

DRAFT - Colquitz Performing Arts Parents Association (CPAPA)

Meeting Minutes

Monday, September 11, 2023 @ 7:00pm

Meeting called to order at 7:05 pm

Attendees: Caroline Mackenzie, Steve de Vries, Kelly Montgomery, Carrie Schlappner, Karen Grigolato, Amee Ballantyne, Angie Hentze, Christie Johnston, Serena Samra, Karycia Mitchell, Kindree Draper, Melissa Van Londersele, Maddy Dams, Robyn Hiensch

1. Welcome and Introductions

2. Accept June AGM Meeting Minutes and September Agenda

- Motion to approve June 8, 2023 AGM meeting minutes by Maddy; seconded by Amee
- Motion to approve agenda by Kindree; seconded by Karycia

3. 2023/2024 Open Executive Positions

- Fundraiser Co-ordinator(s) and Members at Large
 - High level overview of Fundraiser Co-ordinator duties, info will be put in the newsletter, and at the CPAPA table at June 21's Welcome Back Night

4. Financial Report

- Account transactions since AGM
 - Jun-13-2023: Uniform shirts – Deposit: \$99 (8 shirts: one \$15 e-transfer)
 - Jul-01-2023: Tour TOC Costs – Expense: \$755.67 (half of total TOC costs, other half paid by the school)
- Where we stand starting in September:
 - Starting Balance (balance in account): \$12,336.46
 - Deposits: \$0.00
 - Pending Deposits: \$0.00
 - Expenses: \$0.00
 - Pending Expenses: \$0.00
 - Fundraised Money – not to use: \$2,626.41
 - Useable Amount: \$9,710.05

5. Teacher's Updates & Requests

5.1. Band	<ul style="list-style-type: none">• Band 7, 8, and Jazz band have signed up and will start Tuesday• 40 students from grade 8, 40 students from grade 7; 27 Jazz band students• Grade 6 band: approximately 150 students went through the Instrument Zoo on Friday with numbers rolling in on Tuesday, Sept 12• Bass Clarinet: unable to borrow one this year and will be putting out a request to parents of students have been using the bigger instruments without paying a contribution. Will also be asking Dave Symons at Long and McQuade price of a year's rental. School instruments are supposed to be for those in financial need. If a student is doubling, the expectation has always been to pay what you can. If enough money can't be covered the full rental, CPAPA will be asked to cover the rest. Connecting with Dave to see what kind of deal can get on a used instrument. All three students are in grade 8, so there is no sharing available.• Lisa Baylis has started doing some research on the cost of our own band trip, and would like some help from other grade 7/8 parents creating our trip, with the goal to reduce costs for all.• Christie Johnston will help Lisa research.
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	<ul style="list-style-type: none"> • Really hoping to get more of a response from grade 7 parents this year, now that they have had the opportunity to see the amazing work this parent group does. • If you are new, welcome to Fine Arts at Colquitz! • Proposal: have two days of concerts for Dec and June. Band and Jazz band one day and Strings and Choir another. Something to think about.
5.2. Choir & Theatre	<ul style="list-style-type: none"> • Grade 6 choir: 43 students • Grade 7/8 choir: 87 students (40 grade 8; 47 in grade 7) • Provectus choir: 20 students • Fall play: 100 forms have gone out and 65 forms have come in, lots of excitement • Discussion of a 4th show, possibly Nov 27, 28 or Dec 1, 2 • Will need parents assistance with costumes and some stage construction • Getting prices for sound equipment for the drama room. May request financial assistance from CPAPA. Looking at October for installation • Heads up: risers need some TLC for choir
5.3. Strings	<ul style="list-style-type: none"> • Beginner group: 14 students • Intermediate / Advanced group: 39 students • Good balance of instruments
5.4. Gym AV Request	<ul style="list-style-type: none"> • Will sell pizza at the Welcome Back night to fundraise for Gym AV equipment – families will pre-order pizza • Looking at raising approx. \$30,000 and break down the costs to buy one piece of equipment this year and another component next year • The school has some funds and will fundraise. Will also request some CPAPA and PAC funding.

6. Colquitz Welcome Back Night

- Thursday, September 21 – CPAPA Info Table
 - Tour posters
 - Band flag
 - Musical info
 - Loop past musicals and COVID concerts
 - Forms to order shirts and sample shirts available
- Please come and help at the table!

7. Uniform Shirts

- Orders that go through Cash Online go to the school, CPAPA cannot receive the funds
- Options to consider:
 - Option A: take the \$700 loss
 - Option B: one year CPAPA help the staff organize the t-shirt orders so the money can be refunded back to CPAPA for the t-shirts that are still in stock and need to be sold
 - All orders are through a paper order form handed out by teachers
 - Order form has costs and the option of a used shirt (half the cost of a new shirt)
 - Payment info (pay CPAPA) etransfer (include student info) or cheque / cash
 - Deadline info with clear cut off date
 - Sizing info
 - Once forms are in, volunteers will pull together the information from current stock, orders will be placed on the outstanding shirts required
 - Used shirts: priority will go to students in need, exchange available depending on the condition of the t-shirt. Limited stock.

8. Fundraising

- Fundraisers are:
 - Purdy's Chocolates
 - Christmas Poinsettias
 - Bake Sales at concerts
 - Future Fundraisers
- Fundraising organizing needs to start right away for Poinsettias and Purdy's.

9. Meeting Time

- Move meeting time to 6:30pm

10. Meeting Adjourned

- Motion to adjourn by Karycia; seconded by Ameer
- Meeting Adjourned at 8:15pm.
- Next meeting October 5, 2023 at 6:30pm