MINUTES

PORTER CREEK SUBSTANCE FREE GRAD SOCIETY

OCT 18, 2023

6:00 PM

1. IN ATTENDANCE: President, Randi Cave, Vice-President, Hollie Murphy-Kelly.

Cadince Deo (Vice Principal of PC), and

1. CALL TO ORDER: 6:05 PM
2. APPROVAL OF MINUTES. Not completed. Last meeting June 7, 2023.
3. APPROVAL OF AGENDA: Not completed. No agenda.
4. Introductions and Welcome to new Parents.
5. Presidents Report:

Graduation for 2023 was very successful. This was due to the parents, students, and volunteers. Many hands make less work. Can’t stress enough to have as many parents, volunteers, and students as possible. There is a lot that happens. Here is a summary of what we did. Before doing that, Randi reviewed PCSS Substance Free Grad Committee Descriptions, for Class 2024. The positions don’t change. Page 1, President, Vice President, Treasurer and Secretary must be filled to keep the societies running and in good standings.

There is a Prom Committee Chair, Fundraising Chair, Communications Co-Ordinator, Decoration Committee Chair, Catering Co-Ordinator, Grand March Co-Ordinator, Hair Show (Talent Show) Co-Ordinator, Program Co-Ordinator.

2023 PC Sub Free Grad Society didn’t follow the structure. We followed the executive structure to be in good standing with societies. We did things a little bit differently, and it was successful/its up to you what you want to do. Randi shared the rundown of lessons learned of what we did. Instructed to take a read as the positions do need to be filled tonight. Names will have to be filled for these positions. Lots of details in noted in the below topics.

Summary

Venue: Mount McIntyre and Curling Club (bar and table section only). Not first choice as we were one of the last schools to secure a venue. Also, will need to work closely with Miss Deo, around finding out what weekend works, to the other Grad classes, and the PC Cap and Gown. There was a fallout with the Grad Committee, so we had to restructure halfway through, so we missed some great opportunities.

Mount McIntyre and the Curling Club worked out perfectly. Question from parent: Asked why we didn’t have at the school…kids didn’t want it. They were asked and they did not want to be at school. They are here every day. Every decision we made we ran by the Grad class. The kids didn’t want to dance with their parents, they didn’t want a sit-down dinner. Its their night, so we did want the kids wanted to do. Ya it saves you a boat load of money, but if you start fund-raising early, you can go a long way.

Fund Raising: We spent about $30,000 overall. It’s expensive to put prom on. It will probably cost you more with the higher inflation, so it probably will cost you more than last year.

Rented Mount McIntyre (Grey Mountain room and kitchen) and Curling club dining room/bar and the kitchen.

Decorating: Tents and Events to decorate (and take down decorations the next morning) and the Grad Committee also decorated until the wee hours of the morning. Our theme was Enchanted Forest: We had poker, and gambling on one side and at the bar there were Mock-Tails, food for the kids, rented the kitchen to do prep. They did the Grand March coming from the Curing Club side through a Archway with Ivy and lights into the Grey Mountain room where the parents were seated waiting for them. There was a stage for them to arrive at.

Entertainment: Corrie J was our entertainer. Everyone loved his entertainment. Hypnotist show, brought DJ Rob, Lighting, Dancing.

Also rented 3-4 parking stalls from the city to outfit a food truck, Gravy train, and a Bouncy Castle. This area was fenced in to keep the kids there.

Tip: The students wanted to stay longer than we allowed them too. They would have stayed until 4 am if they were allowed, and they were all sober.

Fund Raising: Dedicated parents, volunteers, and students, but it was often the same kids helping. Encouraged all kids to participate/understand that it is not possible for all kids to participate. Had template letter for fund raising. Dropping of to businesses for fund raising. Every kid went home with 3 or 4 prizes each. Hollie to include as attachment with Minutes.

Student Volunteers: President of the student committee kept track of student volunteer’s hours and then that would equate to how many tickets a student would get for the prices at prom. Everybody got one ticket to be fair. Prizes were given throughout the event but the big prizes were given at the end of the night. Encouraged the kids to stay for to the end for prizes, also large prizes like flights etc.

