

DRAFT - Colquitz Performing Arts Parents Association (CPAPA)

Meeting Minutes

Monday, January 8, 2024 @ 6:30pm

Meeting called to order at 6:33 pm

Attendees: Caroline Mackenzie, Kelly Montgomery, Steve de Vries, Karen Grigolato, Rachel McClellan, Ameer Ballantyne, Serena Samra, Angie Hentze, Karycia Mitchell, Kindréé, Ruth, Kate, Dan

1. Welcome

2. Accept November Meeting Minutes and January Agenda

- Motion to approve November 6, 2023 meeting minutes by Angie; seconded by Karen
- Motion to approve agenda by Karycia; seconded by Angie

3. President's Update

- This is Karen's last year at CMS and therefore, last year with CPAPA.
 - Request: Karen would like to pass on knowledge and tasks by stepping back to allow others to take on responsibilities
 - There will be three main executive members leaving in June and the following positions will be open: Chair, Communications Lead, and Member at Large
- CPAPA Executive are a group of parents volunteering and there have been issues in the past related to finances and decisions made. To ensure transparency, communication, and working together it's important to have parents helping now and learning how and why processes are in place.

4. Financial Report

- **Account update:**
 - Balance: \$16,824.46
 - Deposits: \$14,056.95
 - Expenses: \$8,389.33
- **Uniform Shirts**
 - 44 shirts ordered totaling \$522.81
 - Balance Owing: \$174.54
 - A suggestion to split the difference between CMS and CPAPA of \$87.27 each
 - This was discussed via email due to December's meeting being cancelled - Approved by CPAPA Executive
 - CPAPA is happy to help with sorting and labelling, just ask us!
 - Music shirt ordering and distribution will be the responsibility of CMS
- **Student Accounts**
 - Overall Total: \$8,444.37
 - Grade 6s amounts will roll over to next year
 - Grade 8s who raised funds and no longer require them will have the funds go into the student in need account
 - Student in need fund: \$1,449.09

5. Fundraising

- Christmas Poinsettias
 - Pick up went really well and was carried out in the Woodwork room
 - The fundraising position for Poinsettias will be vacant
 - Robyn will be available to provide an overview of the process
 - Have poinsettias delivered on a day where the woodworking room is available (Mondays this year, check the schedule for next year)
- Purdys Chocolates

- 1 pallet, 21 boxes
- Student Profits: \$2291.09
- Pick up on the same night as the Poinsettias worked really well
- Approximately 5 bags weren't picked up and held in the office – Samantha stepped in and connected with the families
- Motion: reimburse Angie for printer ink amount of \$39.74 for Purdys Chocolate Fundraiser printing
 - First: Kindré; seconded: Rachel
- Bake Sales – Winter Concert
 - 2 concerts and \$1,318.75 raised
 - Raised about the same overall; not as many baked goods came in but the extras from day 1 were sold on day 2
 - Future note: Store leftover baked goods in Kelly's office vs instrument room
- Popcorn Sales
 - 3 days of sales: 277 bags sold
 - Total cost: \$831
 - Total profit: \$374.25
 - 23 bags of kettle corn left (pending final number)
 - \$20 left for float
 - 8 weeks shelf life for popcorn
 - Wednesdays can continue to be sale day with Angie offering to organize adult and student volunteers
 - Food for thought: Possibly change to Tuesdays which would allow Kelly to help
 - Action items to implement for next popcorn sales:
 - Money raised should be deposited on a weekly basis
 - Consistent weekly updates on money raised, bags sold – makes it easier to understand progress and easier to record the financials
 - Confirmation of left over bags to come via email
 - Motion: place an order for 300 bags (\$468.50) of the top 4 flavours and discounting the remaining Kettle Corn flavour for \$2 each
 - First: Kindré; Seconded: Rachel; all in favour
- Other Fundraisers
 - Defer to February meeting

6. Teachers' Updates

- Winter Concert
 - March: two days not required for concerts
 - June: two Wednesdays (back to back) – discuss details at a future meeting
- Tuba Xmas
 - 7 students cost \$10/each
 - Kelly and Ameer will cover their own costs
- Music Tour Update
 - White Spot instead of Old Spaghetti Factory
 - Play at English Bluff Elementary School
 - Tickets for musical confirmed
 - Funds request
 - strings clinic, approx \$500 – misunderstanding that strings and band clinics are to be separate, not together
 - \$15 for lunch at Tsawwassen Mills
- Theater Update
 - Play:
 - \$3193.10 made on the play
 - There are extra recordings available for purchase

- Concession went well with extras that can be sold with popcorn
 - Rachel will take on concession for theatre
 - Musical:
 - Over 100 students expected to be in Beauty and the Beast
 - Holding a Parent Information meeting on Jan 29 at 6:30pm (before the cast list comes out Jan 30)
 - Two weeks of auditions taking place, starting Jan 15
 - Communications to include the following:
 - Parent information meeting
 - Two weeks of auditions taking place
 - Strings Update
 - Beginner Strings: really enjoyed the concert and are looking forward to doing more
 - Victoria Symphony is coming this Friday to play and work with students
- Motion: reimburse Kelly for 7 students participating in Tuba Xmas at \$10 per student, total of \$70
 - First: Kindréé; seconded Karycia; all in favour
- Motion: approve up to \$500 to pay for the strings clinic on the music trip
 - First: Kindréé; seconded Karycia; all in favour
- Motion: CPAPA pays \$15 per student for 80 students going on the music trip for the Saturday lunch
 - First: Kindréé; seconded Karycia; all in favour
- Motion: approve up to \$400 to buy three stools for the Bass players
 - First: Kindréé; seconded: Rachel; all in favour

7. Meeting Adjourned

- Meeting Adjourned at 7:51pm.
- Next meeting Monday, February 5, 2024 at 6:30pm