

# DRAFT - Colquitz Performing Arts Parents Association (CPAPA)

## Meeting Minutes

Monday, March 4, 2024 @ 6:30pm

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Meeting called to order at 6:30 pm

**Attendees:** Caroline Mackenzie, Kelly Montgomery, Karen Grigolato, Ameer Ballantyne, Maddy Dams, Angie Hentze, Karycia Mitchell, Serena Samra, Nav, Dan, Shannon, Kindree

### 1. Welcome

### 2. Accept February Meeting Minutes and March Agenda

- Motion to approve February 5, 2024 meeting minutes by Ameer; seconded by Angie
- Motion to approve agenda by Kelly; seconded by Maddy

### 3. Financial Report

- Account Balance: \$11,969.11
- Student Accounts Overall total: \$8,673.49
- Student In Need Total: \$1,678.21

### 4. Sound System Motion

- Originally CPAPA paid for half of the sound system, which was paid: \$445.86
- Motion: Propose we donate to the school \$445.86 toward the purchase of the new audio visual system for the gym
  - First: Kindree; seconded: Maddy; all in favour

### 5. Student Fundraising Accounts Procedure / Bylaw Changes

- Previously Treasurer position was vacant and the Fundraising Coordinator managed the student accounts
- With the Treasurer and Fundraising roles filled, the two roles will share the responsibilities.
- Fundraising Coordinator manages which student has earned money, the information is then passed to the Treasurer. Treasurer will manage the money in the account and passes along funds to the school as required.
- Bylaws will be updated and brought forward to a future meeting.

### 6. Fundraising

- Popcorn Sales to date:
  - Total spent: \$1091.48
  - Total sales: \$2041.00
  - Total profit: \$949.52
  - Remaining popcorn bags will be brought to the Spring concert and sold at the bake sale.
  - Motion: Spend up to \$475 to purchase 300 bags of popcorn in April
    - First Ameer; Seconded Caroline; all in favour
- Spring Concert Bake Sale
  - Sign up Genius is set up and looks to be filled with volunteers
  - Review word doc and make note of changes

### 7. Fundraising Procedures & Updates

- Items discussed:
  - Payment to vendor / reimbursements requires a motion before payment can be made
  - Fundraising proposals written up and brought forward to CPAPA, motion raised / recorded, and the proposal saved to the Google drive; provide sample of fundraising proposal for volunteers
    - Include what will happen with leftovers/excess spoilable goods
  - Policy for gifts / extras provided by companies from fundraising are to be brought forward at CPAPA meetings to decide how to distribute

- Thank you gifts for volunteers (adults and students) are not provided
- Percentage of acceptable loss from fundraisers should be zero. During CPAPA meeting review / monitor sales, review losses, discuss where changes can be made, and if fundraiser should continue.

#### **8. Student in Need Fund**

- Motion: \$365 from the student in need account to support a student to go on tour
  - First Angie; seconded: Karycia; all in favour

#### **9. Meeting Adjourned**

- Meeting Adjourned at 7:44pm.
- Next meeting Monday, April 8, 2024 at 6:30pm