

Minutes of the 6th Meeting of the CHS Dance Parent Committee

Wednesday, February 10, 2010

Attendance:

Wendy Sewell, Co-Chairperson
Nimet Mawji, Treasurer and Archives and Library Coordinator
Lori Ferguson, Communication/Forms Coordinator
Pamela Wiggin, Fundraising Coordinator
Kathy O'Hara, Secretary
Fabyenne Gosselin
Connie St. Louis

Regrets: Bob Klein
Nancy Blais

1. Opening Remarks

Wendy Sewell welcomed everyone to the meeting and indicated that the focus of discussion would be the Dance Night.

2. Minutes

The draft minutes were approved. Wendy indicated that Bob Klein had revised the DPC Terms of Reference after reviewing the Music Parent Council Constitution and that he was working on the next newsletter. The Co-Chairpersons would meet the following week to discuss the newsletter and the next DPC meeting.

Action: Connie St. Louis will find out the amount of funds raised at the last three Dance Nights and report back at the next DPC meeting. She will also bring a Dance Night checklist to the next meeting.

3. Presentations

No presentations were scheduled for this meeting.

4. Old Business

1. Meeting with Mr. Wiley – Wendy Sewell briefed the committee on the Co-Chairpersons' meeting with Mr. Wiley, the CHS principal, based on Bob Klein's summary of the meeting which had been distributed to committee members. She indicated that Mr. Wiley was very supportive of the DPC initiative and wanted to thank all the parent volunteers participating in the DPC. He would like to attend a future meeting of the

committee. He had recommended that any funds raised by the DPC be put in the school bank account for now until the DPC had set up its own account. The DPC would provide direction to Fabyenne Gosselin on the use of these funds. He also suggested that the DPC website be linked to the CHS site.

Action: Wendy will contact Sara Green who had volunteered to work on the DPC website.

2. Fundraising Business Plan – Pamela indicated that this document would focus on a fundraising strategy.

Action: Pamela will send a draft fundraising strategy to the Co-Chairpersons before the next DPC meeting.

3. Storage – The preferred option is to look at the shelving that is currently available at the Board and then tailor our requisition to what is available. The requisition would have to be given to Mr. Wiley to submit to the board.

Action: Connie St.Louis will contact the board to find out what shelving is currently available and will report back at the next DPC meeting. Depending on what is available, the space will need to be measured and a requisition prepared.

4. Letter to parents – It had been agreed that Sandra Baird would draft a letter to parents on the skills that the DPC will require to achieve its fundraising, storage, archiving, and costumes objectives.

Action. Sandra Baird will prepare a paragraph to be included in the next newsletter on the skills needed for the Dance Night.

5. Archives – It was agreed that it would be difficult to organize the archives until shelving is available.

Action: Connie St.Louis will include the archives' shelving needs in the requisition to the board.

6. Dance Night Silent Auction – The silent auction would be run on both Dance Nights along with the traditional bake sale. People would be able to view the auction items starting at 6:30 and would bid during the intermission, which would therefore have to be longer than usual. Bidding would be closed at the end of the intermission and successful bidders would pick up their items at the end of the show. In the future, it might be possible to run the silent auction online. It was agreed that businesses being asked to make a donation preferred receiving a letter.

Action: Wendy will send Lori a template for a donation request letter to be sent to businesses. Lori will draft a letter and send it to the Co-Chairpersons. It will have to be approved by the dance program teachers and Debbie Grinnell. Pamela will contact Sandra Baird about the silent auction and will try to find a checklist for running a silent auction.

7. Dance Night – A teacher usually meets with the Grade 9 students who work at Dance Night. Bob Klein would like to meet with the dance students and perhaps this could be done in the context of preparing for the Dance Night and silent auction. It is possible to arrange with the technical services group to produce a DVD recording of Dance Night. It is necessary to obtain the agreement of the guest choreographers to a DVD recording. It has been decided to show the video montage in the lobby before the show and during the intermission rather than showing it at the end of the show.

Action: Wendy will contact Steve Wilcock, the head of technical services, to arrange for a DVD recording of Dance Night. Fabyenne Gosselin will obtain the agreement of the guest choreographers to the DVD recording. The next newsletter will ask parents for contributions to the bake sale. Wendy will follow up with Sandra Baird to identify a lead parent volunteer for Dance Night.

5. New Business (none scheduled)

6. Round Table Discussion

Frances Manktelow and Joanne Mitchell have volunteered for seamstress duties. The newsletter should be distributed by e-mail and posted on the bulletin board. It should also be available in hard copy at the Dance Office. We should look at the format of the CHS Parent Council newsletter, which is written in two columns rather than in a letter format.

7. Closing Remarks

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

Original signed by:

Bob Klein
Co-Chairperson

Wendy Sewell
Co-Chairperson

Kathy O'Hara
Secretary