

Terry Fox Secondary School

Draft After Grad Meeting Minutes

Wednesday, September 18, 2019, School Library

Attendance

School Administrator: Vice Principle Mr. Dave Phelan

Members Present: 20 parents in attendance

Meeting called to order at 7:05pm by Stacey Parman

Agenda Items:

1. Welcome and Introductions - Welcome to the 2020 After Grad Meetings statement by Stacey. Thank you to Mr. Phelan for volunteering his time to the After Grad Committee
2. New Business
 - a. Elections for Chair, Treasurer, and Secretary
 - i. Chair – Stacey Parman
 - ii. Treasurer - ?
 - iii. Secretary – Gail Denton
 - iv. Motion to approve new positions: Carried by all
 - b. Approval to add Chair, Treasurer, and Secretary as Signatories on VanCity Account and remove last year's after grad members
 1. Motion to approve change in VanCity account Signatories: Susan Duplantis; Carried by all
 - c. Discussion on how meetings will be conducted and dates for future meetings
 - i. Stacey prefers that separate committees are formed for each fundraising event and after grad function
 - ii. Committees to report back to After Grad Committee on progress
 - iii. Chairs and Co-chairs are needed for each committee and can set up own meeting dates and times. If you can not complete your commitment as Chair or Co-chair please find a replacement
 - iv. Think about timelines and action items that need to occur
 - d. Set-up Committee Chairs/Co-Chairs and Sign up volunteers
 - i. Craft Fair – November 2nd. Stacey to start off the Craft Fair but looking for other Chair members, Cindy Defazio volunteered for Craft Fair Food and Trish Foley kindly offered to help out until more volunteers come forward. 120 tables to be rented out. Trish has all the information. Do not put signs on city property as they will be removed. New signage. Separate Craft Fair Committee meetings need to start immediately. Need 5 people to make this event happen.
 - ii. Entertainment – This needs to be booked within the next 2 months. Robyn Brisco and Michelle Pieper kindly volunteered
 - iii. Food for After Grad – start in April, looking for volunteers

- iv. Decorating – Start planning in December. Do we need a theme? Looking for volunteers
 - v. 2020 Cash Raffle – Start immediately. Need class D license for the cash raffle that PAC applies for. A formal request is required in order for the PAC to pursue the license. Darlene Fitzpatrick and Sandy Drieschner kindly volunteered for this raffle. Raffle will be at the school at noon on Wednesday March 4th, 2020. Maybe set up incentive for grads to sell more books.
 - vi. Bottle Drive – occurs in April . Stacey has information on a USB drive for bottle drive. Looking for volunteers.
 - vii. Pub Night – Reach out to Cat N Fiddle in December for dates and times. A Class D license is required for the 50:50 draw.
 - viii. Prizes/Donations/Sponsorship - Lots of prizes and donations are required for this night. After Grad sponsorship letter can be provided for corporate donations
 - ix. Future Meeting Dates: 3rd. Wednesday of the month is good. Next meeting set for October 16th @ 7:00 PM. November 20th and December 18th or 11th.
3. Apply to PAC for Class B License for Cash Raffle – Need to start this immediately.
 4. General Discussion and Questions
 - a. Hours of After Grad – 12-5:00AM. The grads change first after dinner/dance and then head to the school. Hypnotist is usually from 4-5:00AM
 - b. Stacey has templates and binders of information from previous After Grad Committees
 - c. Someone needs to be in charge and track grad volunteer hours. Spreadsheet needs to be set up with sign in , sign out times to track hours. Free After Grad ticket awarded to volunteers with XX hours worked (to be determined) Tickets are \$35.
 - d. October 1st cheques need to be deposited
 - e. \$8000 in bank and need to raise \$37,000 overall
 - f. Need to brainstorm on how to award the prizes at the end of the night.
 - g. Notifications can be sent out on the Terry Fox App about After Grad. Also E-news and After Grad Website
 - h. After Grad Email – terryfoxgrad@gmail.com
 - i. Able to send out emails to just grade 12 parents
 - j. Inquire with Patti Webb about updating After Grad Website – Gail to do
 - k. It is recommended that someone take on After Grad 2021 in June of 2020
 5. After Grad Date: Saturday, June 6th – Sunday, June 7th 2020 ending at 5:00 AM
 6. Next Meeting Date: October 16th, 2019 @ 7:00PM in the School Library
 7. Adjournment – 7:58 PM