

# Meeting Minutes – Lansdowne Music Parents Association

May 01, 2023

The meeting was called to order at 7:02 PM

**Attended by:** Cathy Costigan (Member/Host), Kerri Fraser (President/Minutes), Elaina Mack (Purdy's Co-Coordinator); Suzanne Matthews (Member), Kirstie McNally (Vice-President/Chair), Carlene Meilleur (Musical Desserts), Shannon Mycroft (Treasurer)

**Teacher:** Brian Anderson

**Regrets:** Perzia Knight (PAC liaison), Melanie Palmer (Secretary/Fairway Gift Cards), Andrew Sly (Student Account Treasurer), Jenn Tuck (Purdy's Co-Coordinator), Carolyn Wilkinson (Red Barn)

## Land Acknowledgement

### Approval of Agenda and Minutes

- Changes to agenda - none.
- The approval of the agenda for tonight was motioned by Cathy and seconded by Elaina.
- The approval of last meeting minutes from March was motioned by Shannon and seconded by Elaina.

### Treasurer's Report

- Shannon – outstanding deposits reconciled; balance approximately \$63500 – withdrawal upcoming for band tour expenses. Shannon had to write cheque to self to withdraw money because the account is set up with two signatories so one person cannot withdraw money. Discussion on whether account can be altered to allow for payments by e-transfer. Motion by Kirstie, seconded by Cathy; all present (7) voted in favor – passed. **Action: Shannon to contact bank to change parameters of LMPA account.**

### Student Account Treasurer

- Andrew - not present to report. Kerri will try to get the student fundraising amounts to him this week from the spring plant sale. It might be too late to use for tour but may be able to have some flexibility with grade 8's. **Action: Kerri to create and forward spreadsheet to Andrew.**

## Fundraising

### Spring Plant Sale

- Delivery tomorrow. About 10 volunteers are helping out on a staggered schedule, but it seems to be covered from delivery through to the end of the pick-up window.

### Coffee

- No issues in the past month between paper order forms and Google form, cash/cheque vs e-transfers. Orders have slowed down. Kirstie thinks that all parents whose orders were missed have received coffee requested and paid for. Kirstie asked about procedure for coffee order delivery – office staff have been taking to kids to take home, may have been a bit of inconsistency with how office staff managed the delivery for a couple of months (Brian explained that the person who used to organize the coffee in the office was working at another school for a while but has since returned). He is happy to continue to collect the coffee order from the office and hand out to kids to take home.

### Gift Cards (Fairway and Red Barn)

- Melanie reported by email that two cards were requested since last meeting; will return remainder to band room for summer storage (or pass on if new volunteer for next year steps up before summer break). Discussion on managing the fundraising amounts and possibly distributing a card to everyone at beginning of year. It would front-end load a bit of work (all card numbers need to be attached to the name of the person who receives it), but it may increase uptake. Discussion on where the fundraising amount goes with Fairway cards; Brian reported that it was an LMPA decision a few years ago to shift this fundraising amount (5% of amount loaded each time) to LMPA, instead of having it go to student accounts, although he was in favor of leaving the funds raised with students (he doesn't have a vote). Kerri said that she had heard managing the amounts from Fairway was complicated; Shannon reported that Fairway actually does send a pretty clear statement about which cards/people have reloaded their cards so it might not be that much work to redirect to student accounts – not as complicated as Purdy's or the plant sales. Will see if there is a volunteer to take over managing this fundraiser and allow that person to move forward (i.e. decision on distributing cards to everyone at beginning of year, where funds will be allocated).
- Red Barn cards – six pre-loaded cards left, Carolyn will make sure they are at the June concerts.

