

DRAFT - Colquitz Performing Arts Parents Association (CPAPA)

Meeting Minutes

Wednesday, June 19, 2024 @ 6:30pm

Meeting called to order at 6:33 pm

Attendees: Caroline Mackenzie, Kelly Montgomery, Steve DeVries, Karen Grigolato, Karycia Mitchell, Amee Ballantyne, Rachel McClellan, Serena Samra, Dan, Miranda, Sandy, Michelle, Robyn, Carolina

1. Welcome & Introductions

2. Accept April Meeting Minutes and June Agenda

- Motion to approve May 6, 2024 meeting minutes by Karycia; seconded by Rachel
- Motion to approve agenda by Rachel; seconded by Karycia

3. President's Year End Report

- It is hard to believe that another year has passed, it feels like we just started the school year and now it is over. So much was accomplished this year with CPAPA and performing arts at Colquitz.
- We were able to have some very successful fundraisers this year. Our Christmas poinsettias raised over \$3,500, thank you so much Robyn and our Purdy's Chocolates also raised over \$2,000, thank you Angie. Both of them were used for students to raise funds for their music trips, and they did an excellent job! We had two fundraisers running though out the year helping raise money for our general use. The concert bake sales, where the total raised was over \$3,200 from 5 concerts. Then Angie introduced a new fundraiser, popcorn sales. The total raised from mostly lunch time sales over 23 weeks was over \$1,500. Thank you Angie, for starting this new fundraiser and spearheading it throughout the year.
- CPAPA also committed this year to looking into the uniform shirts to find the money errors and making sure these funds were recouped. We also were committed to helping set up a usable system for new and used shirts for the future. Amee and Serena took on the majority of this project and both of you did an amazing job with many hours of work. Thank you for helping sort it all out.
- We were fortunate to have a full slate of dedicated parents that made up the executive this year and it was wonderful to see how engaged everyone was. Thank you Amee, Serena, Rachel, Maddy, Angie and Karycia for all your hardwork and support.
- I feel that we had a great year at Colquitz and the performing arts were showcased in a spectacular fashion. Thank you to our amazing teachers for all their work and dedication to our students. You should feel proud that another successful year was produced.
- For me it is the end of an era of doing crazy make up for Disney musicals, trying not to purchase too much at the concert bake sales, getting to know the individual students, watching the marching band at Buccaneer Days and of course standing backstage watching my own children make me proud, and only once did I need to have a bucket handy! Thank you to all the parents and students these last 9 years for the memories and support. And thank you to Karen Whyte, Steve De Vries, Caroline Mackenzie and Kelly Montgomery for making it all possible.

4. Teachers' Year End Report

- Band:
 - What a fantastic year this has been! The band program started with about 150 students and ended with 120, which is a pretty normal Grade 6 drop percentage.
 - This year we were able to do Tuba Christmas, have separate concerts, do a family of schools concert with Tillicum, play Oh Canada at a hockey game, collaborate with the Greater Victoria Youth Orchestra, have about 90 students win first place marching band in the Buccaneer Days parade, have the Grade 6 band win at their festival, spend a morning with Spectrum kids and generally have fun and learn a lot in the band classes. The highlight for me was the last band concert and being able to feature so many students in a variety of ways.

- Although our Richmond tour was only one night, it marks the second tour in a row that went fantastically well. Thank you to our chaperones for making everything run so smoothly.
- As I am reaching my last 4 teaching days, I can truly say I'm not sad because I have celebrated our many successes this year. I want to thank CPAPA for their constant support of our programs, of us teachers and of our children. I know that whoever takes over from me will feel the same support. You are a small but mighty powerful group of parents. Thanks for everything.
- Strings:
 - Students excited about next year
 - Biggest finale – 880 students!
 - Final concert had grade 8 soloists
 - Switch strings took place and the kids had lots of fun!
 - Getting a bigger group going for beginner strings
 - Kids are eager to get to strings and stay back to clean up
 - Spectrum currently doesn't have a strings program and hopefully will get started up
 - Hoping the current grade 7s step into a leadership role in grade 8
- Choir/Theatre:
 - Overview provided and Caroline will send her year end write up so details can be included.

5. Financial Report

- Account Balance: \$12,392.66
 - Expenses:
 - Total expenses for the year: \$16,893.29
 - May 21: Popcorn purchase: \$458.00
 - Jun 1: Retirement gift: \$251.25
 - Jun 12: Teacher gifts: \$100
 - Deposits:
 - Total deposits for the year: \$20,669.76
 - May 13: Popcorn sales: \$283.00
 - Jun 10:
 - Popcorn sales: \$344.00
 - Bake Sale: \$606.25
 - Jun 17:
 - Band concert donation: \$69.00
 - Popcorn sales: \$219.00
 - Bakesale deposit: \$446.25
- Student Accounts Overall total: \$3,720.27
- Student In Need Total: \$1,313.21
- Areas for improvement: fundraising and etransfers had some challenges as it overlapped with music t-shirts, lots of confusion and working together. Something to keep in mind next year.
- Addition from June 24, 2024 via email between new and previous executive:
 - Move to spend \$25 on a GC for Sam as a thank you for her support.
 - First Karen; seconded by Maddy; all in favour

6. Funds request for AV Project

- Started before Covid, however after the pandemic, costs went up and further funds are required
- Some money has been donated from CPAPA funds
- Another \$10,000 is required to reach the funds required for the AV system
 - Donation towards AV system – hold off on this until further plans come forward from Admin
- Discussion on a smart TV in the band room, getting drama curtains cleaned, and purchase of new instruments
 - Recommendation: to have some funds set aside for new instruments with the following list of instruments that need to be replaced:

- 2 clarinets - Yamaha
- 2 flutes – Jupiter or Yamaha
- Motion: allocation \$2500 towards a smart tv and installation in the music room
 - First Rachel; seconded by Carolina; all in favour
- Motion: allocation \$2500 towards the cleaning of the theatre curtains with any remaining funds going towards a wireless headset
 - First Rachel; seconded by Carolina; all in favour

7. CPAPA Executive Members

- Acting President: Rachel McClellan
 - To be revisited in September
- Vice President: Christine Albrecht
- Treasurer: Angie Hentze
- Secretary: Serena Samra
- Communications Director: Dan Winner
- Fundraising Coordinator: Miranda Benn and Sandy Lyseng
- Member at Large: Michelle Clark, Carolina Montenegro, Meridth Walker
- All in favour!

8. Next Year's Meeting Dates

- First meeting of the school year will take place on September 9 at 6:30pm in the art room
- Meeting dates for 2024-25 school year will be discussed at September's meeting to determine which day of the week will work for the executive and teachers
 - Also discussed will be the open house and how fine arts can be showcased

9. Meeting Adjourned

- Meeting Adjourned at 8:08pm.
- Next meeting Monday, September 9, 2024 at 6:30pm