

# **Terry Fox Secondary School**

## **After Grad Meeting Minutes**

**Wednesday, November 20, 2019, School Library**

Attendance

**School Administrator:** Vice Principle Mr. Dave Phelan

**Members Present:** 22 parents in attendance

Meeting called to order at 7:06 pm by Stacey Parman

### Agenda Items:

1. Welcome everyone
2. Old Business - Craft Fair needed more parent volunteers and more advertising to be more successful. Vendor feedback regarding the student volunteers was very positive. The Fox students were polite and very helpful. Already have 20 tables signed up for next year. Mr. Phelan's feedback: Parents make the whole fundraising process work. Lots of effort and time needed for making it work. School Craft Fair ordering of events is Terry Fox; which is typically the first Saturday of November, then Arch Bishop Carney, then Riverside. However, with Leap Year next year the dates were offset. Terry Fox moves to the 7<sup>th</sup> of Nov. Stacey communicated to Carney and Riverside to ensure there were no date conflicts for next year.
3. New Business:
  - a. Chair Report, Stacey Parman – Lots happening in the next couple of months. Need coordinators to step forward for upcoming events. \$35,000 is required as our fundraising goal which is approximately \$6-8,000 per event.
  - b. Treasurer Report, Dana Robb – Craft fair brought in \$4100 for table deposits and another \$2100 at the door for a total of \$6069.56. Account is down to \$800 to date due to paying entertainment package deposit and payments required for the Craft Fair. Requested \$5000 from school account. Money from Cash Raffle is from the gaming fund and we will recover that at the end of the year. A buffer of \$2-3000 is needed for next years parents.
  - c. Secretary, Gail Denton – Meeting minutes are added to the After Grad page of the Terry Fox School Website at link <http://www.sd43.bc.ca/school/terryfox/Parents/PAC/Pages/AfterGrad.aspx#/>, 58 parent emails received so far and added to the group email list. Made requested for parents to forward email addresses of people who should be receiving After Grad correspondence.
  - d. Craft Fair, Stacey Parman - Need to get the signs back into storage. Experienced a medical emergency during the fair, 20 students volunteered, Cindy and Jodi did a great job with the food, and the chilli sold out. Will leave notes for next years parents.

- e. Entertainment, Michelle Pieper & Robyn Brisco— An email was sent out surveying the parent community for approval on the entertainment package. Booked and paid deposit to PartyWorks. Deposit was paid earlier than past years due to grad weekend being a busy first weekend in June. Caricatures are booked as well as DJ (flashpoint). Package activities include: Air brush tattoos photo booth, dancing heads recording, and many more. Suggested to create a card (map) for the students indicating where everything is set up at After Grad. Partyworks does the set up and take down. Need 7 parent volunteers for run the events that night. Power availability (plug-ins and consumption) is good for the After Grad Activities.
  - f. Food – Will start at the end of April. **Coordinator is required.**
  - g. Decorating – **Coordinator in required.** Keep it simple, lots of lights and tulle. Need to decided on something by the end of January. The school is still discussing their theme for the Dinner/Dance and we do not want to conflict.
  - h. 2020 Cash Raffle, Darlene Fitzpatrick – Has started and it's going well. Quite a few parents took lots of books already. Sent message to Patti; school secretary to advertise on e-news. Will set up a table to see raffle tickets and various school events (Winter Concert Dec 12<sup>th</sup>, January 2020 Basketball Tournament, Save On Foods store front, Rock the Fox). Will send table request to Dave for school events. Easiest and biggest fundraiser. Can bring to \$7000. Entry for free dinner dance ticket for every 3 books sold by one grad family. Budget to sell 275 after grad tickets.
  - i. Bottle Drive, - Scheduled for April 25<sup>th</sup> 2020 with Biggar Bottle Depot. There is also an account set up for Terry Fox After Grad if bottles are taken in prior to the bottle drive.
  - j. Pub Night, Sandy Dreschner – Offed to coordinate. Need to decide on date as soon as possible. Sandy will talk to the Cat N' Fiddle for availability. Sign up sheet for pub night volunteering was passed around. Pub Night is usually when the remainder of the cash raffle tickets are sold. Pub does not need money up front – they just take it off the totals.
  - k. Prize/donations/sponsorships – **1-2 Coordinators required.** Contingent upon how much we make and what our budget is (April/May 2020) Sponsorships – send it out to businesses to request money. Need to find out what was done in the past. 2-3 parents need to solicit businesses for donations. But not the same as the pub night. This needs to be start January. Idea on handing out Prizes – Use white boards/tables , number baskets 1-30, 31-60 ext. Call out names and number of baskets and then kids go the table that corresponds to the number. This should speed up the process. 7-10 parents needed to assist. Get everything written on the write board. Get them out in a more timely manner. Volunteers for grad night – 20-30 volunteers to do shifts. Security is 10-12 parents. Games need 7 volunteers. Food needs 2 and then caricature needs volunteers and some parents to wander. Need to contact St. Johns ambulance in Jan – donation for their time for paramedic services. Someone needs to take on volunteer schedule for the night. Need to coordinate that.
4. Next meeting in Wednesday, December 18<sup>th</sup>, 2019
5. Adjourned @ 8:05PM