

MINUTES FOR JANUARY 11, 2023

FH Collins Substance Free Graduation Committee Meeting Minutes

Attendance: Marissa, Karolyn, Michael, Christina Snider, Susie Anne, Buffy, Robyn, Emersyn, Christina, Tracey, Nicola, Angela, Sarah, Shaun, Melissa, Jessle, Elaine, _Susan?____ (EA from FH)

1. Brief introduction of attendees
2. Motion to accept last meeting's minutes - Motioned by Mike and accepted
3. Motion to accept this meeting's agenda - Motioned by Marissa and accepted
4. Motion to temporarily move to next actions – Motioned by Melissa, seconded by Susie Anne
 - Melissa will take the lead on Gravy Train, Independent receipts and snacks
 - Have grads discussed whether or not non-grad female dates were allowed to dress up (add to next meeting's agenda)
5. President Update - Susie Anne -
 - we are doing really well in terms of timing
 - be effective with responding to emails so we know that everyone is on the same page
 - next newsletter to go out on Tuesday – mandatory grad meeting next Thursday @ lunch
 - invite friends to join the Grad parent Facebook page
 - have a public Facebook page as well to share information with the Facebook/Instagram community – Buffy to create
 - Grad Photos – most likely between February/March
 - can we post things on the grad bulletin board? Yes.
6. Treasurer Update - Christina – What is our actual fundraising goal? Based on last year's numbers we are looking to raise between \$45000 - \$55000. To date we have raised \$1116.73
7. Student Grad Committee Update – Jessie/Emersyn
 - Students want to know when cap and gown pictures are
 - Shaun - Most likely between February/March. Information should go out by next Thursday at the grad meeting
 - Prom theme is going to be “Starry Night”

1. UPDATES FROM ACTION ITEMS FROM January 11, 2023 Meeting

Item	Person(s) Responsible	Notes/Updates
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<p>City of Whitehorse Fundraising Event</p>	<p>Karen</p>	<ul style="list-style-type: none"> ● Tuesday, January 17th 5 – 9 p.m. ● Upstairs in City Hall ● Students and parents welcome. Drop in and Assist ● Poster is up at the school and on the parent FB page
<p>Raffle Tickets Sales – 50/50 Draw</p>	<p>Sarah, Buffy and Jenyfer Michael</p>	<ul style="list-style-type: none"> ● Soft launch is scheduled for February 1 and sales to start Feb 13/14. ● Some students have expressed a desire for hard copy tickets to sell ● Sarah talked to the person today. Online raffle sales is not through Lotteries. ● We are allowed to spend what we raise on prom because it is a non-alcoholic grad (but it is not ok to use for entertainment) ● It will take approximately 10 days for the start up process – will need a longer timeframe if using both digital and paper sales ● Online sales still require a paper copy of the tickets to be printed and sent to the purchasers – can't do the draw until this is done ● We can do both online and paper copy ticket sales, but we need to figure out a way to make sure the numbers do not overlap ● Goal: ~6000 tickets @ \$10/ticket <ul style="list-style-type: none"> ● Roughly 50 tickets/grad to sell ● Incentive for grads – every 5 tickets sold = a draw to win a prize? <p>Action Items:</p> <ul style="list-style-type: none"> ● Determine draw date ● Try to have ticket sales (online and/or paper copy) confirmed in 2 weeks
<p>February Bake Sale</p>	<p>Marissa Helpers: Robyn, Karolyn</p>	<ul style="list-style-type: none"> ● Forms and information regarding the bake sale will be out by Wednesday, January 18th ● Bake the weekend of Feb 11/12); pick up on Feb. 14th ● Aim to raise around \$5000 in sales ● ~\$20-25/dozen ● Number of containers needed depends on number of orders ● Incentive for students? For every set amount sold = you get to “pie” someone? ● Robyn and Karolyn will help as well

