

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

Meeting time & location	CCAA – April 12 th 2016
Directors present:	Anne Bellissimo, Jan Patterson, Melinda Hackett, Paulo Martins, David Patterson, Tracy Barber, Eliza Ghinea, Natalie Hegarty, Dennis Wintjes, Anthony Viola
Regrets:	Eniko Pittner
Minutes taken by:	Jan / Melinda

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

Opening prayer: Jan Patterson

AGENDA ITEMS

1. APPROVAL OF MINUTES

To accept minutes from March 9th 2016 meeting
Moved by David Secoded by Tracy All in favor – Passed

To accept minutes from April 4th 2016 conference call
Moved by David Secoded by Jan All in favor - Passed

2. TREASURER'S REPORT

- Accounts to come via email
- System QuickBooks up and running
- Testing to send tax receipts
- Enter donations into spreadsheet which can be uploaded to QuickBooks to be distributed
- Emails directly from software from the treasurer email
- Flowers' receipt received; and reminder to file our return for registered charities.
- Statements match what we have \$39,757.44 balance in accounts as of April 12th

3. ACTION ITEMS REVIEW

- Reviewed and new actions listed (please see last page)

4.. ADMINISTRATION ITEMS - Mel

- Gmails set up for President/VicePres (sharing) Treasurer, and Secretary
 - friendsofccaapresident@gmail.com
 - friendsofccaatreasurer@gmail.com
 - friendsofccaasecretary@gmail.com

5. SIGN UPDATE – Anne

- Looking at very basic design as the signs are very expensive; depending on material chosen, cost estimated at \$4,800 – 6,000.
- Design picked is simple and no lighting as sign purpose is more for daytime; 4 inches sticking out of the wall

6. ALUMNI/25th ANNIVERSARY EVENT – Tracy / Dennis

- Anne suggested it will be good to be at the event and speak at the podium; Friends' presence for the purpose of collecting emails

7. TECHNOLOGY COMMITTEE – Dennis / Eliza

- Eliza will spearhead this project with Dennis
 - Mock up design will be presented, and menu items will mock what we have and add modifications
- Training will be provided to the rest of the board so we can maintain the website ourselves

8. TEACHER ENGAGEMENT – Jan / Natalie

- Jan communicated with teachers
- will have a basic Form they can fill out and drop in our mailbox – on what their needs maybe

9. PLAQUE PROGRAM UPDATE - Anthony

- Anthony is looking into updating the plaque placement sheet and update on all plaques in place

10. FLOWER SALE UPDATE – Tracy

- Flower sale had a good response and made \$200 on the first night
- require almost zero work

11. OTHER BUSINESS

- Jan – said a few words about Friends at the event but opened the floor to anyone / that any of the directors can do a speech at future events as well.

Meeting adjourned: **7:05 pm**

Next Meeting – Tuesday May 10th 2016

ACTION ITEMS

Ref	Action Items	Status	Who	Due By
ONGOING				
01/2016	Find out how to transfer data between Simply Accounting and QuickBooks	Pending	Jan	12/04/2016
02/2016	To speak with Chris re Storage capacity, need, inventory updates ; Storage Rental Options for space and cost	Pending	Tracy / Dennis	12/04/2016
02/2016	Find out contacts and plans for the Anniversary / set up meeting with Anne	Pending	Tracy / Dennis	12/04/2016
03/2016	To meet with Anne and meet with Arts Area Chairs – Band / Drama / Visual Arts / Dance	Pending	Jan/Natalie	12/04/2016
04/2016	Update on Drop Box set up	Pending	Mel	12/04/2016
NEW				
05/2016	To call individuals whose emails failed - to confirm email addresses	Pending	Natalie	10/05/2016
07/2016	Need to find cheques for storage / Anne will look for it as well	Pending	Paulo / Anne	10/05/2016
08/2016	Working on Word Press to change the new Form; will work on a PDF fillable Form	Pending	Jan/ Dennis	10/05/2016