

## Minutes of the 5<sup>th</sup> Meeting of the CHS Dance Parent Committee

Monday, January 11, 2010

### Attendance:

Bob Klein, Co-Chairperson  
Deborah Grinnell, Advisor  
Jean Bellefleur  
Frances Manktelow  
Kathy O'Hara, Secretary  
Sandra Baird, Events Coordinator  
Pamela Wiggin, Fundraising Coordinator

Regrets: Wendy Sewell  
Nancy Blais  
Lori Ferguson  
Ken Ferguson  
Nimet Mawji

### 1. Opening Remarks

Bob Klein opened the meeting by noting that the Committee had identified a number of tasks to be completed to implement the three priorities of the Committee – fundraising, public awareness, and costumes storage and archiving – and suggested that the Committee identify deadlines, milestones and interim steps for the completion of these tasks.

### 2. Review of the Minutes of the December 14, 2009 Meeting

The Minutes were approved. Bob Klein indicated that he would make clerical changes to the Terms of Reference and circulate the revised version to the members of the Committee for any further changes prior to forwarding them to Deborah Grinnell. He also asked Deborah Grinnell to arrange for a meeting of the Co-Chairpersons with Mr. Wiley, CHS Principal, so that they could introduce themselves and brief him on the Dance Parent Committee and its activities.

**Action:** Bob Klein will circulate revised terms of reference to Committee members prior to forwarding them to Deborah Grinnell. Deborah Grinnell will arrange a meeting between the Co-Chairpersons and the CHS Principal.

### 3. Presentations

There were no presentations scheduled for this meeting.

#### 4. Old Business

1. Fundraising – Sandra Baird reported on her discussion with Kim Hoy, the Co-Chair of the Music Parent Council. She indicated that the Music Parent Council had taken the time to set a solid foundation and that the Co-Chair had advised the Dance Parent Committee to be realistic about what can be achieved. The Music Parent Council was established ten years ago and it is currently reviewing its Constitution to strengthen it with respect to governance. In addition to the Parent Council there is a Music Student Council and a representative of the Student Council attends meetings of the Music Parent Council. Both the Music Parent Council and the Music Student Council are involved in fundraising and the Music department is responsible for the Music Night. Each of these groups has its own bank account. The Music Parent Council uses the school auditor to audit its account and this year has asked the auditor to create a Business Budget.

At the beginning of each year, the Music Parent Council meets with the music department teachers to identify what the department needs. For example, one year the priority was to upgrade the dresses and tuxedos. The Council then sends a newsletter to the music parents asking for help on the priorities and for their e-mail addresses and communicates to the parents for the rest of the year by e-mail. The Music Parent Council has tried a number of different ways to raise funds, including Fundscrip which provides a source of ongoing but not large funding since many parents do not use it. It also sells chocolate almonds (sharing the profits with the Student Council), organizes a Silent Auction on Music Night, and sells DVDs from the Music Night that are made by a parent.

**Action:** Bob Klein will review the Music Parent Council's Constitution to identify any items that could be included in the Dance Parent Committee's Terms of Reference. A Student Committee should be created at the beginning of the next school year and at the appropriate time, the Dance Parent Committee will invite student representatives to attend Dance Parent Committee meetings. The Co-Chairpersons will meet with the CHS Principal within the next two weeks. Pamela Wiggin, the Fundraising Coordinator, will also attend and will develop a Business Plan.

2. Costumes and Storage: Mr. Bellefleur tabled a report by Fabyenne Gosselin on storage which indicated that parents could build shelving outside the school and ask the care staff to install it but the parents could not build shelving in the school itself. Alternatively, parents could draw up a plan, pay for the material, and make a requisition to the board carpenter, but this would take a long time. A third option would be to identify the dance program's specific shelving needs and then ask Mr. Wiley to request that shelving be transferred to Canterbury High School from the School Board's supply of materials from closed schools.

**Action:** Bob Klein has drafted a newsletter to the dance parents and will circulate it to the members of the Committee and forward it to Deborah Grinnell who has the dance parents' e-mail addresses and will distribute the newsletter to them. Sandra Baird will prepare a memo to the parents on the skills we will need to implement our priorities, such as preparing a plan for the new storage shelving, including measuring and designing the new shelving.

3. Archives: Discussion on this item was deferred since the members who were to report on archives were not in attendance.

4. Awareness Campaign:

**Action:** It was agreed that the Committee would circulate a newsletter to the dance parents every month.

## 5. New Business

1. Dance Night: Dance Night will be held on April 23 and 24, 2010. Mr. Bellefleur tabled a list of activities which the parents could undertake, including selling tickets, advertising, preparing a press release, contacting the local media outlets, organizing a silent auction, and producing a video to be sold to parents. It was agreed that it would be important for the Dance Parent Committee to organize a silent auction as its first major fundraising activity.

**Action:** Deborah Grinnell will report at the next Committee meeting on the funds raised at previous Dance Nights and will provide an event plan if one is available. Sandra Baird and Pamela Wiggin will brief the Committee on what is required to hold a silent auction.

## 6. Round Table Discussion

There was no round table discussion.

## 7. Closing Remarks

The next meeting of the Dance Parent Council will be on February 8, 2010.

**Original Signed by:**

Bob Klein  
Co-Chairperson

Wendy Sewell  
Co-Chairperson

Kathy O'Hara  
Secretary