



EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

JUNE BOARD MEETING MINUTES

Meeting location & time	CCAA – 6:00pm on June 5, 2018
Directors present:	Tracy Barber, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, Eliza Ghinea, Mary Topping Keenan, Paulo Martins and Daniel Hasznos
Regrets:	Kevin Hendershot and Philip Doyle
Guests:	Raymond Sanborn
Minutes taken by:	Niloufer Pasha

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Eliza-Daniela Ghinea

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Philip Doyle

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Daniel Hasznos
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Registered Charity
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Meeting called to order: **6:05 p.m.**

Tracy asked Eliza to say the opening prayer and once completed started the meeting.

1. APPROVAL OF MINUTES (May 8, 2018)

Tracy gave everyone a few minutes to review the minutes and raise questions or request clarifications, if any.

Motion: To accept the minutes of the meeting held on May 8, 2018. Moved – Natalie Hegarty; Seconded – Anthony Viola; All in Favour – Approved.

2. TREASURER'S REPORT

Brenda provided an update on donations and cash flow since the last meeting in May.

- a. Balance on May 11 was approx. \$24,700. Reimbursement from CSPC and additional donations of approx. 1,000 increased the current balance to approx. \$31,500.



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- b. Setting aside the emergency fund of \$5,000 (to be held in the bank account) the June funding cycle would allow approval of a maximum amount of \$26,500 in expenses.

3. PLAQUE PROGRAM UPDATE

Anthony provided an update on the plaque program donations and the plaques that have been ordered. He mentioned that he will deliver some plaques to the school the following day to be installed before the year-end. He will also follow-up and may be able to get a final batch delivered for installation before June end. The extra push is to accommodate Grade 12 graduating students who have a plaque on order.

4. FUNDING REQUEST

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Tracy asked everyone to review the list of items requested by all the departments and asked for input. The information was also shared by email prior to the meeting. Daniel mentioned that the vocal department was withdrawing their request as they wanted to research their options and re-submit in the fall. There was a brief discussion on the items requested by Band, Dance, French, Visual Arts and Phys Ed (which were all discussed in the last meeting but not voted upon. Requests from Theatre, Drama, Science and Strings were voted and approved in May).

- a. *Band* – Daniel reviewed the list with the board and mentioned the immediate need for amps and music stands. Motion: To approve the funding of amps and music stands; moved – Niloufer Pasha; Seconded – Tracy Barber; All in Favour – Approved. Then initial submission of \$2,900 was increased by \$600 for the purchase of an additional Amp. Total approval for this dept was \$3,500.
- b. Mary confirmed that basketball mounts were to be funded by the school board. She was also talking to all the departments to understand their hardware needs. Mary will consolidate their requests and provide feedback to Friends in the fall. There was some discussion on the 3D printer request, by the Tech dept, which appeared to be more of a wish than a necessity. The board agreed that further information is to be requested to understand the value a 3D printer could bring to the school. The consensus was the requests from Tech, Vocal and Visual Arts (chromebooks) were not ready for voting in June; discussion to be deferred to the fall.
- c. *Visual Arts* – Sewing machines: though some board members offered to donate their sewing machines these were not of the type requested by the Visual Arts dept; Motion: To approve the three sewing machines totalling

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\$2,300. Moved – Anthony Viola; Seconded – Eliza Guinea; All in Favour – Approved.

- d. *French* – Motion: To approve laptop and speakers for the French department for a total of \$1,500. Moved – Natalie Hegarty; Seconded – Brenda Bao. All in Favour – Approved.
- e. *Phys. Ed.* – The feedback from the school officials was that students make very good use of the existing facilities and since sports/game supplies are in short supply the additional resources will likely be well utilized. The board agreed that the school in general could use more sports equipment. Motion: To approve table tennis tables and foosball table for a total amount of \$2,900; Moved – Niloufer Pasha; Seconded – Brenda Bao.; All in Favour – Approved.
- f. *Dance* – The request for two laptops (one for each studio) was reviewed; though technology requests will be reviewed in September with Mary the consensus was these (like French) were one each for the classroom (vs. for students) and was a current need that will enhance the delivery of the program by the teachers. Motion: To approve two laptops for a total of \$2,700; Moved – Niloufer Pasha; Seconded – Anthony Viola; All in Favour – Approved.
- g. Since there was a bit of room to acquire a few additional items for the school in June, the theatre request list was reviewed again. However, it was decided that it is better to postpone voting until a new Theatre Manager is hired and has a chance to re-assess the needs of the theatre.
- h. Purchases amounting to \$12,800 were approved at the June meeting; items for \$9,200 were approved in May; therefore, a total of \$22,000 has been committed by Friends in this mid-year funding cycle. This would leave a balance of approx. \$9,500 in the bank.

5. WEBSITE UPDATE

Eliza provided an update on the website:

- a. Minutes and plaque program (availability seating chart) are being updated regularly
- b. Several photos of recently purchased items yet to be received for uploading to the site. Mary to facilitate obtaining photos of items purchased in 2018.
- c. Daniel was requested to take and provide photos to Friends of newly purchased items as they come in to the school.

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- d. A corporate donation tab as requested by Kevin to be created by Eliza on the website. Tab to provide link for an email to Kevin who can then provide information or answer queries.

6. OTHER BUSINESS

Niloufer passed on a message from Kevin to the group – to provide name and contact information of any potential corporate sponsors who members want to approach themselves or have Kevin approach. Kevin will maintain a master list. Niloufer raised a few topics that need to be addressed in September:

- a. Byelaws of Friends to be reviewed especially the clause requiring an audit; Paulo read up the clause; there is no regulatory requirement for an audit; some pros and cons of an audit were discussed and it was agreed that a more detailed discussion in the fall was warranted before a decision could be made.
- b. The process for funding request approval and the subsequent flow of funds was discussed. There was some question on whether Friends could provide cash (cheque) to the school instead of making the purchases directly. Mary was requested to reach out to the school's internal auditor and get clarification on their recommendation that Friends and CSPC provide funds to the school who would then make the purchases from board approved vendors (i.e. disburse the funds on behalf of Friends/CSPC). Niloufer to independently gather information on the do's and don'ts of a charity's disbursement process.
- c. Working relationship between CSPC and Friends to be clarified.
- d. A clear funding policy and process to be drafted before the next voting in 2018.
- e. Next meeting to be held on September 11, 2018.

Meeting adjourned at 7:20pm.