

Minutes of the 4th Meeting of the CHS Dance Parent Committee

Monday, December 14, 2009

Attendance:

Robert (Bob) Klein, Co-Chairperson
Wendy Sewell, Co-Chairperson
Nancy Blais, Costumes Coordinator
Nimet Mawji, Treasurer and Archives and Library Coordinator
Sandra Baird, Events Coordinator
Kathy O'Hara, Secretary
Frances Manktelow
Fabyenne Gosselin
Connie St. Louis

Regrets: Pamela Wiggin

1. Introduction/Welcome

Robert (Bob) Klein opened the meeting by noting the need to maintain the Committee's momentum and indicated that this might require holding additional meetings when the committee re-convenes in the new year.

Action: The Secretary shall forward the future agendas to committee members in advance of meetings so they may provide comments or add items to the agenda.

2. Review of Minutes of the November 16, 2009 Meeting

A minor amendment to change the spelling of one of the members was agreed and Wendy Sewell indicated she would bring copies of the agenda to future meetings.

3. Presentations

No presentations were scheduled for this meeting.

4. Old Business

A. Fundraising – Fabyenne Gosselin on behalf of the Arts Coordinator reported that she had met with Mr. Wiley, CHS Principal, to discuss proposed fundraising by the Dance Parent Committee. He indicated that the Committee would need to create a separate account that is subject to an annual audit by a financial professional and would cost approximately \$400. Since the Music Parent Council has created and maintained such an account and has undertaken audits, it was agreed that the Committee would contact the Music Parent Council to obtain information on the establishment and management of such an account.

Action: Sandra Baird will consult the Treasurer of the Music Parents Council and report back to the Committee at the next meeting.

B. Terms of Reference – Minor amendments were discussed and the terms of reference accepted as complete. The Chair indicated that they would be brought back to the Committee periodically for review. The final draft will be forwarded to Mr. Wiley via the Arts Coordinator.

C. Costumes – Nancy Blais, Costumes Coordinator, reported on the storage space for costumes. The Committee discussed obtaining additional space or, at minimum, constructing more shelving within the existing space. However, prior to any renovation, the Committee must liaise with the school's Administration to determine if there are any concerns such as liability issues should someone sustain an injury while undertaking this task. If the Committee decides to proceed with renovations it will seek assistance from dance parents who have carpentry or contracting skills.

Action: Connie St.Louis will report on shelving issues at the next meeting, Nancy Blais will re-assess the adequacy of the storage area, complete an inventory of the costumes, and prepare an action plan for discussion at the next meeting. She will also draft a message to be sent to dance parents if a decision is taken to undertake renovations. Fabyenne Gosselin will determine what changes to the storage area are possible and report back at the next meeting.

5. **New Business**

A. Archiving – Archives from the last 24 years are stored in boxes in the office and are largely in a VHS format. The material needs to be converted to DVD format and stored in cabinets rather than open shelves.

Action: Connie St. Louis will check on the availability of any surplus shelving stored by the Board that could be acquired for the Dance Program and report back to the Committee at the next meeting. Nimet Mawji, the Archives and Library Coordinator, will assess the adequacy of the space available for the archives and begin an inventory of DVDs.

B. Awareness campaign – It was agreed that an awareness campaign must be launched no later than the end of January.

Action: Wendy Sewell will discuss a way ahead with Pamela Wiggin, the Fundraising Coordinator. Bob Klein will prepare a letter to parents, students and staff regarding the establishment of the Dance Parent Committee, which will be forwarded to the Communications/Forms Coordinator and to the Arts Coordinator, Deborah Grinnell, for photocopying and distribution.

C. Website – the Committee’s website domain is www.chsdance.ca. Until the website is set up, letters and newsletters will be forwarded to parents in hard copy.

6. Round Table Discussion

Nimet Mawji reported on the last meeting of the Advisory Council on the Arts, noting the need for a Canterbury High School representative. She also reported on the last Canterbury School Council meeting and indicated that there had not been a discussion of the budget since the financial data is out of date. The Committee agreed to discuss Dance Night at the next meeting.

Action: The Co-Chairpersons of the Dance Parent Committee will alternate as the Committee’s representative at future meetings of the Advisory Council on the Arts and the Canterbury School Council. A resume of those meetings will be provided to committee members.

7. Closing Remarks

The next meeting of the Committee will be held on Monday, January 11, 2010.

Original signed by:

Robert Klein
Co-Chairperson

Wendy Sewell
Co-Chairperson

Kathy O’Hara
Secretary