

# 2023 FH Substance Free Grad Committee Minutes

November 9, 2022 | 7:00 | FH Collins Learning Commons

Meeting called by	Susie-Anne Bartsch	Nicola Dietz	Susan Gwynne-Timothy
Type of meeting	1 <sup>st</sup> 2023 FH Collins Substance Free Graduation Society Committee Meeting	Christina Snider	Karen Campbell
Facilitator	Susie- Anne Bartsch	Robyn Greer	Susie-Anne Bartsch
Note taker	Karen Campbell	Malcolm Greer	Scott Casselman
		Buffy LaBonte-Sias	Shaun McLoughlin
		Laurel McDowell	Elaine Taylor
		Sarah Gallina	Tracey Keefer
		Jenyfer Neumann	Marissa Whyte
		Heather Milford	Stacy Hays

1<sup>st</sup> 2023 FH Collins Substance Free Graduation Society Committee Meeting | Susie- Anne Bartsch – agreed upon chair for this meeting, Karen Campbell - notetaker

1<sup>st</sup> 2023 FH Collins Substance Free Graduation Society Committee Called to order at 7:08pm

Ad hoc agenda created in response to creating the 2023 FH Collins Substance Free Graduation Society Committee Meeting

## Discussion/Conversation

1. Election of new executive from the potential director sign up during the AGM
2. Determination of FH Collins Substance Free Graduation Society Committee meeting date, time and frequency
3. Determination of priorities of the committee to meet obligations to provide a FH Collins Substance Free Graduation for the class of 2023.
4. Determination of communication and connection with FH Collins staff liaison/administration to support cap and grown and prom
5. Communication strategy to FH Grad parents
6. Student Grad Committee

## Meeting Minutes:

1. Election of new executive from the potential director sign up during the AGM

- a. Potential Director list gathered at the AGM included:
  - i. Susie Anne Bartsch, Sarah Gallina, Buffy LaBonte-Sias, Christina Snider, Karen Campbell, Susan Gwynne-Timothy, Mike Muller (via text request)
- b. Susie Anne requested that the meeting participants introduce themselves, their graduate and if they were interested in a role on the executive and/or within the grad committee.
  - i. Those that had put their names forward as potential directors were put to a motion based on their preference/interest in an executive position resulting in a **motion initiated by Sarah and seconded by Buffy** for a new 2023 FH Collins Substance Free Graduation Society Committee as follows:
    1. President – Susie Anne Bartsch
    2. Vice President – Mike Muller – via text request (later join in person meeting)
    3. Treasurer – Christine Snider
    4. Secretary- Karen Campbell
    5. Directors at Large – Sarah Gallina, Buffy LaBonte-Sias, Susan Gwynne-Timothy
    6. Other participants at the meeting indicated that they are interested in helping and if we have specific items, we need help with as we plan, the board can reach out
  - ii. Outgoing Committee:
    1. Some finalization needed on the financial report in order for new elected board to submit new paperwork **ACTIONS: Karen to connect outgoing board with new board for transfer of authorities. IN PROGRESS**
  - iii. Fundraising including raffle should start earlier than last year (end of March)
2. Determination of FH Collins Substance Free Graduation Society Committee meeting date, time and frequency
  - a. Every other week, Wednesdays. FH Collins Learning Commons
    - i. November 23, 2022
    - ii. December 7, 2022
    - iii. January 11, 2023
    - iv. January 25, 2023, thus far

**ACTIONS: Karen to request access to school for a “key”, booking of learning commons with Shaun and sending of meeting invite to all members that request to be members at large. COMPLETED: 10/11/22 but haven’t heard back yet**

**Karen to also communicate information to Shaun for website and general emails to parents regarding the FH Collins Substance Free Graduation Society Committee business: IN PROGRESS**
  - b. Karen to connect outgoing board with new board for transfer of authorities  
**ACTIONS: Karen to connect outgoing and incoming board member via email COMPLETED: 14/11/22**
3. Determination of priorities of the committee to meet obligations to provide a FH Collins Substance Free Graduation for the class of 2023.
  - a. Discussion included the following:
    - i. Prioritizing the raffle. Fundraising including raffle should start earlier than last year (end of March)
    - ii. – **ACTION: Sarah to look into what Glacier Bears is doing regarding online raffle**
      1. Discussion to soft launch raffle for February 1/23 and hard launch for February 15/23.

