



OFFICERS AND DIRECTORS FEBRUARY BOARD MEETING MINUTES

Tracy Barber
Director & President

Meeting time & location

February 19, 2019, 6:00 p.m. - CCAA

Directors present:

Tracy Barber, Brenda Bao, Niloufer Pasha, , Mary Topping Keenan, Kevin Hendershot, Todd Josifovski, Crystal Chialtas, Douglas Alderman and Nela Martins

Kevin Hendershot
Director & Vice President

Regrets:

Linda Bugaziyanos, Daniel Hasznos & Eliza-Daniela Ghinea

Guests:

Anthony Viola, Tony Cornacchia, Vincent Valeri

Niloufer Pasha
Director & Vice President

Minutes taken by:

Crystal Chialtas

Brenda Bao
Director & Treasurer

Meeting called to order: **6:05 pm.**

Todd Josifovski
Director & Co-Treasurer

1. APPROVAL OF JANUARY 2019 MINUTES – 6:07 pm

Crystal Chialtas
Director & Secretary

- Tracy asked the board to review the January 2019 minutes
- Kevin motion to approve January 2019 minutes; Nela seconded. – All in Favour – Approved.

Eliza-Daniela Ghinea
Director

2. TREASURER'S REPORT

Douglas Alderman
Director

- Brenda arrived later and provided a brief update
- Brenda will be issuing tax receipts for cash and cheque donors; incomplete information on donor forms is slowing her down
- Brenda requested for receipts from the school by the end of June 2019 for CRA filing requirements*

Nela Martins
Director

*discussed during Donation Goals (b)

Mary Topping-Keenan
Ex-Officio Director

3. PLAQUE PROGRAM UPDATE – 6:09 pm

Anthony and Doug provided an update on the plaque program

Daniel Hasznos
Ex-Officio Director

- 10 Plaques were handed over to Mary
- Up to 267 plaques in the theatre
- 1 outstanding plaque; minimum 5 orders; must wait for other orders.

Linda Bugaziyanos
Ex-Officio Director

**Registered Charity #85619
1549 RR0001**

4. WEBSITE UPDATE: - 6:11 pm

Eliza provided an update via email to Tracy on the website

- Director list has been updated

36 Greenfield Avenue, Toronto, ON M2N 3C8. www.friendsofcardinalcarter.ca
friendsofccaa@gmail.com



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- Updated the minutes page and items purchased
- Updated the remaining dates for the meetings
- Take pictures of the items purchased and post on website; Mary or Vince to ask Daniel to take pictures when items funded by Friendsl are delivered to the school

5. 2019 DONATION GOALS – 6:14 pm

(a) Direct Donation:

- Direct combined with Plaque Donations – last year was more successful than the previous year

(b) Direct Donation plan/goals for 2019 (Niloufer):

- Grade 12 Grad package – most successful
- Charity can not carry a large sum from one year to another (ie: if we are receiving 15k, suggest to do \$5k successively)
- Have a set amount of goal (ie: \$50k per year) this gives us a set amount of what will be able to provide to the school, if goal isn't met closer to the due date, do a blitz fund raising.
- To compare from last year, there was \$38k to spend in December 2018 and \$22k in June 2018.
- Input from Brenda and others in future fundraising framework:

- Ask for a wish list from school
- Allocate per department
- BIG DREAM List: Grand Piano

(c) Corporate Donation Update (Kevin):

- Kevin provided the contact list of the corporate sponsor and the letter sent.
- Bursary, awards meeting
- Do not contact any art school (ie: Dance, Visual Arts, Music etc.)



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- Multi year donations preferred
- Plaque available for corporate donors out by the hall way
 - could be annual board with names of corporate donor
 - grand piano with corporate donors name
- Reach out to alumni – Mary will reach out to Vince Rizza to see if alumni are interested in donating.

6. OTHER BUSINESS – 6:45pm

From Mary:

- Drama floor needs to have a contractor look into it.
- Music Instruments not on the boards vendor list. D&D will have a look
- Library books are yet to be purchased.
- Dorothy has all the receipts, e-receipts will be sent to Brenda.

From Tracy:

- Drama floor has not been approved by FRIENDS board.
- Money transferred includes the drama floor (\$5,400.00) – ask TCDSB to pay for the floor or for partial payment?
- Spirit Assembly March 8, 2019 - \$250.00 or more donation has a chance at winning Hotel draw. – Student Council will make the announcement.

Gifts in Kind:

- Silent Auction? Raffle? Give as prizes? Once a year auction?

Upcoming School events:

- **Dance: April 10**
- **Music Concert: April 29 & 30th**
- **Carter Creates : (May 15-16) Do a silent auction – no tax receipts**
- **Guest Tony is interested in helping and joining the board**
- **Have an open meeting 2 x a year (once in April and September)**

Next meeting on March 19, 2019

Meeting adjourned at 7:05pm.

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