

MINUTES FOR DECEMBER 7, 2022

FH Collins Substance Free Graduation Committee Meeting Minutes

Call to Order: 6:32pm

Attendee: Susie Anne, Karen, Christina, Mike, Sarah, Melissa, Nicola, Robyn, Susan, Jessie, Eliane, Duffy, Marissa, Tracey

1. Motion to accept last meeting's minutes - Motioned by Mike, Seconded by Christina
2. Motion to accept this meeting's agenda - Motioned by Tracey, Seconded by Marissa
3. President Update - Susie Anne - things going well, been creating the first newsletter to go out to grad parents, attending the student grad committee meetings
4. Treasurer Update - Christina - been to BMO to change signing authority from old director to new. BMO will be in contact when paperwork for executive to sign is ready

1. UPDATES FROM ACTION ITEMS FROM November 23, 2022 Meeting

Item	Person(s) Responsible	Notes/Updates
Hypnotist booking and next steps	Susie Anne now taking responsibility for this task	Booked for the 16th Shared costs with Porter Creek Lots of choice for the student committee to choose from \$8000 + gst per school Will need to send a \$1000 deposit
Food - Gravy Train	Susie Anne	Booked and confirmed for June 16th Consideration to be made for how students access the food, maybe hand out tickets to reduce waste? Melissa Toner will take on food. We will need a head count
Marsh Lake Tents and Events	Susie Anne	Booked and confirmed for June 16th. Shaun will still need to talk to her about what is needed for cap and gown.

	Susie Anne and Shaun	Question for Shaun: What will tickets look like for cap and gown?
Bake Sale Dec 13	Susie Anne and Shaun	Bake sale was confirmed and went ahead on December 13 with a profit of \$838.65.
Swag, Design and Ordering	Susie Anne and Shaun	<p>Student Grad committee needs support on what options there are for swag</p> <p>Action: Karen to follow up with Michael and talk to grads at the student meeting</p> <p>Would like to have an order placed in January</p>
Theme	Susie Anne and Shaun	Action: Student Grad Committee must have a theme picked by January 11th.
Raffle Committee	Sarah, Buffy and Jen	<p>Sarah sent email to Lotteries Yukon for license</p> <p>Action: Sarah will ask if we can do both an online raffle and paper tickets</p> <p>Action: Karen to send societies number to Sarah, Buffy and Jen for their reference</p>
February Bake Sale Committee	Marissa	<p>Can still order cookies through same company as last year, will just have to pay freight this year</p> <p>Action : Need to order by February 3rd, 2023. Need to get an order form out to be back prior to ordering.</p> <p>Karen to scan order from last year to</p>

		<p>Marissa.</p> <p>Action: Marissa to order and organize the kitchen sign up</p>
Shared Google Calendar with Grads	Malcolm	<p>Google calendar has been shared</p> <p>Action: Need to share with grads</p>
Fashion Show	<p>Shaun</p> <p>Susie Anne</p>	<p>Elaine and Nicola have volunteered to oversee the silent auction portion of the fashion show. Stephanie Main is the contact for Fashion Show.</p> <p>Action: Confirm Fashion Show date</p> <p>Action: Karen to contact Stacy Hays about silent auction from last year</p> <p>Action: Karen to share letter requesting items for silent auction and the prizes for prom</p> <p>Need to look for sponsors</p> <p>Recommendation that when tickets are sold they are organized by name</p> <p>Action: Development of a Fashion Show/ Silent Auction Committee</p>
Silent Auction	Mike and Susie Anne	Elaine/Mike
Boston Pizza Night	Susie Anne	<p>Still looking to see if we get credit from last year's receipts - BPs has been unresponsive</p> <p>Need to talk with Student Grad Committee regarding a rehearsal dinner? Tabled until next meeting</p>
Newsletter update to all Grad Parents	Susie Anne	Newsletter drafted and ready to go out this week.

Bottle Collection Coordination	Mike	Business cards are being created with instructions for donating recyclables to the FH Grad Society at both Raven and P&M. Cards should be ready by December 9.
Stuffing Envelopes for the City in January	Tracey, Karen and Christina	Action: Karen to confirm date with City
Registering for the City Spring Clean up	Karen	Action: Karen will have application filled out requesting an after school time slot and Lewes Blvd
Super Save -snow fencing	Karen	Karen has contacted them, they are aware we are looking and they will get back to us

6. NEW BUSINESS:

A. Societies Act - Transition Application for Pre-Existing Societies

Action: Need to find and review and update bylaws - Karen and Mike

B. Motion to Reimburse Karen for filing with Societies

Motioned by Mike, Seconded by Sarah

C. New fundraising Idea(s) - Buffy

Sign for student's front lawn - Buffy to look into costs

Car Wash - tabled to January meeting\Grocery Store - Freight night - Karen to inquire

Meeting adjourned at 8:04pm.

NEXT MEETING SCHEDULED FOR JANUARY 11th at 6:30PM. FHC LIBRARY