Butter Tarts: Big ticket item. Raised $10,620.85. We sold a dozen for $20. Recommendation to increase price to $25. Large manual in President’s binder of the HOW TO’S WITH THE BUTTER TART FUND RAISER. Who donated items/ingredients. Melinda Ovens ran the Butter tart fund raiser.

50/50 Lottery: Profit to us was $7500.00, and $7500.00 to the lucky winner. Lots of work, but well worth it. Need someone delegated to that job. All the kids sold tickets, parents etc.

Bottle Drives: $3-5K. Done the day after a long weekend holiday. ie. Jan. 2nd, etc.

Dance: Did Valentine’s Dance. Made $2000.00. Was going to do a Spring Fling but didn’t have the time. Had at PCSS in cafeteria and had a concession. The Grads had their own music, lights. Lots of fun. Had not happened for several years.

Rendezvous: Grad challenge and won 1st prize on the Float and games entry. $1000.00. Fun, it brought the kids together.

Coat Checks: For Special Olympics.

Bake Sales: Highly successful. Done throughout the year.

Vending Machine: Trena Irving donates the proceeds to the Grads. Not sure if that is happening again/please check with her.

Treasurer: *Need to leave $7000.00 legacy fund and $1000.00 for framing of Group Grad picture (in hallway)*. There is approximately $8K in the bank presently. The 2023 Treasurer is happy to go over the role with the next Treasurer. A float helps with deposits to move forward.

Signing Authority is required. Need to pass on signing authority to the next Committee. Keep receipts.

Shed: In the back of the school there is a huge-enclosed shed with supplies, decorations that will help with Prom. This will save you $. We used almost everything except the Christmas decorations. Don’t buy anything until you look in this shed.

Communication: Very important. We had monthly meetings, then bi-weekly, then weekly. At the end it’s all hands-on deck. Used an APP called SLACK. Excellent for organizing different areas, for conversation and different channels for different needs. ie., fund raising, venue. Used team collaborate approach/very successful. Facebook group started Grad 2023 (closed now). Highly recommended FB group for Grad 2024. Great way to reach out to the parents that don’t come to meetings, or don’t get the letters.

No snap chat/Miss Deo stop

Bulletin Board Communication: Board for Grad to all the Grade 12 kids. Display of funds raised (balloon growth chart of fund raising) and any messages/events displayed there.

Student Grad Committee: Important to get to all the other kids that are not involved. The President and Vice President of Student Grad Committee attends the PC Grad Society meetings to keep informed and set goals, plans in conjunction with PC Grad Society/channel to keep connected. The President of the PC Grad Society needs to attend some of the student meetings/helps to bring a face to who is making these decisions/what do the kids want?

Student grad used Survey Monkey to ask the needed questions throughout the year to get a consensus of what the kids wanted.

School Responsibilities: Work with Miss Deo/VP, on what the school’s responsibilities are and what they are not responsible for. The school is not responsible for Prom at all. They are responsible for Cap and Gown. They are two different things.

Fee for Prom: Didn’t charge a fee for prom. In the past there was a fee, from $50 to $250. We raised enough funds that we didn’t need to charge. Miss Deo mentioned first year that she has seen this happen.

Not mentioned in Meeting: Fee for Cap and Gown: There is a fee for the Cap and Gown which assists the school with purchasing keeper cap and tassels, leather diploma, folders, photography at the event, grad wall displays, decorations, and any tech requirements associated with C & G (copied from Grade 12 information hand-out).

Not mentioned in Meeting: Grad Committee has been able to ask to reserve seats for them. We got the 1st 2 or 3 rows in 2023. I can’t remember how many seats we got.

Mentioned for Cap and Gown: Baby photos were collected by the office for Cap and Gown.

Food: Food trucks, catering. We hired a food truck/Gravy Train and purchased trays of fruit and veggies. Need to reserve asap. Chocolate fondue didn’t work unfortunately.

Hoodies: Grads did Hoodies. Found a business, did their own design, option for name, parents could buy if they wanted. They didn’t make money from that. They just wanted a Grad hoodie. They also got a hat included.

