



**EXECUTIVE OFFICERS**

Jan Patterson  
President

Tracy Barber  
Vice President

Brenda Bao  
Treasurer

David Patterson  
Secretary

**BOARD OF DIRECTORS**

Eliza-Daniela Ghinea

Natalie Hegarty

Niloufer Pasha

Eniko Pittner

Anthony Viola

Mary Topping-Keenan  
Ex-Officio Member

Anita Anton  
Ex-Officio Member

Paulo Martins  
Ex-Officio Member

**Registered Charity**  
**#85619 1549 RR 0001**

**BOARD MEETING MINUTES**

Meeting time & location	CCAA – October 10, 2017
Directors present:	Jan Patterson, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, Tracy Barber, David Patterson, Eliza Ghinea, Mary Topping Keenan
Regrets:	Eniko Pittner, Paulo Martins, Anita Anton
Guests:	Vince Valeri, Daniel Hazsnos
Minutes taken by:	David Patterson

Vice President Tracy Barber chaired the meeting. Meeting called to order: **6:00 p.m.**

**Opening prayer: Natalie Hegarty**

**1) APPROVAL OF MINUTES (September 12, 2017 meeting) (Tracy)**

- Motion: To accept the minutes from September 12th 2017 meeting. Moved Natalie Hegarty Seconded Jan Patterson All in Favour – Approved

**2) TREASURERS REPORT (Brenda)**

- Our overall balance is now at \$34,155.
- Of this, there is approximately \$27,000 in committed funds yet to be spent (Choral risers, projector, Ballet barres, music computer)
- Bank deposit nearly full. Brenda to purchase new book for \$25

**3) ACTION ITEMS UPDATE**

- 22/2017 – Completed – Instagram Account now set up . 21 Followers thus far. Student Council have promoted through their Instagram Account. Plan is for students to follow both accounts.
- 23/2017 – Completed – Tracy’s contact in busy time of year, so can’t assist us in the short term with the Projector purchase. Vince indicated that the new projector needs to be purchased by December 1st for the Christmas Concert. Total cost is \$10,855 with tax, \$9,000 already approved.



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- Motion: Moved Jan Patterson Seconded David Patterson that up to an additional \$2,000 be allocated towards the purchase of the Projector. All in Favour – Approved
- 24/2017 – Completed – Jan spoke with Chris Berwick who referred her to Lucy Sytnyk. Nominations are sought for all school awards from the teachers and student body. The Guidance Department has a Selection Committee organized by Lucy that collates and assesses all nominations for eligibility. The Committee then matches the Awards to the most appropriate and deserving student. Lucy is happy for Friends to provide the Criteria for the Friends Award.
- Motion: Moved Jan Patterson Seconded Anthony Viola that one Award be presented for each of Grade 8 and Grade 12. The Grade 8 Award to be a Certificate, the Grade 12 Award to be a plaque on a Theatre chair.
- Action Item: All Board members to come to November meeting with suggestions for the criteria for the Friends Awards.
- 25/2017 –Completed. Eliza reported that the website is now published and live. Jan and Eliza to maintain the website, Eliza producing a “How to Guide” for website maintenance.

#### 4) ANNUAL FAMILY DONATION PROGRAM (Tracy)

- 31 families have donated since school resumed in September
- \$5,040 donated with seven \$250 donations.
- Further promotion to go out in November/December, focus on the purchase of a plaque as a Christmas present and also to receive a tax receipt before the end of the financial year.

Action item : Eliza to develop a bar chart which can be posted on the website which provides a monthly update for the funds raised for the years in relation to goal amount set for the year.

#### 5) FRIENDS/CSPC FUNDRAISING MESSAGING (Niloufer)

- Most parents don't differentiate between Friends and CSPC.
- Therefore important that we provide a consistent message from both groups.



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- Parents have been advised that the only fundraising this school year, will be through the Annual Family Donation Program.
- Important then that Friends and CSPC promote all other events as “Services” ( e.g. Uniform sale, Flower sales at school events) not fundraisers.
- Action Item: Jan to speak with CSPC President Tenille Jacobs to ensure we deliver a consistent message form both groups.

### 6) NOMINATION COMMITTEE (David)

- With AGM in January, we need to promote to the school community the 2018 election for Board of Directors. This can be done through CSPC, email, newsletter, website, Instagram.
- It would be helpful if all current Board members could indicate prior to the end of the calendar year of their intention to stand again in 2018. This will enable to identify the Board to identify the minimum number of Board vacancies that will exist.
- David and Jan indicated they will not be standing for re-election in 2018 as their son will complete Grade 12 in June.
- Action item: Tracy to compose a letter that to be distributed through various school mediums to encourage members of the school community to stand for the Friends Board in 2018

### 7) PLAQUE PROGRAM UPDATE (Anthony)

- 7 new plaques to order from recent donations
- Some challenges with the online donation process in that those donating \$250+ are often not indicating their Plaque request.
- Action Item: Anthony to develop a template email to go to donors asking them to reply with their plaque request (if any). Plaques will be struck for those who reply within a specified timeline (14 days suggested).

### 8) PURCHASE REQUESTS UPDATE (Jan)

- Jan reported that the Choral Risers have been purchased and will be delivered on 10<sup>th</sup> November.

### NEXT MEETING - Tuesday 14<sup>th</sup> November at 6pm

- To be an open meeting to allow potential nominees for the 2018 Board the opportunity to attend. Adjourned 7pm.