



EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

OCTOBER BOARD MEETING MINUTES

Meeting location & time	CCAA – 6:00pm on October 9, 2018
Directors present:	Natalie Hegarty, Kevin Hendershot, Anthony Viola, Brenda Bao, Daniel Hasznos, Eliza Ghinea, Mary Topping Keenan, Philip Doyle, Linda Bugaziyanos and Niloufer Pasha
Regrets:	Tracy Barber
Guests:	Vince Valeri
Minutes taken by:	Niloufer Pasha

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Eliza-Daniela Ghinea

Kevin Hendershot

Philip Doyle

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Daniel Hasznos
Ex-Officio Member

Linda Bugaziyanos
Ex-Officio Member

Registered Charity
#85619 1549 RR0001

Meeting called to order: **6:00 p.m.** after opening prayer was said by Kevin. Natalie chaired the meeting.

1. APPROVAL OF MINUTES (September 18, 2018)

Motion: To accept the minutes of the meeting held on September 18, 2018. Moved – Kevin Hendershot; Seconded – Daniel Hasznos; All in Favour – Approved.

2. TREASURER'S REPORT

Brenda provided an update on donations and cash flow in September 2018.

- Opening bank balance was \$24,009.98
- Closing bank balance was \$17,940.68
- Natalie handed some cheques to Brenda for deposit. Brenda was also asked to issue a cheque to Daniel for the music department purchase made as per the June approval.

3. CORPORATE DONATIONS

Kevin handed out copies of the corporate donation letter and asked for feedback especially for the donation levels he had created based on a comment made by a local business who thought the initial suggested amounts were high.

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



- a) Mary was to get contact information of the staff member who dealt with Riocan (Sheppard Mall developer) on Carter providing artwork during the construction; Kevin can work with staffer to approach Riocan for a donation.
- b) School calendar to be forwarded to Kevin so he can take note of all school events that can possibly be sponsored by corporate donors.
- c) One of the local dentists approached by Kevin gave Natalie a cheque for \$100 (Natalie was his patient).
- d) Kevin reported progress in his discussions with potential local donors and asked everyone to refer any contacts they have to him.

4. PLAQUE PROGRAM

Anthony provided an update on the Plaque Program donations:

- d) Additional 12 donations of \$250 received since the start of the new school year. Nine of these have requested plaques. Anthony was to order them.
- e) Gavin, the new head caretaker, was to affix the plaques already received. A recently graduated student and his parent wanted to see it so once fixed, Vince was to send a photo of it to Anthony who would then forward to the parent by email.

5. FUNDING DISCUSSION

- a) Natalie to get full email list of all heads of departments (including French HOD, Theatre Manager and Student Wellness coordinator) and send out letter by next Tuesday asking for their wish list to be discussed at the November Friends meeting.
- b) Mary and Daniel to mention this at the Monday HOD staff meeting.
- c) Daniel and Mary to discuss requests with teachers and prioritize the list for discussion at the next Friends meeting.
- d) Daniel to provide template to Natalie to be used by teachers for their requests. Template to be revised so teachers can specify what they are requesting with estimated cost (quote), why they need it (purpose) and how it will improve or enhance the program, education or school environment (impact).
- e) Mary has asked the board as to what, if any, funding they can provide to the school on an ongoing/annual basis; has not heard back yet.
- f) An email reminder can go out to parents on choosing Friends of CCAA as their charity of choice when donating to United Way campaigns through their employers; to be discussed with Tracy when she returns.



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- g) Brenda asked if DVDs can be made of all performances and sold as a fundraiser; everyone agreed this was a popular item that parents liked. Vince/Mary to check with arts departments if this can be done.

6. CSPC-FRIENDS COORDINATION

Linda, the Treasurer at CSPC who succeeded Paulo, attended and mentioned that the endeavour for Friends and CSPC to work closely for the common goal of benefitting the school and its students will continue.

- a) Linda and Mary to ask parents at the CSPC meeting to come attend the January AGM of Friends and nominate themselves for directorship as there will be at least three vacant spots in 2019.
- b) Parents can also come to the November meeting to observe and learn a bit more about Friends.

7. OTHER BUSINESS

- a) Byelaws to be reviewed at the next meeting when Tracy returns.
- b) Kevin asked about the school newsletters timing for corporate campaign.
- c) Eliza confirmed number of plaques on theatre seats is over 220.
- d) Natalie and Niloufer to attend Drama Night on November 1; Natalie requested if there can be a Friends presence on November 8 ("In the Making" event by Dance Dept).
- e) Friends presence at Nutcracker and Christmas concerts to be discussed at November 13th meeting.

Meeting adjourned at 6:53pm.