

# PORT MOODY SECONDARY SCHOOL

## PARENT AFTER GRADE MEETING MINUTES

Wednesday February 1, 2023 7:00 pm Library

**In Attendance:** Heather Skipworth (chair); Julie Russo (secretary); Brent Taylor (vice-principal) Kristi Mutka; Susy Zamprogno; Laura DeStafano; Maggie Zhou; Rikki Liang; David Tan; Yumiko Li; Ion Ciobanu

**1. Welcome – Heather Skipworth (Chair)**

Meeting called to order at 7:08pm  
Acknowledgement of Territories  
Introductions

**2. AG 2023 Reports:**

Treasurer Report: Heather Skipworth  
The financials from last year have been tracked down and the spreadsheet has been updated. Lots of discussion on the numbers. This is only a snapshot of fundraising and expenditures, more accurate numbers will be updated as fundraising expectations and costing for food etc comes in.

**3. Volunteer Positions:**

- (a) Secretary – Julie will take on this position
- (b) Food Co-ordinator – Kristi will lead and look at costing for next meeting
- (c) Volunteer Co-ordinator – Julie will lead with help from Susy
- (d) Fundraising Co-ordinator – Heather will lead
- (e) Entrance Tables (Check in) – will need a leader
- (f) Prizes – will need a leader
- (g) Photo Booth (selfie station) – will need a leader - Need to pull the items from the dungeon
- (h) Coat Check – will need a leader; Need to pull the items from the dungeon
- (i) Lanyards – Laura will look into pricing

**4. Fundraising:**

- (a) Pub night Update – Julie Russo – We are looking at doing this April 15, 2023 at the Port Moody Legion; No pricing yet but the legion will get back to her this week and she will email the committee the info

- (b) Raffle – Susy Zamprogno - has looked into pricing with Nexus – it was decided we will run an online 50/50. Susy to finalize pricing and email the committee the details so we can move forward applying for gaming license and getting 50/50 up and running
- (c) Flower Sale – Susy – no details we are going to pass on this fundraiser
- (d) IGA Barbeque – Laura DeStafano – waiting to hear back from manager; looking at either Saturday, May 6 or 13, 2023. IGA has in the past supplied bbq, food, plates, napkins, drinks and chips from their suppliers; we supply the gas, manpower and signage
- (e) Me n Ed’s Pizza Nights – Heather Skipworth – First one Wednesday March 8; mention you are supporting PMSS After Grad when ordering at either the Coquitlam location on Austin or Poco location on McAllister, we receive 20% of the sales
- (f) Port Moody Liquor store - Heather – mention you are supporting PMSS After Grad when making a purchase, we receive 5% of the accumulated sales until we ask for cash out. There is \$336.98 in our account as it wasn’t cashed out last year
- (g) Neufeld Foods – Heather – Online frozen foods fundraiser we make \$3 on sweet and \$6-8 on savoury. Heather to look into booking.
- (h) Return It depot – 604 939 6656 – Heather – Account from 2020 has been reactivated there is \$14.50 in our account. Punch in schools phone number at Kiosk and confirm Port Moody Secondary After Grad to print labels. Label bags, scan bags and drop in bins provided. There was also an older account that has been cashed out and closed by Shirley McQueen. A cheque in the amount of \$85.20 is being mailed to the school.
- (i) Tru-Earth – Heather – A cheque in the amount of \$53.48usd was found in the AG mailbox in January. The cheque issued in June, stale dated in September. Heather is looking at getting the cheque re-issued. We may do this fundraiser.
- (j) Any other fundraising ideas – Shaunna Harper emailed Heather in regards to a fundraiser with Meridian Meats. This fundraiser provides a 30% profit. Shaunna will look into the details.

**5. Old Business:**

- (a) Bus Rental – Ion Ciobanu – There has been a lot of work and research done by Ion to secure bus transport to the AG venue. After many calls and emails to limo and bus companies a proposal was brought forward to use Perimeter.

- Perimeter is a touch more expensive than TRAXX (used last year) but they are number one rated on Trip Advisor & have a very detailed cleaning schedule. There were a few complaints about bus cleanliness (sticky) & empty beer cans upon boarding last year. When conferring with TRAXX, Ion found many inconsistencies in their communication. The quote from Perimeter is \$840 per bus, inclusive of tax. An additional 10% fuel surcharge (app\$80) could be added at the time of transport depending on diesel costs. It was decided that we will book with Perimeter. Ion will reserve four, 52 passenger busses at a cost of \$3680 inclusive of tax and fuel surcharge, sign contract and put down a 25% deposit of \$840 via eft to save on credit card fees. Balance of payment due 14 days prior to event. We may change busses 15 days prior to event without any penalty. Cost for busses will be appx \$25 per student and will be added into the cost of AG ticket. Heather will request a reimbursement cheque from the gaming account once down payment is completed.
- (b) After grad 2023 ticket price discussion - Could be in the ball park of \$100. Inclusive of bus transport. We will have a better idea when all costing is in. A final cost will be decided at next meeting.
  - (c) Donations –canvassing letter – Letter with new letterhead is complete. We will start canvassing and email a copy of letter to Brent to put in Times.
  - (d) Waiver agreement to roller skate – wasn't discussed will bring up at next meeting.

6. **New Business:** It was brought to our attention by Brent that going forward After Grad committees will no longer have an AG link on school's website. The school can put a link to an external website if AG so chooses. We have decided to create an AG2023 Instagram account as well as an AG2023 Facebook account. Julie will set both of these up. We can run info about After Grad and any potential fundraisers on these platforms and school can put the links in the Times. It was confirmed that we can advertise fundraising info and social media links in the Times. The donation canvassing letter may also be attached to the Times. Info will be updated in Times as per correspondence with Brent.

7. **Adjournment:** Moved by Heather to adjourn meeting at 825pm

**NEXT Meeting: Wednesday, February 22, 2023**