

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

Meeting time & location	CCA – February 13, 2017
Directors present:	Jan Patterson, Eliza Ghinea, Natalie Hegarty, Eniko Pittner, Anthony Viola, Brenda Bao, Paulo Martins, Niloufer Pasha, Anne Bellissimo, Anita Anton
Regrets:	Tracy Barber, David Patterson
Guests:	
Minutes taken by:	Anthony Viola

As 2016 President, Jan Patterson chaired the meeting

Meeting called to order: **6:08 p.m.**

Opening prayer: Paulo Martins

### 1) APPROVAL OF MINUTES (January 24<sup>th</sup>, 2017 meeting)

- Motion: To accept the minutes from January 24<sup>th</sup>, 2017 meeting. Moved Natalie Hegarty Seconded Paulo Martins  
All in Favour – Approved

### 2) TREASURERS REPORT

- Paulo Martins delivered the Treasurer's report, stating he has now added an opening balance to our Friends Statement. He mentioned we had received a \$1000 Donation cheque and a few donations of \$5. Bringing us to ;
  - \$32,371 in Donations
  - \$6,913 in Flowers and Raffles

Our overall balance to date is \$29,773.

Paolo and Brenda to meet in the next couple of weeks to crossover duties of the Treasurer position.

### 3) ACTION ITEMS UPDATE (JAN)

- \* 28/2016 – Anne confirmed David ok to address the student body at the Easter Mass on Wed April 19<sup>th</sup>
- \* 1/2017 – Jan confirmed she sent Anne electronic flyer for inclusion in the new parents intro package.
- \* 2/2017- Anne enquired with the School Board on whether Google Docs would be an option, she clarified google docs delivers to an e mail accordingly, it would be preferred if we use Friends general g mail e mail address. Anne recommended we review which files we want to set up as this process is similar to Drop Box. Anne does not anticipate an issue to setup the Google Docs process, she will investigate further and advise us at next board meeting.
- \* 3/2017 – Paulo and Natalie to update on Friends new logo contest for students at our March 21/2017 meeting.

**4) WEBSITE UPDATE (ELIZA)**

- \* No updates

**5) PLAQUE PROGRAM UPDATE (ANTHONY)**

- \* No updates

**6) NEW STUDENT REGISTRATION NIGHT (JAN)**

\* Jan to print out extra donation forms to present to parents and students at upcoming Student Registration night scheduled for February 22/2017.

\* Eliza designed Bookmarks for us which look great, outlining our Plaque program, the Logo and Friends e mail address. She ordered 200 bookmarks at a cost of approx. \$85. These will be distributed at the registration night.

\* Eni will be coordinating the approx. 8 Carter Student Volunteers covering the 4 various Arts, to go over the distribution of the newly developed Bookmarks , the plaque program process and donation of \$20 or greater will receive official tax receipts. Eni will print forms to ensure student volunteers will be eligible for the 4 volunteer hours for this evening.

\* Jan to update Director Name Tags and prepare a one page flyer outlining the Plaque Donation Draw for a 5 star Hotel Stay in Toronto (Thank you to Natalie for the donation of this awesome prize).

\* Brenda to make a Donation Box and bring her I Pad for Student Registration night

- Wednesday 22<sup>nd</sup> February at 6.30pm
- Jan to address the parents
- Friends table to be set up in the main foyer prior to the meeting and then moved to the gym for after the meeting
- All Directors to ask their children to attend if possible to welcome and engage the new students

**13) DIRECTOR POSITION**

- Brenda Bao stood down from the Board of Directors, but agreed to remain as the Treasurer.
- Moved Paulo Martins, Seconded Tracy Barber that Niloufer Pasha be appointed as a Director. All in Favour - Approved

Meeting Adjourned 7:00pm

Next meeting: Tuesday March 21st 2017 at 6pm.

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