

## Spectrum Band Parents – Meeting Minutes November 9, 2023

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Meeting called to order at 7:02pm, welcome and introductions.

**Attendance:** Jean Fraser (Treasurer), John Hajecek (Secretary – A/Chair), Alison Sheehan, Tarrie Simpson, Malia Allan, Leslie Ambrose, Melanie Lau, Colleen Craig, Cindy Ralph, Rachel McClellan, Blair Carrie, Parker Jolliffe

**Apologies:** Christine Surridge (President); Kirsten Wright (VP)

### Welcome and Introductions

- Motion to approve October minutes by Alison seconded by Jean, passed
- Motion to approve agenda by Jean seconded by Tarrie, passed

### President's Report

- Christine sends her regrets

### Treasurer's Report

- Financial Report
  - General: \$10,621.01
  - Student Fundraising: \$3578.39
  - Uniform Maintenance: \$5996.26
  - Christmas Craft Market: \$8175.90
- Financial activity as per attached Treasurer's Report – Nov 2023
  - Reflects Bottle Drive, Poinsettia and Christmas Market earnings
  - Bake sale, door, raffle gets deposited into General account
  - Bake sale and door gets transferred to student fundraising accounts
  - Raffle money goes to PAC (gaming) and is transferred to General account with receipt for eligible gaming expense (this year we bought shoes)
  - Vendor fees and table rentals go to music program
  - \$2000 still owed to Uniform Maintenance account from past band trip
  - Market account already has vendor etransfer payments for next year

### Fundraising Discussion

- Bottle Drive
  - 51 people (32 students, 19 parents) \$2286.80 to be split into student fundraising accounts
  - Next one in May, Saturday after long weekend
  - Discussion re: flyers in advance – better to do first bottle drive and have flyer for upcoming dates – consider for next year
  - School recognition at events would be good – encourage wearing of Spectrum hoodies
- Poinsettias
  - \$3220 sold, 22 orders, 19 students, 3 non-students (eg office staff)
  - Total profit \$1049.32 (\$979.69 for students)
  - Send McPherson Playhouse a letter of appreciation for poinsettia sales
  - Poinsettias to be delivered Dec 6 (Wednesday) probably afternoon – need volunteers
- Paradise Island Cheese
  - April fundraiser, 4 packs of a variety of cheese for \$25 of which \$10 is profit for students
  - Easy sell

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### Parker's Report

- Planned trips this year – stick to local festivals
  - West Coast Jazz, both Senior and Junior Jazz Bands
  - Concert band festival in Port Alberni
  - Victoria Performing Arts Festival, non-competitive
  - Senior Jazz Band invited to open for Powell River Fine Arts Festival, 3 day festival, need to plan hotel and bus, could use community bus the school uses for \$50/day
  - PAC will contribute \$2000 for transportation towards Port Alberni, West Coast Jazz and Powell River festivals, transportation costs doubled in last few years
  - Choir festivals in Brentwood, Vancouver and Performing Arts in Victoria
  - Choir workshop at UVic was inspiring, similar to what will happen in February at Belmont
  - 52 students in choir
- Parade plans
  - Buccaneers Parade May 12, community based event that could use our help
  - Oak Bay Tea Party, first Sunday of June
  - Won't be marching in Santa Clause Parade or Victoria Day Parade

### Discussion Points

- Christmas Market – what went well and what didn't
  - Have Walker shifts start at 9am when vendors arrive, rest (door, raffle, bake sale) can arrive 9:30/9:45 for set up
  - Have reflective vests for Friday evening set up
  - Add parent volunteers (2-3 slots) for Friday afternoon decoration to help with tables and keep students focussed
  - Change maximum number of shifts the students are initially allowed to do to 4 per student allotment (ie student or parent there for student) and then open up as the event gets closer
  - Create a separate baking donation sign up, one for each day, and make it clear that it is not a replacement for a shift
  - Suggestion to have music at the event, possibly student buskers – note that people have complained in the past about music
  - Concerns re: food safe issues with bake sale, suggestion to have donations individually wrapped in plastic, plexiglass partition, allergen notifications – discussion on how bake sale is organized, revisit issue in the fall
- Jazz Night in February
  - Possible meeting in December to discuss upcoming jazz night – dates for meeting suggested are Dec 7, 12, 13, 14, could also be a regular meeting (ie not just jazz)
  - need to distribute donation letters
  - Parker looking into food arrangements
- Communication
  - Announcements in school weekly newsletter, looking for parent volunteer
  - Cindy Ralph and Rachel McClellan volunteered to work together

Motion to adjourn meeting by Colleen, seconded by Malia, passed.

Meeting adjourned 8:21 pm