

AGENDA FOR NOVEMBER 23, 2022

FH Collins Substance Free Graduation Committee Meeting Minutes

Meeting called to order at 6:32pm

Attendees:

Susie Anne Bartsch

Karen Campbell

Christina Snider

Mike Muller

Tracey Keifer

Marrisa White

Buffy LaBonte Sias

Robyn Greer

Shaun McLoughlin (arrived at 7pm)

1. Brief Introductions for newcomers
2. Motion to accept last meeting's minutes
 - a. Motioned by Tracy
 - b. Seconded by Christina
3. Motion to accept this meeting's agenda
 - a. Motioned by Mike
 - b. Seconded by Marissa
4. Special Resolution - Societies Act - waiving the use of a formal bookkeeper for acceptance of last year's financials
 - a. Discussion was to change the wording in th letter to account instead of bookkeeper
 - b. Motion to pass special resolution - Mike, Seconded by Buffy and all in favor

5. ACTION ITEMS FROM LAST MEETING

1. Karen to give brief update on board transfer of authorities and next steps.
 - i. Paperwork is filled out and just needs to be submitted to societies. Will try to do on Thursday November 24, 2022
2. Susie Anne to give brief recap of what we now know about final dates and PC dates and next steps
 - i. Susie Ann has spoken with Candice Deo at PCSS (Vice-principal) and they look like they are planning for Saturday June 17 at KDCC.
 - ii. Decision to plan FHC prom for June 16.
3. Sarah – update on the hypnotist booking and next steps.
 - i. Sarah has tentatively booked the hypnotist for June 15 and 16.
 - ii. Action Required: Confirm booking for FHC prom for June 16 - Sarah
4. SA-Gravy Train update
 - i. Susie Anne in contact with Gravy Train and tentatively booked for June 16
 - ii. Action Required: Confirm booking for FHC prom for June 16 - Susie Anne
5. SA-Marsh Lake Tents and Events update, costs, help needed, theme support.
 - i. Susie Anne in contact with Marsh Lake Tent and events and vendor is able to provide services. \$8,000-\$10,000 K
 - ii. Vendor may need help with take down
 - iii. Action Required: Student Grad Committee needs to firm up theme - Susie Ann and Shaun
 - iv. Action Required: Book Marsh Lake Tents and Events for June 16, 2022 - Susie Ann
6. Sarah – Update on raffle ticket research.
 - i. Sarah provided update through Susie-Anne
 - ii. Research on the online raffle (like what Glacier Bears has done), fairly easy process
 - iii. Can we do both online and ticket sales? Consideration of a 25/25/50?
 - iv. Action Required: Need a raffle committee (see new business)
7. SA – Update on meeting with the Grads last week including
 - i. The Student Grad committee did meet last week but did meet the week before

- ii. Grads are committing to:
 - 1. Bake sale (s) Dec 13 and February
 - a. Bake sale on December 13 will be an in house bake sale where grads bake at home and sell the baked goods at school
 - i. School can provide a float for the bake sale
 - b. Action Required: Confirmation and communication with Student Grad Committee for December 13 Bake Sale - Susie Ann and Shaun
 - c. February will be the cookie sale that is for school and public
 - 2. Swag, Design and Ordering, Computec
 - a. Grads are close on a decision for swag, design almost complete, have it narrowed to 4 items
 - b. If the order is to Computec before Christmas they could have the swag sometime in January
 - c. Action Required: Student Grad committee need final swag decision and orders and payment in before December 16, 2022 - Susie Ann and Shaun
 - 3. Theme
 - a. Student Grad committee close on a theme. Maybe enchanted forest. Once this is confirmed, Marsh Lakes Tents and Events will need to know
 - b. Action Required: Student Grad Committee needs to confirm their theme - Susie Ann and Shaun
- 8. Any other updates? Shaun is June 14th absolutely confirmed at the Takhini Arena? Other Questions? Boston Pizza?
 - i. Cap and Gown - June 14th at Takhini Arena - no contract yet but Shaun has been emailing with Takhini Arena and essentially it is a yes
 - ii. Boston Pizza - Susie Ann inquiring about:
 - 1. The funds for last year receipt collection
 - 2. If they will do the receipt collection again this year as a fundraising
 - 3. If they are willing to host the grad fashion show dinner like last year

6. NEXT ACTIONS:

- A. Form a Raffle Committee and Coordinator
- Sarah, Buffy and Jen to form this committee
 - Action Required: Inquire with Lotteries Yukon to get raffle set up and choose type of raffle - Sarah, Buffy and Jen
- B. Form a February Bake Sale Committee and Coordinator
- Marissa
 - Marissa will coordinate to get volunteers
 - Action Required: Contact with Melissa Toner for support in ordering for the February 14th cookie sale and coordinate volunteers - Marissa
- C. Questions for Grads to take to the meeting tomorrow. Swag Liaison?
- D. Shared Google Calendar with Grads? Who can build?
- Malcolm Greer
 - Action Required: Create and communicate the shared google calendar - Malcolm
- E. Fashion Show-What do we need to do? Anything? Date we chose was April 24th?
- April 24, 2022 - how many shows?
 - Action Required: Shaun to book gym, add to school newsletter and school calendar
 - Action Required: will need parent volunteers
 - Action Required: Community the date to the Student Grad Committee - Susie Ann
 - Recommendation from last year's committee is to sort the tickets by name not number when keeping track of ticket sales
 - Action Required: Development of a Fashion Show Committee
- F. Collection and Coordination of Silent Auction Items for Fashion Show-Who can do this?
- Action Required: Collection of items and coordination of event - Mike and Susie Ann

