

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

Meeting time & location	CCAA – Sept 12, 2017
Directors present:	Jan Patterson, Natalie Hegarty, Anthony Viola, Brenda Bao, Paulo Martins, Niloufer Pasha, Tracy Barber, David Patterson, Anita Anton, Eliza Ghinea, Mary Topping Keenan
Regrets:	Eniko Pittner, Renita Greener
Guests:	Josh Mansker, Ray Sanborn, Vince Valeri
Minutes taken by:	David Patterson

President Jan Patterson chaired the meeting. Meeting called to order: **6:05 p.m.**

Opening prayer: Anthony Viola

1) APPROVAL OF MINUTES (June 6th, 2017 meeting) (Jan)

- Motion: To accept the minutes from June 6th, 2017 meeting. Moved Tracy Barber Seconded Anthony Viola All in Favour – Approved

2) TREASURERS REPORT (Brenda)

- Our overall balance is now at \$32,669.. \$1227 in funds raised yet to be banked.
- Of this, there is approximately \$27,000 in committed funds yet to be spent (Choral risers, projector, Ballet barres, music computer)
- CRA Charity submission was lodged by June 30 deadline.

3) ACTION ITEMS UPDATE (Jan)

- 10/2017 – Completed
- 19/2017 – Completed – Paulo still trying to contact winner to get the file as they have now graduated.
- 20/2017 – Completed
- 21/2017 – Completed – Revised mailout to go late Sept/early Oct as tends to get “lost” in Aug mailout.
- 22/2017 – Pending – Tracy to follow up with her contact on projector purchase

4) UPCOMING EVENTS (Jan)

- Curriculum night Sept 20 (Grade 7 and 9) - Table set up, conduct raffle and donation forms available. Jan to email directors to confirm who can attend on the evening.

5) ANNUAL FAMILY DONATION PROGRAM (Jan)

- Continuing with AFDP in 2017

- Tracy to simplify the form, one pager, half with recent/future purchases, half with donation information. Boxes for \$50, \$100, \$250 and other.
- Revised mailout to go late Sept/early Oct as tends to get “lost” in Aug mailout.

6) PLAQUE PROGRAM UPDATE (Anthony)

- 186 plaques now in the Theatre
- Anthony organizing plaques for the new computers and iPad minis.

7) LOGO COMPETITION (Paulo)

- Paulo still trying to contact winner to get the file as they have now graduated.

8) PURCHASE REQUESTS UPDATE (Jan)

Purchased

- English – iPad Minis and adapter
- Visual Arts – Kiln was repaired rather than replaced
- Music – Notation computer and desk
- School - BBQ
- Technology – Photo and Video equipment

Yet to be Purchased

- Music – Choral Risers
- Theatre – Projector. Josh Mansker presented his quote to the meeting. Tracy to present quote to her contact to provide a comparative price.
- Ballet barres

9) OUTSTANDING REQUESTS FOR CSPC (Jan)

- CSPC have completed their uniform sale and have about \$10K in funds.
- Suggestions for CSPC to purchase are:
 - English – iPad Minis
 - Technology – Photography equipment
 - Music – Notation computer workstation
 - Drama – Possibility once a submission is provided.

10) PAY PAL (Jan)

- PayPal - not being used much, doesn't issue tax receipts, Treasurer has to do so manually.
 - Canada Helps – tax receipt immediately emailed to donor, lower commission than PayPal
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- Motion: Moved Jan Patterson Seconded Brenda Bao that we retain PayPal as an account, but do not advertise it and remove it from existing and future fund raising options. Motion Approved.

11) FRIENDS AWARD (Jan)

- Historically Friends provides two Awards, one for each of Grade 8 and Grade 12. Staff decide the winners. A monetary prize is awarded.
- Do we want to keep these Awards? If so, do we want to review the criteria to determine the winners?
- Action Item - Jan to speak with Chris Berwick with regard to the Awards.
- Paulo – If we provide a monetary Award, it is considered as an honorarium by the CRA and should be reported.
- Vince – perhaps make the Awards a plaque on one of the Theatre chairs.

12) WEBSITE UPDATE (Eliza)

- Eliza to contact Mrs. Rossi to meet to get training on the new website access and usage.
- Waiting for the new logo to add to the website
- Anthony Viola to provide two plaque photos to Eliza.

13) DIRECTOR RESIGNATION

- Jan advised the Board that Renita Greener tendered her resignation on 11th September to be effective immediately.
- Moved Jan Patterson Seconded Paulo Martens that Brenda Bao elected to the vacant Director position. Motion Approved unanimously.

NEXT MEETING

- Next meeting: Tuesday 10th October at 6pm
- Meeting Adjourned 7:02pm

ACTION ITEMS

Ref	Action Items	Status	Who	Due By
28/2016	David to address student body at Easter Mass on 19 th April. Anne to provide access for a ppt presentation.	Complete	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 for Stud.Reg.night	Complete	Jan	22/2/2017
6/2017	Brenda to prepare a Donation Box and bring her I Pad for Stud. Reg. night	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	Complete	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	Complete	Anne	11/04/2017
14/2017	Paulo to send the Logo contest Poster to Anne	Complete	Paulo	11/04/2017
15/2017	Anne to send the link of #onthisrock	Complete	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.	Complete	Brenda	11/04/2017
18/2017	Review of current criteria for Friends Awards	Complete	Tracy	09/06/2017
19/2017	Board members to be emailed final entries in Logo competition	Complete	Paulo	09/06/2017
20/2017	Jan to provide a legacy letter to Anne to send to Grade 12 parents	Complete	Jan	09/06/2017
21/2017	Tracy to include United Way donation option in the Annual Family Donation Plan letter to be provided to Anne to be sent out to parents in the August mailout.	Complete	Tracy	07/08/2017
22/2017	Jan to check status of Friends Instagram account with a view to linking to Carter Council	Pending	Jan	09/06/2017
23/2017	Tracy to reach out to a contact who may able to assist in identifying an appropriate projector	Pending	Tracy	October 2017
24/2017	Jan to speak with Chris Berwick with regard to the Friends Awards	Pending	Jan	October 2017
25/2018	Eliza to follow up with Mrs. Rossi re new website access and training	Pending	Eliza	October 2017