

## **DHS Grad 2022 - Meeting Minutes**

### **Attendance**

#### **Parents**

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

#### **Students**

Kyran  
Kia  
Dylan  
Danielle

### **1. Call to Order - 7:05 pm**

### **2. Dinner**

- Head count – 71 students have returned forms for the cap and gown ceremony and 67 have returned forms for the banquet. There are one or two students who are still undecided and are not included in these numbers. Career High students may or may not be added to these numbers; information on this is still pending
- Dietary restrictions – All of the menu options from Complete Catering are gluten-free and lactose-free which should cover the majority of dietary restrictions for the attendees. If any other issues are brought to the students attention, they will advise
- Student menu selections – Still pending. Kim will assist the students with this over the Christmas break
- Number of coffee/tea/water stations – Discussed; two stations should be adequate; Kim will discuss with caterer for their recommendations based on the number of attendees
- Table sizes (8-person tables versus 10-person tables ) – Students have voted and decided to go with 8-person tables only. Ksan will call and advise the party rental place of this. Ksan has a map of the venue to assist with table arrangement, stage placement, etc.
- Student theme and colour selection – Students are close to decision on this, but it is not yet finalized. Theme will be one of three ideas: Northern Lights, Hollywood, or Starry Night. The students should have a decision on this in early January 2022

### **3. Sound, lights, venue**

- Venues are booked. Meaghan is currently getting quotes for the sound and lights. Juiced from Red Deer has quoted \$3911.25. She is still waiting on a quote from a second company. Once the second quote is in, we can make a decision on which company to go with. Both companies have the required dates open

### **4. Fundraising**

- The poinsettia campaign is complete. The feedback is that the quality of the items was good

December 14, 2021

- Laurie has booked a company for students to sell flowers / planters in the spring
- Coco Brooks Pizza sales will be arranged for February 2022
- There will be a bottle drive arranged in the spring
- Mr. Dagg is setting up a Go-Fund-Me campaign for the cost of the student banners

## **5. Decorating**

- Good Time Party Rentals – Ksan will advise them we only need 8-person tables. They will provide the tables, chairs, and linens. Their tablecloths only come in black and white. Other colours (based on theme), can be added with table runners, napkins, and other décor. The quote for tables, chairs and linens is approximately \$3000 - \$3300
- Any other decorating ideas (ie. center pieces) will need to wait until the students have finalized their theme and colour choices
- The school has a c-can of items that have been used for previous graduations (ie. chair covers, chair sashes, lights, etc.). A list of items in the c-can was provided to Amy. Note that items such as the chair covers may require cleaning

## **6. Grad clothing and gifts**

- These are 100% student-driven items
- 2 logo options have been selected by the students for the clothing; the company to be used is not yet decided
- Students should be thinking of a smaller gift option for ALL grads (ie. shot glass, blanket, cup are some of the things that have been done by previous grad classes)

## **7. Photographer**

- Discussed. This is arranged by the school. Formal photos will likely take place in February.

## **8. Action Items:**

- **STUDENTS:**
  - o Menu selections
  - o Theme and colour selections
  - o Finalize grad clothing company
  - o Grad gift idea/decision for all of the students (ie. shot glass, blanket, cup are some of the things that have been done by previous grad classes)
- **PARENTS:**
  - o Ksan will draft an email to all of the grad parents to give them an update on where things are at with the planning process
  - o Meaghan will finalize sound and lighting quotes
  - o Kim will assist the students with what their menu options are for the dinner

## **9. Next Meeting**

- When: Tuesday February 8, 2022 at 7:00 pm
- Where: 2106 – 21 Avenue, Didsbury (Kim's house, by the museum)