative option may need to be crafted such as Friends buying the mics and renting it to the school at a subsidized cost for a period of time (rent-to-own).
- Dance department had used only \$2,100 of the \$3,000 approved for the ballet barres and have now requested Friends if they can use the unused approved budget for purchasing two Yamaha stereo receivers to replace a couple of poorly functioning ones. Everyone agreed that this was not an issue and did not require further discussion. Motion moved - Natalie Hegarty; Seconded - Anthony Viola; All in Favour – Approved.
- Tracy provided the list of items approved and for which cheques were already issued to Paulo so he can present them at the CSPC meeting that started at 7pm.
- There was some discussion during the meeting on the use of Dropbox by the executive committee for storing and sharing files, whether it should be replaced by Google Docs, and if the way it is currently being used (with a single sign-on) can be improved. Niloufer to look into this and provide recommendations for improvements.
- Confirmed next meeting is on March 20, 2018

Meeting adjourned at 7:10pm.