Yearbook: Sold yearbooks $50.00. Only Yearbook for their entire High School.

Volunteers/Security: We reached out to non-profit volunteers and paid them to help with security for the prom event. (dry grad)

We didn’t have enough volunteers to run security at Grad, so we hired private security. Kids don’t want parents there also; had as least number of parents as possible. Security manned the doors. We didn’t warn the kids about checking their bags when they came into the Grad. This was a Substance Free grad. The stance of the Grad is that if you find it, they will out. This included vaping.

Advertising thanking for Donations: Put advertising in Star and News to thanks for donations etc. Done right away at the end.

Grad gifts: Purchased Grad gift for all the Grads, pint glass with “PC Grad 2023” on the glass and a key chair with the same.

Grad Program:

Forgot to Mention. Insurance: Insurance required for the PC Substance Free Society. Yearly fee. Andy Brickner 780-422-0568, [abrickner@monarchins.com](mailto:abrickner@monarchins.com)

Grand March Photographer: Took pictures of all the kids during the Grand March. Downloaded to the website.

Committee Important Points:

Communication Co-Ordination: Super important. If you can’t get the info out then your in trouble.

Decorating Committee: We pretty much took it on all together. 😊

1st Four have to be filled: President, Vice-President, Treasurer, Secretary.

Prom Committed Chair: Important but can be shared.

Fundraising Chair: Separate person for Butter Tarts/but also team, and for other events within fundraising. Separate channels for each fund raising, or item. Team approach for most everything.

Hair show (talent show) - didn’t do. Not enough time, committee break down ½ way.

A huge way for all the kids to come together. Good money maker.

Staff Liaison/Communication with PC:

Candice Deo, Vice-Principal, will get emails from her. Main contact.

Danielle Payne, English 12, History of overseeing Grad in previous school/offered to help.

Trever Hale, 11-12 Councilor – Assists with communication.

There was no After Prom, there was only Pre-Prom.

Voting/Nominating: Reviewing of process mentioned by Randi.

President: Angela Drainville. All approved/many hands up.

Vice President: Meaghen Kimmitt. All approved/many hands up.

Treasurer: Shannon Tessier. All approved/many hands up.

Secretary: Angela Filippi. All approved/many hands up.

Prom Committee Chair: Michelle Underhill

Kathlyn Estrada

Jennifer Floyd

All approved/many hands up

Fundraising Chair: Olivia Colwell & Ralph Colwell

Hair Show Co-Ordinator: “?

Communication Co-Ordinator: Kim Corothers

Rachel Hrebien

Colleen Durst

All approved

Decoration Committee Chair:

Grand March Co-Ordinator:

Catering Co-Ordinator:

I think the 3 following offered for all 3 of the above.

Michelle Underhill

Kathlyn Estrada?

Jennifer Floyd?

Team approach

All approved

Program Co-Ordinator: To come?

I recorded the minutes, and it was not always clear who was taking the following. To be decided as things fall in place. I also wrote some but not much. ☹😊

**First meeting Tuesday, Oct. 24/23 @ 06 pm**

**Talk after meeting**.

Miss Deo mentioned there has been $678.00 raised for fund raising already.

Hoodies have already started. Another, fund-raising idea of smashing up junk cars, getting funds for who goes 1st and how many strikes etc. Kids will need help with this. Basically organized. Maybe get Firefighters for a lesson learned within the fund-raiser?

Mention about Student Committee pressure for President, and Vice President. The goal is to have more kids in meetings making decisions more collaboratively. More can join if they want.

Miss Deo requesting contact info from all Grad’s parents/there is consent for sharing info to the Grad committee.

Grad class has 92 students. Will need bigger venue.

Kids are already planning a dance for Christmas.

One of the Grads was already looking at Kwanlin Dun Cultural Centre.

Cap and Gown is decided June 12/93.

No snap-chat. Past inappropriate snapping.

Butter tarts/need to start planning.

Miss Deo can post minutes on PC web site. Hollie will send.

Little of Heaven/owner (missed her name) can contribute for snacks, pizza party or fund raising.

Yukon Outfitters Organization mentioned something/couldn’t hear well so missed some.