

Meeting Minutes – Lansdowne Music Parents Association

November 07, 2022

The meeting was called to order at 7:04 PM.

Attended by: Cathy Costigan, Kerri Fraser (minutes), Elaina Mack, Kirstie McNally (chair), Shannon Mycroft, Megan Seel, Andrew Sly.

Teacher: Brian Anderson

Regrets: Paul Spelt, Melanie Palmer, Jennifer Tuck

Land Acknowledgement

Approval of Agenda and Minutes

- The approval of the agenda for tonight was motioned (Shannon) and seconded (Kirstie).
- The approval of last meeting minutes from October 3, 2022, was motioned (Megan) and seconded (Shannon).

Treasurer's Report

- Blowing Out the Dust - \$1139 profit (\$416.40 from 50/50 and \$722.00 from tuba)
- Expenses - only Grade 6 Day with a Pro has been expensed so far, on budget to the dollar; all cheques cleared.
- Last Black Bear coffee cheque finally cleared after Shannon persisted in contacting them.
- \$41,600 in account with no debts outstanding.
- Discussion on Square payment option - may still be useful for onsite payments (i.e. Musical Desserts) - large fees associated with its use which comes out of student profit. For coffee sales, grocery card sales, etc. it will be better to encourage parents to e-transfer.
- E-transfer has been set up for auto-deposit. If parents use the e-transfer option to make fundraising payments, ask them to put *at least* the student's first and last name (ideally, more information is better - if character count allows for it, add grade and advisory number, too!) so that the money can be connected with the student's account. Accounting is very simple for e-transfer payments.
- Cash and cheque are still accepted methods of payment but encourage e-transfer.

Student Account Treasurer

- Shannon and Andrew communicate about student amounts - e-transfer as payment method should not complicate this.
- Kirstie can monitor the student amounts for coffee sales and communicate them directly to Andrew.

Fundraising

Nomination for Executive Vacancy

- Kerri nominated Megan Seel for executive committee as Fundraising Coordinator. Motion by Kirstie, seconded by Elaina. Nomination carried, welcome Megan.

Coffee

- Confirmation - if family is collecting multiple orders from extended family, they can all be put on the same order form (please!)
 - **Action** - update order form with e-transfer information.

Purdy's

- Melanie sent an email update. Elaina reported some difficulty with accessing information on the website; Melanie has been taking the lead on managing the online portion. Jennifer and Elaina will be figuring out delivery and sorting the orders, then arranging for parent pick up. Delivery is expected between Monday, November 14th and Friday, November 18th. Need to reconcile some orders that did not have a student's name included.
 - **Actions** - Once delivery date is confirmed, Elaina or Jennifer will have to contact the staff in the Lansdowne North office and let them know who to contact when the order arrives at the school.

Winter Plant Sale

- Set up through Growing Smiles Fundraising website. Orders accepted until November 17th. Used the seller's recommended pricing for profit margin. Website 'does the math' on expense vs profit.
 - **Actions** - (1) Volunteers needed for delivery and pick-up dates (December 1 & 2, 2022); Megan will coordinate. (2) Kerri will forward promotional posters to Brian to distribute in class for band students to take home.

Musical Desserts:

- Megan and Kerri working on volunteer coordination. One parent responded already to the call out in the Weekly Notes. Biggest priority right now is to seek Silent Auction donations. If anyone has connections who may donate, please ask!
 - **Action** - Donations! Kerri and Megan to tackle volunteer list and start bringing a team together.

50/50

- Very successful at the Blowing Out the Dust concert (sold out of tickets, ack!)
 - **Action** - more volunteers would be helpful for Winter Celebration of Music concerts in December.

Bake Sales

- Winter concert options? Discussed possibility of running it as in past years - open tables with single-serve options for people to eat right in the audience, vs packaged-only holiday treats for audience to buy and take home. Question as to whether school would be okay with the open table option at this point? Decision - bake sales will be held at the winter concerts, with format to be determined.
 - **Actions:** (1) Brian will confirm with Administration if an open bake sale is an option and report back to LMPA; (2) Megan can move on recruiting volunteers to bake and run the tables once parameters decided.

Teachers Report

- Aside - for Purdy's orders missing names for student accounts, Brian mentioned that he can usually help link students with parent names. (Grandparents might be trickier.)
- Blowing Out the Dust - thank you first to volunteers. The concert went really well. Very positive feedback from parents, kids, and Carter G. Lots of kind words and appreciation for the opportunity to play and attend the concert in a 'real' venue. Considering potential options for other concerts, maybe in different venues - Oak Bay theatre is too small for full-school performances. May have budgeted low for the theatre rental; never received confirmation email from venue coordinator prior to concert. Will forward details to Shannon once invoice received.
- Spring Tour! Every tour spot is filled now with a waitlist started. For many of the children, it will be their first trip away from home and family for multiple days; there have been questions that reflect this. Basic itinerary is a tweaked version of the last tour in 2019: Parksville/Qualicum, mini-golf, Comox and Courtney, possibly a shared show with a high school band, down Sunshine Coast, ending at Playland in Vancouver. Big package of forms will be sent home soon. Chaperones needed. Planning has gone really well - very positive response from all tour stops,

most meals, accommodations, recreational activities booked with only a few outstanding. Great support from school administration staff in terms of fielding payments.

- So far, the recent municipal elections have resulted in optimism; new school board expresses high support for music programs.
- There is currently a district level review underway of some music programs. Parents may wish to seek further information about this if interested.
- Winter Celebrations of Music, December 7 and 8 - currently debating whether or not to hold morning shows due to feasibility around teacher schedules.
- Concern about Grade 6 t-shirt order arriving in time for winter concerts; timeline moved from 2-3 weeks to a month or more for delivery, since last year. Some students may have to wear plain black shirts for the concerts. Suggestions - create temporary stickers/decals of the logo that students could attach to a black t-shirt; put call out to parents and recently graduated sibling alumni to collect pre-loved shirts that can be passed on.

New Business

Website

- Kerri asked who manages the website - currently, it is Brian, but he would love it if LMPA could help. Some updates still needed for 2022-23. (1) Fundraiser page - add plant sale, and Musical Desserts. (2) LMPA page - need to update on coffee supplier; link to LMPA meeting minutes not updated since 2020-21 school year.
 - **Action:** Brian will share log-in information with Kerri to try and navigate updates; or, Kerri will seek a more talented volunteer to handle webmaster role. 😊

Round Table

Megan asked about the possibility of holding bottle drives for fundraising. She is happy to coordinate. Will revisit in January - thought is that Lansdowne typically tries not to overlap fundraising too much with Oak Bay High and they usually hold a big bottle drive. Tabled for later conversation.

Kirstie motioned to adjourn, Elaina seconded.

Meeting adjourned at 7:40 pm.