



# Grad 2018 PARENT Meeting Agenda and Minutes

## Wednesday, October 18

In Attendance:

Standing Items	Action	Lead	Status
Arena and MPR Booking	Confirm arena and MPR are booked for the week of Grad	Andrea	Completed
Caterer	Get Catering quotes and availability for JUNE 29	Shawna	In progress
AV	Get Entertainment quotes and availability for JUNE 29	Karen	In progress
<b>New Business</b>			
Executive Members	Members: Shawna & Lana Co-chairs, Connie and Laura Lee Co-secretaries, Andrea Treasurer Liason	Garth	Completed
Email Group	Emails of committee members to be shared	Lana	Completed
Parent Survey	Create a survey for grad parents to complete	Lana	Completed

## Tuesday, November 7

In Attendance: 28 parents

Standing Items	Action	Lead	Status
Arena and MPR Booking	Confirm arena and MPR are booked for the week of Grad. \$1758 for 4 days arena and 2 days MPR. Andrea will talk to Kim at DHS in regards to the deposit for the arena.	Andrea	In progress
Caterer	Quotes from 4 caterers that are available were reviewed. Remi's, Complete Catering, Kodiak BBQ and Jake Taylor. Meal is on Friday, June 29. There are only two companies that provide everything. MOTION: Moved by Jody Wrigley to confirm Complete Catering for Grad Dinner 2018. CARRIED. Shawna Miller will move forward with signing the contract.	Shawna	Ordered
AV	Pulse will keep the same price as last year plus gst \$3911.25 (\$4350.00) and includes a photo booth but not a backdrop. Sound Advice quote was 4945.00 and doesn't include a photo booth. MOTION: Moved by Karen to confirm Pulse Entertainment for the AV. Karen will move forward with finalizing the contract with Pulse Entertainment.	Karen	In progress
Parent Survey	Lana will check into why some didn't get the survey.	Lana	Completed
<b>New Business</b>			
Tables/Chairs etc Rental	Get Rental Quotes and availability for Friday, June 29. Discussion 8 or 10. Parents to start thinking about table size. This item will be re-addressed at the next meeting. Andrea will also talk the figure skating club in regards to using the arena board curtains.	Andrea	In progress
Decorating Committee	These volunteers will get together. A sign up sheet will be available after the meeting to put your name on for helping to decorate.	Anje	
Report from Student Reps	Special Considerations, Grad Clothing, Dinner Theme (These notes are available on the STUDENT MEETING tab in this file.	Mason?	
Grade 11 Cleanup Report	Presentation of formatted Communication Protocol for Gr11 parents. Anje and Shawna have compiled a comprehensive list of everything that's needed and where everything goes.	Anje, Cindy	
Grade 11 Liaison	Tammy Fawns has volunteered for this role.	Tammy	
Fundraising	70% of survey respondents said they would participate in a fundraiser. This would require a group of volunteers to step forward and coordinate this. Please let the committee know if you are interested in organizing a fundraising event.		
Student Meeting	Haley read the notes from the last student meeting on November 3		

## Tuesday, December 5

In Attendance:

Standing Items	Action	Lead	Status
Figure Skating Arena Curtains		Andrea	In progress
Table Updates	5 requests for tables of 10 were received. Table rental costs?	Andrea	
Fundraiser Update			
<b>New Business</b>			
Report from student meeting	theme, colours, table centre pieces, grad clothing update	Haley	