2. Need to decide recommended on a 50/50 or prizes
- iii. Major bookings require ASAP
  1. Entertainment – ACTION: Sarah to enquire about dates with entertainer June 15 and 16 with the preference of the 2023 FH Grad Class being June 16. Shaun to share entertainer information with Sarah COMPLETED: Sarah booked the entertainer tentatively for June 15 and 16<sup>th</sup>.
  2. Food – Susie Anne and Shaun to consult with student grad committee COMPLETED: Gravy Train booked tentative for both nights
  3. Tents and Events – once date for PROM established, Susie Anne will reach out
  4. Super Save – snow fencing – once date for PROM established, Mike and Karen will reach out
- b. Student Grad Committee: standing agenda item
  1. Shaun will bring to the committee the following items for discussion.
  2. Susie-Anne will represent parent grad committee requested at these meetings
    - a. Fundraising
    - b. Food
    - c. Swag
    - d. Calendar of Events
- c. Other Fundraising
  - i. Cookie Fundraiser
    1. Reach out to Stacey regarding the details ACTION: Susie Anne to email Stacy about the particulars and also look at the box with the paperwork from the order last year.
    2. Ask student grad committee if this is a fundraiser they are interested in if so Valentine’s day fundraiser (busy semester one with AWG, exams etc.) ACTION: Susie Anne to represent at student grad committee and ask
    3. Bottle Drives – points number promotion
    4. Fashion Show Silent Auction Items – letter required for grads and parents to recruit silent auction item
    5. SWAG – Student committee need to decide on ASAP
    6. Snow shoveling
    7. Donation page – ACTION: Karen to look into a donation page
  - d. CAP and GOWN – June 14, 2023
  - e. Request for PROM by students June 16, 2023
4. Determination of communication and connection with FH Collins staff liaison/administration to support cap and grown and prom
  - a. Susie Anne to support communication with student grad committee by invite
  - b. Karen Campbell to send meeting minutes to Shaun to post of FH Collins website
  - c. Karen Campbell to create a google space for those parents that request to be a part of it with all up to date information
  - d. 2023 Parent Facebook page – Malcolm Greer
5. Motion request to reimburse Susie Anne for the pizza for the meeting at \$105. Motioned by Karen, Seconded by Mike
6. Next Meeting Scheduled for Wednesday November 23, 2022 FH Collins Learning Commons at 6:30pm

Action items	Person responsible/Deadline
<p>ACTIONS: Karen to connect outgoing board with new board for transfer of authorities. <b>IN PROGRESS</b></p>	
<p>FH Collins Substance Free Graduation Society Meetings – bookings, agenda and google space                      ACTIONS: Karen to request access to school for a “key”, booking of learning commons with Shaun and sending of meeting invite to all members that request to be members at large. <b>COMPLETED: 10/11/22 but haven’t heard back yet</b>                      Karen to also communicate information to Shaun for website and general emails to parents regarding the FH Collins Substance Free Graduation Society Committee business: <b>IN PROGRESS</b></p> <p>Entertainment – Sarah to enquire about dates with entertainer June 15 and 16 with the preference of the 2023 FH Grad Class being June 16. Shaun to share entertainer information with Sarah. <b>COMPLETED: Sarah booked the entertainer tentatively for June 15 and 16<sup>th</sup>.</b></p> <p><b>4. Food –</b> Susie Anne and Shaun to consult with student grad committee <b>COMPLETED: Gravy Train booked tentative for both nights</b></p> <p><b>5. Other Fundraising</b></p> <p>Cookie Fundraiser                      Reach out to Stacey regarding the details <b>ACTION:</b> Susie Anne to email Stacy about the particulars and also look at the box with the paperwork from the order last year.</p>	

Action items	Person responsible/Deadline
Ask student grad committee if this is a fundraiser they are interested in if so Valentine's day fundraiser (busy semester one with AWG, exams etc.) ACTION: Susie Anne to represent at student grad committee and ask	

Action items	Person responsible	Deadline

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Time allotted | Time | Agenda topic Topic | Presenter Name

Discussion Conversation

Conclusion Closing

Action items	Person responsible	Deadline

Observers Name

Resource persons Names

Special notes Type additional notes here