



EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

APRIL BOARD MEETING MINUTES

Meeting location & time	CCAA – 6:00pm on April 10, 2018
Directors present:	Tracy Barber, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, Eliza Ghinea, Mary Topping Keenan, Philip Doyle and Daniel Hasznos
Regrets:	Paulo Martins and Kevin Hendershot
Guests:	Raymond Sanborn
Minutes taken by:	Niloufer Pasha

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Eliza-Daniela Ghinea

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: **6:05 p.m.**

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

1. APPROVAL OF MINUTES (March 20, 2018)

Tracy gave everyone a few minutes to review the minutes and raise questions or request clarifications, if any.

- Motion: To accept the minutes from March 20, 2018 meeting. Moved – Natalie Hegarty; Seconded – Philip Doyle; All in Favour – Approved.

2. TREASURER’S REPORT

Brenda came in later and provided a very brief update (after Mary’s update on corporate donations) starting with the current balance in the bank of \$24,993.70. Opening balance was approx. \$22,800, donations received was approx. \$4,322 and one funding request processed was the payment for ballet barres of approx. \$2,160.

**Registered Charity
#85619 1549 RR0001**



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3. WEBSITE UPDATE

Eliza provided an update on the Friends website:

- Newspaper was updated with purchases made in 2017 and regular uploads completed such as minutes of the monthly board meetings.
- Also provided printout of a certificate for a retiring board member to Tracy.

4. FUNDING REQUEST

Tracy handed out the list of items submitted by various departments to Friends for funding and provided an update on some of the discussions she has had with staff:

- Approximately \$31,000 available (including \$5,600 from CSPC) for funding in June 2018.
- For the benefit of the new board members Tracy read out the list of items funded last year (such as bought-out leases of 28 computers, sheet music, ballet barre, 4 light boxes, canon camera, DVD projector, etc.)
- Mary mentioned that during her meeting with the board regarding corporate sponsorship she received some feedback on funding from Friends and CSPC. The recommendation, from the internal board auditor, was that the school should receive the funds from Friends and CSPC and make the disbursements or payments to the vendors. The school would ask staff to use the board approved vendors to get quotes but they would be free to find better or alternative options. CSPC and Friends can continue collaborating on the funding review and assessment process as before; once agreed on items to be funded the list can be provided to the school administration and each organization can then transfer their respective contribution to the school's account. The school would then make the purchases.
- Tracy reviewed the list of items submitted by the various departments. She had met with the new Theatre Director, Mallory Mitchell; she liked her practical approach to repair and maintain all that is currently available to the theatre. Mallory, after speaking with the previous director (Josh) has resubmitted a detailed and prioritized list of items for funding and has included quotes of used items in some cases. Philip noted that items such as cordless drill on the list could potentially be funded by the TCDSB. Mary to check and revert on that.

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- On the Phys. Ed list Philip repeated that certain items such as anything fixed to the school property (e.g. basketball rim) should probably be replaced or purchased by the school board. Mary to check and revert.
- There was not much discussion on the 3D printer request. The discussion moved to the music departments' request. Daniel was asked to provide some background on the request for the \$9,600 bass clarinet. Daniel explained in detail that this is a high-end instrument not available as a rental option, has an extra octave enabling the school band to perform at a much higher level; the use of such instruments sets the Carter band apart in competitions i.e. from his perspective the spend was well worth the significant value it provided. Brenda, a music student parent, supported the high-quality instrument purchase with anecdotes of Carter's history of success in music contests and exclusive invitations to perform in prestigious venues such as Carnegie Hall. The discussion was useful as it provided context to Friends for this request.
- There was some discussion on what the school board funds and provides to an arts school such as Carter. Mary was to enquire if a budget would be available for small purchases or maintenance and repairs of instruments thus prolonging their life; this would complement the fundraising efforts of Friends and CSPC and help the school meet more of its needs as currently the needs are greater than funds available from all sources.

5. PLAQUE PROGRAM UPDATE

Anthony provided a brief update on the plaque program:

- No new plaques requested since the last meeting
- Anthony passed around the plaque (\$15) for Mr. Rossi's computer room acknowledging the funding of 28 computers by Friends and the crystal keepsakes for the retiring board members (\$25 each).
- Tracy mentioned that she will bring cards for everyone to sign next week and wrap up the gifts. It was subsequently decided that the three retiring directors would be invited to come for the last part of the next meeting to receive the gifts.

6. CORPORATE DONATIONS

Mary provided an update on her meeting with the board regarding corporate donations. The board did not have any objection as long as the effort was conducted

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in close cooperation with the school administration and the corporation did not pose any ethical issues for the board or the school. Philip noted that a promotional video could probably be produced by the students to be used in the corporate donation campaign.

7. BYE-LAWS REVIEW

Niloufer mentioned that there was insufficient time to discuss the bye-laws; also, it would be a more productive discussion if members read the byelaws so postponing the discussion to a later date, perhaps the June meeting, would be better; she pointed out a few items that might be worth discussing such as (a) the mandate of the board included bringing in talented artists to perform/teach at the school, (b) donation amount required for membership was \$35 as per the byelaws which was lowered to \$5 in practice and (c) Friends financial statements were to be audited as per the byelaws but not yet done in practice. Jan, who joined the meeting as a guest, mentioned that an audit was not necessary in the past as the fundraising activity was not significant. However, we will probably need to consider it since 2017 and 2018 had higher activity. There was some discussion on finding either a small firm or parent volunteer to do the audit.

8. OTHER BUSINESS

A few other matters were brought up and discussed by various members:

- Natalie raised that there were some lost opportunities for Friends – some communication that went out to parents regarding events in school did not have any mention of Friends. In future all communication should feature/mention Friends and where warranted Friends should have a physical presence.
- Future events were discussed; Mary provided some dates and then a description of how Carter Creates is being planned for execution. She also mentioned that CSPC would be having a BBQ night during Carter Creates.
- Confirmed next meeting is on May 8, 2018

Meeting adjourned shortly after 7:00pm.