## Teacher's Report

- Acknowledged that banking has always been really awkward – signatories, how banking happens. Would be great to streamline, have e-transfer capability.
- No accounts clerk at Lansdowne again – impacts financial management. Brian's corporate card is fronted by SD61 so is an amount payable by LMPA, has not been reconciled in over four months when it should be done monthly. District office staff has been incredibly helpful but has been focused on tour help recently.
- Grade 8 disbursement coming up. Most use up amounts on tour, then by June 1<sup>st</sup> families need to indicate where they want remaining funds to go – towards incoming sibling, against music equipment expenses, etc. Will be some work to write cheques; but hopefully by then, e-transfers.
- Trialing doing Weekly Notes every 2 weeks. If there is an important fundraising notice that needs to go out on an off week Brian can email band families separately.
- Funding for next year at school district has been determined; everything is remaining status quo which isn't really a win for Lansdowne with its high participation. Brian and Paul are in the process of planning schedules for next year, around bands offered, education leave, teaching hours available, etc..
- Tour is next week; very well planned and everything is set, prepaid as much as possible, etc. Expenses are exactly on track. Small amount of reconciling after tour will be necessary where expenses will be variable, as well as balancing LMPA, SD61 and School Cash online. Elaina and Carlene are keeping a spreadsheet of expenses for snacks etc. – information will go to Brian and Shannon for reimbursement, does not need to go through school accounts clerk.
- They take the smaller inexpensive wire music stands on tour; with current supply are short 40. It gets really complicated asking students to bring one from home. Long and McQuade has offered a good deal of \$1150 for 40 – possibly over equipment budget but also investment for future tours. No idea how much LMPA owes Lansdowne, or what is left in equipment budget (may already have used). If we end up under budget on tour could offset request. But – because it may not be in budget need a motion to approve possible unbudgeted expense. Motion by Kerri, second by Shannon. All present (7) voted in favor – passed.
- Requested \$400 from LMPA to cover subsidy for two students. School district is paying \$100 per student as well. Motion by Cathy, second by Elaina – all present (7) voted in favor – passed.
- Elementary school tour – over two days at end of May, beginning of June. Busses are expensive – if all students from orchestra go, will need 3x 40-seat buses at a cost of \$2786. May need only 2x buses if not all students participate in which case falls in \$2000 budget – conflicts with another field trip for some students; and on CC Day students who have to stay to catch up on work will not be permitted to go on the tour. Didn't spend \$2000 budgeted for festival that can go towards the bus expense; but still may need to spend the extra unbudgeted \$786 dollars. Motion by Cathy, second by Elaina. All present (7) voted in favor – passed.

## New Business

- Square vs Weebly – tabled again, pending Shannon speaking with bank about changes to account; then decision will be needed about who will have access to a merged Square/Weebly account.
- Spring General Meeting will be held in June, to nominate and elect the executive committee for next year and to review budget and reconciled statements. (Brian will speak with office tomorrow to try and get numbers on amount LMPA owes SD61 so that Shannon can complete up to date statements by then). Discussion and decision to meet in person. Kerri asked if it was possible to change the date. Announcement could go in school newsletter, Brian would email office to notify to change in school calendar; Kerri will post notice on landing page of website; Weekly Notes will include information about vacant executive positions; Brian will try and talk to kids with high involvement to recruit their parents. Motion to move Spring General Meeting to June 12<sup>th</sup> – motion by Kerri, second by Shannon. All present (7) voted in favor – passed.

## PAC Report

- No report.

## Round Table

- Brian was thinking about changing location for concerts next year – especially after hearing feedback from kids – toying with doing all concerts at theatre in Oak Bay High. The only real issue is the size – may have to issue tickets to prevent having to turn attendees away (seats 433, and the number of families involved in band is 600). May consider charge for admission to offset 'frivolous' attendance, as seats are limited although this would mean less revenue from the Tuba (but also no counting change!). Will also mean not having morning concerts for the school (as the gym will not get set up). Much easier venue, way less work – sound equipment is built in, all chairs and music stands are right there. Also considering transition – have fall concerts at Lansdowne, spring and June concerts at Oak Bay. (Already booked for Blowing Out the Dust and Musical Desserts; Brian is waiting to hear back from Steve what Oak Bay's performance schedule will be vs what dates Lansdowne could rent). If anyone has creative ideas on how to coordinate the performances to maximize attendance opportunities for everyone who wants to see the bands perform, please contact Brian.

**Meeting adjourned at 806PM.**