

**May 24, 2022**

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

### **Attendance**

#### **Parents & Faculty**

Ksan Fawn – Co Chair & Treasurer

Karen Taylor – Co Chair

Jen O'Neill – Regrets

Susan Read – Secretary

Kim Russell – Catering

Laurie Waiting – Fundraising

Meaghan Neis – Venue/Sound/Lighting

Amy Wilson & Stacey Lodermeier – Decorating

Lindsay Miller, Deb Pelletier, Lynn Doering, Louise Krebs

#### **Students**

Taya

Dylan

Danielle

Morgan

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

#### **1. Introductions**

- None required

#### **2. Cap and Gown**

- Friday June 24, 2022; 71 students have returned their forms to participate
- DHS will provide specific details about the event to all students and parents at the May 31, 2022 grad meeting in the gymnasium
- Rehearsal is at noon on June 24, 2022, and the event is at 7:00 pm

#### **3. Grad Banquet**

- Saturday June 25, 2022; the final number should be known later this week; 67 grads estimated
- Please RSVP regarding number of guests to Kim at the school
- DHS will provide details to all students and parents at the May 31, 2022 grad meeting in the gymnasium
- Clean-up to follow by grade 11 students; Marsha Aarsby will be the lead parent/contact for the grade 11 clean-up crew
- Grand March practice begins on Friday May 27, 2022
- Details regarding the banquet program (ie. order of speakers, etc.) are still being worked out

#### **4. Catering**

- Cost will be \$30 per plate for the meal, including tip
- Tables of 8 invited guests only; other guests are welcome to view in the stands, and can attend everything but the meal
- Caterer will need final numbers by next week
- Likely 3 – 4 coffee/water stations will be required
- DHS will provide details to all students and parents at the May 31, 2022 grad meeting

**May 24, 2022**

**5. Fundraising and Banners**

- All fundraising is now complete, with the exception of the banners
- Community donations and partial grant funding should make up for the increased cost of the banners this year
- The Town has the grad photos for the banners and they are being ordered
- The banners will need to be picked up in Calgary once they are ready
- Once received, Dave Waiting and Eric Kirk will hang them

**6. Sound, lights, venue**

- Everything is booked
- We will have access to the venue for set-up and decorating from Wed to Sat, June 22-25, 2022

**7. Grad clothing and gifts**

- The grad gift blankets are ready; this parent group can assist with getting them ready and into the gift bags prior to the May 31 grad meeting at the school (at approximately 6-6:30 pm)
- The plan is to distribute them at the cap and gown ceremony after each student exits the stage

**8. Decorating**

- Still need to purchase fabric for the zamboni door; the decorating committee also still needs 2 birch trees and 2 Christmas trees
- Lynn Doering has a stock trailer to assist with take-down and clean-up if needed
- 17 grads have not yet submitted their baby photos for the frames on the banquet tables
- The tables will not arrive from the rental company until the Thursday
- Will need to create a Sign-Up Genius for the decorating
- Several guests have responded that they will be attending; we may require more tables for the guests (ie. the mayor, a county counselor, 18 teachers from DHS and 7 teachers from Ross Ford so far)

**9. Budget**

- Ksan reviewed the budget for the attendees; we are currently “on budget” and there is a small contingency
- Please keep all physical receipts and give them to Ksan and/or Kim at the school

**10. Other**

- Ksan will collect a running tally of “thank yous” for the newspaper and program
- There will be a notice in the newspaper in advance of the event so the community is aware
- The candid photography company is booked

**11. Next Meetings**

1. Tuesday May 31, 2022 at 7:00 pm – DHS led meeting in the DHS gymnasium
2. Monday June 13, 2022 at 7:00 pm – Parent meeting in the DHS Library