		<p>Action Items:</p> <ul style="list-style-type: none"> ● Let Emma (Foods Teacher) know when we would like to use the kitchen
<p>Update from Students and Last Week's Grad Meeting</p>	<p>Jessie, Susie Anne, Mr. McLaughlin</p>	<ul style="list-style-type: none"> ● Mandatory Grad Student Meeting – Thursday, January 19th <ul style="list-style-type: none"> ○ Parents are welcome ● Bake Sale in February – good get together event ● Swag – orders forms are out, due January 27th <ul style="list-style-type: none"> ○ Christina liaison between school and parent grad ○ Karen liaison between parent grad and Computec? ● Theme – Starry Night ● Fashion Show ● Google Calendar <p>Action Item:</p> <ul style="list-style-type: none"> ● Talk to Tents and Events what options they have for décor <ul style="list-style-type: none"> ○ Have students vote on options ● Pick performer package from LCD Productions ● Incentive for students to help out – if students help out they can put their names into the prizes on prom night draw <ul style="list-style-type: none"> ○ Student committee needs to decide and announce at meeting on January 19th
<p>Silent Auction Items for Fashion Show</p>	<p>Elaine and Nicola Helpers: Michael, Susie Anne</p>	<ul style="list-style-type: none"> ● Elaine met with Stephanie ● Worked with school to identify the clothing vendors and contacting them <ul style="list-style-type: none"> ○ Have the letter from last year that we can update and use by next week ● April 23 – dress rehearsal ● April 24 – two shoes (day and evening) ● Tickets for evening show is around \$20 <p>Action Items:</p> <ul style="list-style-type: none"> ● Confirm with stores by February 14 if they items to loan ● Need people to help pick up and return items to vendors ● Need a letter to vendors for the silent auction ● Try to get information out for the next newsletter ● Have students create a design for the tickets

Refundables Drive	Michael and Susie Ann	<ul style="list-style-type: none"> Picked up first cheque from Raven Recycling (\$73.10) <p>Action Items:</p> <ul style="list-style-type: none"> Mike to check P&M for money coming in
BP Night	Susie Anne	<ul style="list-style-type: none"> Reservation tentatively set for April 23rd
Tickets to Prom		<ul style="list-style-type: none"> Usually sold a couple weeks before
Snacks and Beverages for Prom	Melissa	<ul style="list-style-type: none">
Independent Receipts		<p>Action Item:</p> <ul style="list-style-type: none"> Susie Anne to make a box
Decor for Prom		<p>Action Item:</p> <ul style="list-style-type: none"> Susie Anne to contact Tents and Events to see what they have
City Spring Clean Up	Karen	<ul style="list-style-type: none">
Hypnotist and Performers		<ul style="list-style-type: none"> Funds needs to come from outside of the online raffle Photobooth follow up – some students got pictures (emailed), others did not Emailed to Stacey and she had to individually separate the pictures and send them out <p>Action Item:</p> <ul style="list-style-type: none"> Have a conversation with students so they know if they want a specific package they need to raise a certain amount
Tents and Events		<p>Action Item:</p> <ul style="list-style-type: none"> Shaun to talk to them regarding dates between cap and gown and prom and holding onto items between the events

Other Updates/Items:

- Action: Create a budget for next meeting (Christina)
- Is there a FN component to the cap and gown portion?

- o One of the guest speakers is a representative of a FN
 - o No separate acknowledgement during the ceremony
- FN Grad – First Friday of June
 - o Venue is set
 - o Number of tickets/grad – TBD
- On Facebook page – put the names of leads for fundraising activities on page so people know who to contact if they want to help
- Grocery Stores – to help with shelving?
- Rendevous – Grads can:
 - o build a float
 - o volunteer to help with activities
 - o compete with other school to help raise funds
 - o organizers will contact schools
- Spring car wash @ DQ?
- Family Dance Fundraiser?

NEXT MEETING SCHEDULED FOR JANUARY 25TH at 6:30PM. FHC LIBRARY