- Silent Auction items tabled to next meeting
- G. Boston Pizza Night?
- Action Required: Inquire with Student Grad Committee- Susie Ann
- H. Newsletter update to all Grad Parents. Can we use Facebook and Email and our two modes? When shall we send and who will prep?
- Action Required: Prep the information to give to Shaun to send out to grad parents the week before Christmas break - Susie Ann
 - Action Required: Communication of Grad committee meeting dates and further interest on being a volunteer and or part of the grad committee in newsletter: Karen
- I. Bottle Drive Coordination needed? Who can make posters? Any pick up?
- No bottle drive, rather communication about refundables being donated at Raven and P&M
 - Action Required: creation of business cards with the information for refundable donation made - Mike
 - These cards can be handed out at anytime once they are made and also with the raffle tickets as well as the cookie sale on Valentines Day
- J. Snow Shovelling Crew Coordination needed?
- Tabled for the time being
- K. Stuffing Envelopes for the City in January?
- Committee established: Tracey, Karen and Christina
 - Action Required: Shaun to forward email from the city to Karen
 - Action Required: Envelope Stuffing committee to confirm date to stuff and communicate to student grad committee and look for parent volunteers
- L. Registering for the City Spring Clean up.
- This application is due April 30, 2022
 - Action Required: Fill out and submit application - Karen
 - The spring clean up will occur during the month of May

M. Super Save -snow fencing- Mike and Karen?

- Action Required: Contact SuperSave Propane with our prom date of June 16 - Karen

N. What did we miss? Other thoughts and comments

- Liquor Corp gives money to FH Grad in February/march based on number of grads
- Grad Rendezvous Challenge Fundraising - February
 - Volunteers
 - Participation in certain events
 - Float - winner could earn \$500-\$1000
- Number of grads this year high end 130, low end 120

Meeting adjourned at 7:46pm

NEXT MEETING SCHEDULED FOR WEDNESDAY, DECEMBER 7TH at 6:30PM. FHC

LIBRARY

ACTION REQUIRED

Item	Person(s) Responsible	Notes/Updates
Hypnotist booking and next steps. Action Required: Confirm booking for FHC prom for June 16	Sarah	
Food - Gravy Train Action Required: Confirm booking for FHC prom for June 16 -	Susie Anne	
Marsh Lake Tents and Events Action Required: Student Grad Committee needs to firm up theme Action Required: Book Marsh Lake Tents and Events for June 16, 2022	Susie Ann and Shaun Susie Ann	
Bake sale Dec 13 Action Required: Confirmation and communication with Student Grad Committee for December 13th Bake Sale	Susie Ann and Shaun	

<p>Swag, Design and Ordering</p> <p>Action Required: Student Grad committee need final swag decision and orders and payment in before December 16, 2022 - Susie Ann and Shaun</p>	<p>Susie Ann and Shaun</p>	
<p>Theme</p> <p>Action Required: Student Grad Committee needs to confirm their theme -</p>	<p>Susie Ann and Shaun</p>	
<p>Raffle Committee</p> <p>Action Required: Inquire with Lotteries Yukon to get raffle set up and choose type of raffle</p>	<p>Sarah, Buffy and Jen</p>	
<p>February Bake Sale Committee</p> <p>Action Required: Contact Melissa Toner for support in ordering for the February 14th cookie sale and coordinate volunteers</p>	<p>Marissa</p>	

<p>Shared Google Calendar with Grads</p> <p>Action Required: Create and communicate the shared google calendar - Malcolm</p>	Malcolm	
<p>Fashion Show</p> <p>Action Required: Book gym, add to school newsletter and school calendar</p> <p>Action Required: will need parent volunteers</p> <p>Action Required: Community the date to the Student Grad Committee</p> <p>Action Required: Development of a Fashion Show Committee</p>	<p>Shaun</p> <p>Susie Anne</p>	
<p>Silent Auction</p> <p>Action Required: Collection of items and coordination of event</p>	Mike and Susie Ann	
<p>Boston Pizza Night</p> <p>Action Required: Inquire with Student Grad Committee- Susie Ann</p>	Susie Ann	
<p>Newsletter update to all Grad Parents</p> <p>Action Required: Prep the information to give to Shaun to send out to grad parents the week before Christmas break</p>	Susie Ann	

<p>Action Required: Communication of Grad committee meeting dates and further interest on being a volunteer and or part of the grad committee in newsletter</p>	<p>Karen</p>	
<p>Bottle Collection Coordination Action Required: creation of business cards with the information for refundable donation made - Mike</p>	<p>Mike</p>	
<p>Stuffing Envelopes for the City in January Action Required: Shaun to forward email from the city to Karen Action Required: Envelope Stuffing committee to confirm date to stuff and communicate to student grad committee and look for parent volunteers</p>	<p>Tracey, Karen and Christina</p>	
<p>Registering for the City Spring Clean up Action Required: Fill out and submit application</p>	<p>Karen</p>	
<p>Super Save -snow fencing Action Required: Contact SuperSave Propane with our prom date of June 16</p>	<p>Karen</p>	