

DHS Grad 2022 - Meeting Minutes

Attendance

Parents

Ksan Fawn – Co chair & Treasurer
Karen Taylor (regrets) – Co Chair
Jen O’Neill – Co Chair
Susan Read – Secretary
Kim Russell – Catering
Laurie Waiting – Fundraising
Meaghan Neis – Sound, lights & venue
Amy Wilson – Decorating
Lynn Doering

Students

Kyran
Taya

1. Call to Order - 7:00 pm

2. Dinner

- Kim has organized Complete Catering for the banquet; this company has been used previously for DHS graduations with positive results
- Quote is \$25 (to \$30) per plate
- Discuss napkins, table cloths, etc.; we will likely get these from Good Time Party Rentals
- Ksan is waiting on quotes for the tables, chairs, place settings, etc.
- Special diets / menu requirements (ie. gluten free) discussed
- The number of 8-person tables versus 10-person tables discussed; may depend on the number of grads attending the banquet

3. Sound, lights, venue

- Meaghan has booked the arena from Wednesday to Saturday (June 22 - 25, 2022)
- Meaghan has booked the Multi Purpose Room for Saturday June 25, 2022
- She is waiting to hear back from 2 companies regarding sound and lights quotes; both have the required dates open

4. Fundraising

- Poinsettia campaign is wrapping up
- Laurie has booked a company for students to sell flowers / planters in the spring
- Coco Brooks Pizza will be arranged for sales in February 2022
- There will be a bottle drive arranged for the spring
- Students are in favor of having the graduate banners up around town again this year; Laurie has 2 electricians lined up with the proper equipment to hang the banners

5. Decorating

- Amy has agreed to be in charge of the decorating
- The students will need to narrow down a theme first

November 23, 2021

6. Grad clothing

- This is a 100% student-driven item
- The students are selecting the company, logo, etc. to be used

7. Photographer

- This is arranged by the school, including the 'picture in the park', photo booth at the banquet (if the students want it), etc.

8. Action Items:

- STUDENTS:
 - o Get the parent co-chairs a list /head count of all the students who have returned their forms and will be participating in the banquet
 - o Figure out if there are any dietary restrictions for the banquet (either grads or their guests)
 - o How many tables of 8 or 10? Do smaller groups want to merge with one another, or does every grad and their family want their own table? (may need venue seating plan)
 - o Menu selections
 - o Theme and colours
 - o Finalize grad clothing decisions
- PARENTS:
 - o Will work on some preliminary costing information for parents; discuss at next meeting before sending out to the larger parent group

9. Next Meeting

- When: Tuesday December 14, 2021 at 7:00 pm
- Where: 99 Valarosa Drive, Didsbury