

## Meeting Minutes

February 5, 2024

Online via Microsoft Teams

The meeting was called to order at 7:03 p.m.

**Attended by:** Kerri Fraser (President and Chair), Betty Greer (Grocery Gift Card Coordinator), Shannon Mycroft (Treasurer), Bronwen Sharpe (Secretary and Minutes), Trisha Walker (50/50 Coordinator), Carlene Meilleur (Musical Desserts Coordinator), Paula Rowlands (Bake Sale Coordinator). *Quorum present.*

**Teacher:** Brian Anderson, Charlie Mason

**Regrets:** Paul Spelt, Kirstie McNally (Vice President), Elaina Mack (Purdy's Chocolates Co-Coordinator), Suzanne Mathews (Student Account Treasurer), Jennifer Tuck (Purdy's Chocolates Co-Coordinator)

## Welcome and Territorial Acknowledgement

### Approval of Agenda and Minutes

- No changes to the agenda were put forward.
- The approval of the February meeting agenda was motioned by Bronwen S. and seconded by Shannon M. The motion passed.
- The approval of the January meeting minutes was motioned by Trisha W. and seconded by Shannon M. The motion passed.

### Treasurer's Report

- General Account
  - Shannon M. shared that there was a lot of activity due to tour deposits and them topping up the balance to a healthy \$84k. Deposit due to the tour company shortly. Nothing out of the ordinary to report. Purdy's, plant and coffee sales are going well. Shannon was grateful for e-transfers instead of cheques.
- Student Accounts
  - Suzanne M. shared via email that student accounts are up to date (including the Purdy's fundraiser). January Red Barn amounts will be entered upon receipt of final numbers.
    - **Action:** Suzanne M. Will print an updated version of the summary for the Band Annexe this week.

### Fundraising Reports

- Each fundraising program was reviewed as follows:

- *Coffee Sales* - Kerry F. said that sales are active. February will be the last payment to be applied to student accounts for the tour. Coffee for March won't be counted toward the tour due to timing.
- *Red Barn & Fairway Cards* - Betty G. shared that she would take cards up until February 20th for updating before March 1st for Shannon to apply fundraising amounts to student accounts.
  - **Action:** Betty will draft up a note about the deadline to send to Charlie M. for the Weekly Notes for parents.
- *50/50 Raffles* - Trisha W. confirmed that there would be no 50/50 at Musical Desserts.
- *Bake Sales* - Nothing to report.
- *Plant Sales* - Nothing to report.
- *Purdy's Chocolates* - No report was given.
- *Musical Desserts* - Carlene M. affirmed that everything is set to go for Musical Desserts with solid auction items up for bids. She feels confident that it will be a good auction. The value is around \$7,500 which does not reflect the take-home but it is decent. Fewer desserts this year, but more help from parents. Carlene's sister, Theresa, will orchestrate the desserts. Carlene is excited to see how the night goes. Kerri F. and Carlene M. discussed the process around door prizes being entered and won. Decided that winners need to be in the building to win the prize. Long & McQuade \$50 rental gift cards and Baggins \$100 gift card are on offer. A lower denomination gift card that appeals to the student audience will be added, like a Quazar's Arcade gift card. Door prizes are a great novelty part of the event to drum up excitement. Carlene M. questioned if the donation/tip jar at the dessert counter was going to be in use. Kerri F. confirmed that the jar would be available for guests to donate/tip in. Kerri F. wondered if there were any extra Square payment devices that the LMPA could borrow for the event to help process payments quicker.
  - The approval to buy the Square devices was motioned by Kerri F. and seconded by Trisha W. The motion passed.
  - **Action:** Shannon M. will buy two more Square devices.

### Teacher's Report

- Brian A. thanked everyone for their support, especially Charlie M. and Shannon M. for taking on more responsibility while he is on parental leave.
- Tour is looking great. The final invoice for the festival is \$40,851. To help save on costs breakfast is being bought and then served buffet style in a hotel room and cash is given to kids for lunches.
  - **Action:** Brian A. to request a cheque from the LMPA for the final invoice.
- Musical Desserts: 29 acts (50 kids) with lots of variation in performances. Oak Bay High has been informed of the technical requirements. Kerri F. to get in touch regarding the catering and set up side of things. 80% of tickets have been sold already so a sold out show is anticipated. If there are any volunteers that need last minute tickets, just let Brian or Charlie know.



- Brian A. shared that Eventbrite has a ticket fee of \$65 per event, instead of per ticket. Brian will print two copies of the attendee list from Eventbrite for the entry tables on the night..
- Charlie M. highlighted that the spring concerts have been brought forward to 6 pm to allow all staff to be there.

#### **New Business**

- None brought forward.

#### **PAC Report**

- No PAC liaison present so there was no report.

Motion to adjourn the meeting made by Kerri. F. and seconded by Trisha W.

The meeting adjourned at 7:43 p.m.

The next meeting is on Monday, March 4, 2024, at 7:00 p.m. Location and format TBD.