

DRAFT - Colquitz Performing Arts Parents Association (CPAPA)

Meeting Minutes

Monday, November 6, 2023 @ 6:30pm

Meeting called to order at 6:31 pm

Attendees: Caroline Mackenzie, Kelly Montgomery, Karen Grigolato, Ameer Ballantyne, Serena Samra, Angie Hentze, Karycia Mitchell, Maddy Dams, Rachel McClellan, Dan, Kindree, Robyn, Melissa, Ruth, Bella

1. Welcome & Introductions

2. Accept October Meeting Minutes and November Agenda

- Motion to approve October 5, 2023 meeting minutes by Karen; seconded by Ameer
- Motion to approve agenda by Angie; seconded by Karycia

3. Financial Report

- **Account update:**
 - Balance: \$16,824.46
 - Deposits: \$11,821.20
 - Expenses: \$7,332.94
 - Student Account: \$2511.74 (before the 2023 poinsettia fundraiser)
- **Uniform Shirts**
 - Order has been placed and invoice pending. Shirts are estimated to arrive Nov 28
 - Still looking to recoup and will be looked at after shirt order has come in
- **Student Accounts**
 - Overview of the purpose of the Student Account – to be used for music tour
 - Review of the spreadsheet and discovered a difference of \$11.03 from the poinsettia fundraiser
 - Motion by Karen: use \$11.03 of in-active student funds to balance out the poinsettia fundraiser
 - Second: Ameer; all in favour
 - Total profit of \$3,641.54 from the poinsettia fundraiser

4. Fundraising

- Fundraising meeting update
 - Angie and Karen met with Carrie Schlappner, Kindree (PAC Chair) and Nicole (PAC Treasurer)
 - Discussion on how to support big ticket items for the school and ensure there is coordination, clarity, and purpose of the fundraising
 - CPAPA has poinsettia and Purdys for student accounts plus bakesale which is for the general CPAPA account
 - CPAPA currently has enough money in the account and there is no need to raise money this year. Instead CPAPA and PAC can work together to raise funds for big ticket items, such as the AV system
 - Any new fundraising ideas will have to go through the principal
 - Kernels popcorn fundraising is a go
 - Annual September meeting to discuss fundraising for the year between the PAC and CPAPA
- Christmas Poinsettias
 - Total profit of \$3,641.54 which is similar to last year
 - Easier this year due to switching to cheques and e-transfer
 - Pick up will be on the night of the concert in the woodwork room or gym
 - Allocating profits to student accounts was a challenge. May wish to consider a different approach next year, for example, the same profit percentage for all poinsettias or a spreadsheet that calculates the percentage for each different type
- Purdys Chocolates
 - Messaging has gone out, orders are trickling in
 - Currently at approx. \$450 of orders to start off!

- 25% profit will show up after we hit \$1000
- Chocolates will be delivered to Angie and will be available for pick up on the concert nights in the art room
- Bake Sales – Winter Concert
 - Two Christmas concerts – keep an eye for the Sign-Up Genius
 - Bring extra containers to store extra items for the next day

5. Teachers' Updates

- Music Tour Update
 - EWT \$565 last year
 - EWT \$690 for two nights in Richmond
 - Does not include TOC costs, GST, etc. Will be over \$700 for Richmond
 - Option: school bus and panel truck or 2 days + 1 night
 - EWT can do 2 days + 1 night for \$455 + GST + 1 day total of TOC costs for April 26-27
 - Includes a musical, clinics, performances
 - Need 80 students in order to receive that price per student
- Concerts – 2 nights
 - Concerts are long and last year a number of families left halfway through
 - Tuesday night @7pm; Wednesday afternoon is school concert and then the evening concert @7pm
 - Band and Jazz on Tuesday, Choir and Strings on Wednesday
 - The concerts will be approx. 1 hour and 15 min
- Show Update
 - 21 days till show week
 - Sign-Up Genius is available
 - Costumes have been organized and mended
 - Parent night was cancelled due to power outage, is not going to be rescheduled before the show
 - Musical will be Singing in the Rain – Caroline's 20th year!
 - Plans in place to record the play – waiting on confirmation from videographer
 - Need a volunteer photographer – 2 nights (1 night per cast)

6. Social

- After the Dec 4 CPAPA meeting, swing by the Crooked Goose for some socializing

7. Meeting Adjourned

- Meeting Adjourned at 7:41pm.
- Next meeting Monday, December 4, 2023 at 6:30pm