

DRAFT - Colquitz Performing Arts Parents Association (CPAPA) MEETING MINUTES

Monday, October 7, 2024 @ 6:30pm

Meeting called to order at 6:33 pm

Attendees: Caroline Mackenzie, Katherine Forester, Karen Whyte, Rachel McClellan, Christine Albrecht, Angie Hentze, Serena Samra, Daniel Winner, Sandy, Shannon, Lisa

1. Welcome and Introductions

2. Accept September Meeting Minutes and October Agenda

- Motion to approve September 9, 2024 meeting minutes by Lisa; seconded by Shannon
- Motion to approve October 7, 2024 agenda by Lisa; seconded by Shannon

3. Fundraising Update

- Fundraising Coordinator needed – executive position
 - Communication on fundraising needs to go out this week
- Poinsettia Fundraiser
 - Discussion on the poinsettia price points and variety of options
 - Nov 8: order and money needs to be into Hilltop
 - Woodshop is free Wednesday and Friday afternoons
 - Christine will lead the Poinsettia fundraiser this year
 - Suggestion: request hand out to be printed in colour
- Purdy Fundraiser
 - Rachel will connect with Angie for an overview
 - Christine will lead Purdy's fundraiser and open to help.

4. Review of Financials

- Starting Account Balance: \$11,351.01
- CPAPA Account Balance: \$7,630.74
- Student Account Balance: \$3,720.27
- CPAPA Student In Need Balance: \$1,313.21
- Upcoming expense: Headset will be purchased in November

5. Review of Constitution and Bylaws

- Comments / Feedback
 - Section 9.6 missing information: proposal: "preparation, attendance, and commitment"
 - Proposal to add a two-person count to financial section (language): include update in drafts
 - Update language to be gender neutral
- Review Executive Roles and Expectations
 - Propose name change President & Vice President to Chair and Co-Chair
 - Propose changes to duties to Vice President role to include specific actions to assist President (eg. Internal communications)
- Update bylaws, bring proposed changes to the Nov meeting for review, and post for one month before motion is brought forward to accept the updated bylaws

6. Tour Committee Proposal

- Tentative April 25 and 26 and looking at mainland and Vancouver Island • Shannon, Lisa, and Farley have offered to assist Katherine with organizing the tour

7. Communications

- Meeting communications delivery discussion and vote
 - Feedback: difficult to find information
 - Created a contact list and had people tick off what type of communication they were interested in: join CPAPA, attend meetings, attended 1st meeting, receive updates
 - Option 1: status quo - all exec, members at large, meeting attendees, and teachers are receive draft meeting minutes after meeting
 - Option 2: exec, members at large, finalize draft minutes. Finalized draft minutes are sent to exec, members at large, meeting attendees, teachers, and everyone that has ticked off wanting to receive communication
 - One week before the next meeting, a proposed draft agenda and call for agenda items (this occurred in previous years as well) will be sent to all exec, members at large and parents marked off as wanting to receive communication. Emails will be sent from CPAPAinfo@gmail.com by the Vice President or President.
 - Overall: be more intentional with communication, do not reply all, etc, include recipients emails in bcc field, not in "To" field
 - Motion: Christine motions to approve Option 2; seconded Lisa; all in favour •
- Updates
- Rachel provided Dan with Communication Schedule and is posted on the Google drive for future additions and revisions

8. Teacher Updates

- Welcome (back) Karen
 - Library at Rock Heights will investigate if rosins and cello anchors are available. request for \$150 to purchase
 - Motion: Rachel motions to approve \$150 for rosins and cello anchors; seconded by Angie; all in favour
- Costume Sale / Parent Info Night (October Events) – will be done at a later date, likely January/ February costume sort and sale later in the year or next September. • TV Mount Purchase and Installation – Facilities looked at the TV, need to purchase the wall mount, plywood would be placed over the storage room windows (main level), remove screen, mount TV
 - Items which require cost: TV mount, install, plywood, paint (for plywood), electrical work (may be required)
- Band website: have a website or use Google Classroom; discussion took place and a Google Classroom will be used with additional updates added to Caroline's website as needed.

9. Opens

- Succession planning: start a manual to record information for future members – Christine will start drafting, everyone is welcome to contribute and build on what has been created

10. Meeting Adjourned

- Meeting Adjourned at 8:04pm
- Next Meeting: November 4th @ 6:30pm