

Minutes of the 3rd Meeting of the Canterbury High School (CHS)
Dance Parent Committee

Monday, November 16, 2009

Attendance:

Robert Klein, Co-Chairperson
Wendy Sewell, Co-Chairperson
Deborah Grinnell, Advisor
Jean Bellefleur
Fabyenne Gosselin
Kathy O'Hara, Secretary
Nancy Blais, Costumes Coordinator
Lori Ferguson, Communication/Forms Coordinator
Nimet Mawji, Treasurer and Archives and Library Coordinator
Ken Ferguson

Secretarial Note: Deborah Grinnell, Canterbury Arts Coordinator, convened a meeting of parents of students in the Canterbury Dance Program on October 13, 2009 with the objective of establishing a Dance Parent Council. The objectives of the Council were discussed and parents asked to fill out a form indicating their interest in positions on the Council. A second meeting was held on October 27, 2009 during which members of the Council were nominated, gave brief speeches about why they were interested in the position for which they were nominated, and were elected. It was agreed that the Council would meet on the second Monday of the month at 7:00 p.m. The next meeting of the Council was scheduled for November 16, 2009.

It was subsequently agreed to change the Council's name to the Canterbury High School (CHS) Dance Parent Committee to reflect its status as an advisory rather than a decision-making body.

Minutes of the November 16, 2009 Meeting

Agenda

The Co-Chairs proposed that the meeting begin with a presentation on the Fundscrip Fundraising program followed by a discussion of the Committee's terms of reference and priorities.

1. Fundscrip Fundraising Program

Deborah Grinnell provided an overview of the Fundscrip fundraising program that the Music Parent Council uses to raise funds for the music program. A number of issues were discussed. It was agreed that the necessary follow-up discussions with the Canterbury

Administration would be held and Deborah Grinnell would report back to the Committee at its next meeting.

Action: Deborah Grinnell to provide more information to the Committee at its next meeting.

2. Terms of Reference of the Canterbury High School Dance Parent Committee

The Co-Chairs briefly reviewed draft terms of reference that had been distributed in advance to Committee members. A number of changes were discussed and it was agreed that members would e-mail any additional changes to the Co-Chairs who would prepare revised terms of reference for approval at the next meeting of the Committee.

Action: Co-Chairs to provide a revised version of the terms of reference to Committee members prior to the next meeting. Committee members to provide comments/recommended changes or additions via track changes.

3. Priorities of the CHS Dance Parent Committee

The Committee had a discussion of the top priorities of the Dance Parent Committee. It was agreed that fundraising to cover students' expenses and eligible program expenses is the Committee's top priority. (The Advisor will provide advice to the Committee on the program costs that can be covered through fundraising.) Fundraising is largely done through Dance Night but it was agreed that other opportunities should be explored. One possibility that was discussed is the production of DVDs for Dance Night. The success of the Committee's fundraising activities would be measured by the amount of funding raised each year and the extent of students' and program expenses covered through fundraising.

The second priority of the Committee is promotion to raise public awareness of the CHS Dance Program. The objectives of the Committee's promotion activities are to increase applications to the Dance Program and secure increased funding for the Dance Program by raising awareness of the program. The intent is to obtain a minimum of 100 applications to the Dance Program each year and secure funding for three levels in the program. Grade 8 students are considered a priority target group for promotion activities but it is also considered beneficial to expand awareness of the Dance Program within the community. The success of the Committee's promotion activities would be measured by the number of applications each year and attendance at Dance Program events.

The third priority of the Committee is to prepare and implement a plan for the storage of costumes and archiving of Dance Program materials. New shelving and an inventory of costumes are required. The Dance Program archives also need to be organized and stored. Nancy Blais, Costumes Coordinator, will investigate the storage space for the costumes and report back to the Committee at its next meeting. The success of the Committee's

activities in this area would be measured by the implementation of a storage plan for the costumes and the organization of all of the Dance Program archive material.

Action: Costumes Coordinator to report on state of costumes and storage at the Committee's next meeting.

4. Next Meeting of the CHS Dance Parent Committee

It was agreed that the next meeting of the Dance Parent Committee would be on Monday, December 14, 2009 at 7:00 p.m. and that Deborah Grinnell would try to reserve the Student Services room for Committee meetings if possible.

Bob Klein
Co-Chairperson

Wendy Sewell
Co-Chairperson

Kathy O'Hara
Secretary

**Agenda for December 14, 2009 Meeting of the
CHS Dance Parent Committee**

- 1. Opening Remarks by the Co-Chairs**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes of the November 16, 2009 Meeting**
- 4. Presentations (none scheduled)**
- 5. Old Business:**
 - 1. Report by Deborah Grinnell on Fundraising**
 - 2. Discussion of Revised Terms of Reference**
 - 3. Report by Nancy Blais on Costumes**
- 6. New Business: Agree on dates to accomplish objectives for:**
 - 1. Fundscrip**
 - 2. Costumes and Storage**
 - 3. Archiving**
 - 4. Awareness Campaign**
 - 5. Website**
- 7. Roundtable including reports by Committee members on other meetings**
- 8. Adjournment and Next Meeting**