

# Meeting Minutes – Lansdowne Music Parents Association

February 06, 2023

The meeting was called to order at 7:03 PM.

**Attended by:** Cathy Costigan, Kerri Fraser (minutes), Perzia Knight, Kirstie McNally (chair), Carlene Meilleur, Elaina Mack, Shannon Mycroft, Andrew Sly (with technical difficulties).

**Teacher:** Brian Anderson

**Regrets:** Paul Spelt, Melanie Palmer, Megan Seel, Jennifer Tuck

## Land Acknowledgement

### Approval of Agenda and Minutes

- Changes to agenda: Kirstie to chair, Kerri to take minutes. The approval of the agenda for tonight was motioned (Cathy) and seconded (Shannon).
- The approval of last meeting minutes from January was motioned (Shannon) and seconded (Cathy).

### Treasurer's Report

- E-transfers are great but the money is coming in quickly and it is not always easy to determine what it is for; Shannon adjusted reconciliation spreadsheet and created a separate column to track "future payments" – may need more discussion about actually accepting payments in advance for items like coffee – people paying once for a whole year's order – complicates accounting by having funds sitting and not able to allocate because actual sale is several months away. Maybe next year, consider accepting only month by month payments.
- Bank balance is comfortable – no outstanding payments.
- Purdy's cheque has not yet been deposited – Brian reported it just arrived today.
- Kudos to the coffee program and coordinators – it has been an extraordinary fundraiser for the student accounts.

### Student Account Treasurer

- Andrew (present only on and off; difficulty accessing the Zoom meeting).
- Question fielded by Kirstie – how do families access the fundraising money, and what can it be used for? Brian manages these questions – send families to him.

## Fundraising

### Musical Desserts:

- Discussed proposal from Kerri and Carlene to offer some of the items (i.e. gift cards only, \$50 and under) as 'Buy Now' options during the Auction. Rationale – to reduce traffic and delays with purchases after the concert; encourage people to support the program by providing an 'easier' way to buy a donation. Questions about how many of these would be offered – Kerri was thinking maybe 12-20; there will still be upwards of 40 items for bidding and end-of night sales; no opposition expressed; Carlene and Kerri will implement at their discretion as Auction items and bidding sheets are organized. Same question about door prizes – Kerri said there was one donation that was given as a door prize only; would like to offer a few more – specifically items that families might really need (i.e. grocery gift cards – considering that not all families will be in a position to participate in bidding on the Silent Auction, and it would be a nice way to give them a chance to still win something); no opposition. Discussion on using e-transfer as payment option at Musical Desserts – no opposition, risk considered low; will also speed up the end of the night sales. Kerri asked about budget – so far, a few things are already double last year's expenses (office supplies for printing, tablecloth rental) – just due to bigger venue, more

attendees. Shannon confirmed budget is \$800 for expenses. Asked about displaying Silent Auction bid winners digitally in theatre – i.e. having the theatre technician project it at end of show. **ACTION:** Kerri will contact Steve Price (facility manager) to confirm this is possible and what format will be needed. Kerri asked about Feed the Tuba – suggested that since attendees are buying tickets for admission, and we would like the ‘spending’ focus to be on the Silent Auction – can we skip the Tuba for Musical Desserts? No objections.

### **Purdy’s**

- Melanie asked us to promote the sales – are currently still quite low. Elaina will have daughter create a pamphlet to circulate encouraging sales. Was thinking that it would be better to wait until after Musical Desserts since that has been our big focus this month – Kerri said she thought the Purdy’s campaign might be closing before then, Melanie has said it was only open another ‘couple of weeks’ – Elaina will look into it and act accordingly. **ACTION:** Elaina will connect with Melanie and Jenn about Purdy’s sales and timelines.

### **Spring Plant Sale**

- Kerri asked if we should have one? No disagreement. Will use Growing Smiles again because they are easy, in the absence of a volunteer to source a different local vendor.

### **Coffee**

- Google forms and e-transfers are much better, but during the transition there have been a few bumps. Right now there are combinations of paper forms, Google forms, e-transfer and cheque payments coming through, which can be a bit chaotic. Further discussion on possibility of allowing only month-to-month sales – rather than accepting payments for a whole year’s worth of orders.

### **Gift Cards (Fairway and Red Barn)**

- Need to promote at the Spring concerts; sales pretty minimal. Late query from Andrew Sly – has not received information about any Red Barn sales since November. Kerri will check in with Carolyn but thinks that there had been none at last report.

## **Teacher’s Report**

- Musical Desserts – excited about new venue. Oak Bay has sound system and technician. Minimal transportation and set up for Brian. Performers have been selected; some information will be sent home about the evening. Event will be hosted by two MCs – grade eight students, writing their own script. Event will be a little bit shorter than last year; a ‘normal’ number of grade 6 & 7 performers but only a few grade 8’s auditioned for 24 performances in total. Will allow for a longer intermission – more Silent Auction bidding! Ticket sales at about 250 right now. Capped at 375 to allow extra seats for performers, donors.
- Tour planning is in good shape, most of the details have been sorted; chaperone meeting held. Budget-wise, going really well; cost is probably going to stay around \$700. Itinerary looks great and is almost ready to share; Playland will not be open, so Aquarium has been substituted. Some forms will be coming home soon – in particular, food choices. Tour meeting to be held in April to review itinerary, code of conduct, etc. Rooming selection has been taking place.
- March 8<sup>th</sup> and 9<sup>th</sup> Sounds of Spring concert – some minor changes in the schedule; Firebirds Concert Band will be added to Thursday night; intermission will be added back on both evenings (will help with fundraising – 50/50, bake sale opportunities). Morning concert on Wednesday will act as a dress rehearsal – 1030-1130am to showcase grade 7/8 bands (6 ensembles in total).
- Signed up in April for the Greater Victoria Performing Arts festival for Firebirds and Orchestra; students will miss the whole day of school, but teachers are supportive; will perform at Oak Bay High, receive adjudication from a UVic professor.
- Jazz Band performance opening for Oak Bay High concert was cancelled. The high school band did come to Lansdowne to play for and with Lansdowne’s musicians.

## **New Business**

- None.

## **PAC Report**

- Perzia Knight attended the last meeting. A few other music program parents were there. Shared issue between the PAC and the LMPA – administration staff who handled accounts is no longer in the position so there have been issues with tracking funds; nobody is currently covering some of the background work – in particular, accounting of tour payments. It will all resolve eventually but in the meantime it might take time to get information about accounts and payment status.

## **Round Table**

- No further discussion topics.

**Meeting adjourned at 7:56 pm.**