

Present:

Staff: Tana Arnott

Parents: Penny Maelda, Carolyn Barrett, Cherie Legare, Shannon Tatum, Angela Daly, Laura Slon, Carla Proust, Shelley Diggins, Tracy Roney, Stacey Martin, Cheryl Shiers, C. Mowchenko, Roy LaBuick, Shannon LaBuick, Kathy Berjlan, Laura Slon, Kerry Gray
 Grads: Jordan Barrett, Georgia Legare, Kelly Martin, Makayla Slon, Kelsey Christman

I. Call to Order

- a. Meeting was called to order by P. Maelde

II. Approval/Amendment of Minutes

- a. Co-Chairperson – Penny Maelde opened the meeting
- b. Review of Minutes:
 - Amendment; Change of name from Roy LaBuick to Roy LaBuick - **CLOSED**
- c. Administration -NTR

III. Treasurer’s Report 2018-2019

- a. Carla Proust reported;
 - Donation Committee: Angela and Sherry volunteer to coordinate donations for Grad 2020
 Action: Donation letter to be supplied by AE Peacock. OPI: T. Arnott
 Update: T. Arnott has the donation letter and will supply it to committee members. **CLOSED**
 - **Treasurer’s Report**

Opening Balance	\$1000.00
Current Expenses	<u>750.00</u>
Account Balance:	\$250.00

IV. New Business

- a. Exhibition Grounds – Tana will be meeting with the Exhibition Co. wrt to details.
 Update: Contract has been signed by Peacock and Collegiate. **CLOSED**
- b. Committees – coordinate into committees, meet w/ grads to discuss potential ways forward.

V. Committee Reports

- a. **Decorating:**
 - Co-Chairs: Roy LeBuick and Angela Daly
 - Decorating meeting will be held 16 Jan 2020.
 - Budget: Approved for \$1500.00, the committee will recycle from the current grad decorations as much as possible from the existing decorations.
 - Chair Covers – replacement for damaged chair covers may be required.
 Action: Research chair cover vendor, provide information at next Grad meeting. OPI: T. Arnott
- b. **Facility Rental:**

- MJ Exhibition Co: T. Arnott reported -Deposit of \$750.00 has been paid.
Total cost is: \$2800.00
The initial deposit fee of \$1000.00 for MJ Exhibition deposit will need to remain in the AEP Grad account for the 2021 Grad.
- Seating Plan
Action: Provide additional copies of the Exhibition Grounds seating plan.
CLOSED
- Scissor Lift
Action: Confirm w/ Central Collegiate,
 - a) is the scissor lift a donation, or do we pay rent, and
 - b) is the lift available for decorating purposes?
 OPI: T. Arnott

c. **Entertainment/Security:**

- Chairperson: Roy LaBuick
- Security
Action: Follow up with Gary Smith re: security and costing.
Update: R. LaBuick confirmed security for a cost of \$1150.00. **CLOSED**
Action: Contact Strictly Fences wrt to donation of security fencing.
Update: R. LaBuick confirmed donation of fencing and will contact Strictly Fences 20 June 2020 to confirm. **CLOSED**
- Action: Meet with Stacy (Central) re: entertainment (DJ) and determine costing. OPI: R. LaBuick
- Entertainment Proposal:
 - DJ Options were reviewed with a cost between \$1400.00 - \$3500.00
Decision: Upon review and discussion It was agreed to use the services of Videomax at a cost of \$1750.00.
Action: Secure costing contract w/ Videomax. OPI: R. LaBuick
 - Photo Booth:
Discussion: R. LaBuick reported Sooter Studios at a cost of
 - 3 hrs @ \$600.00 or
 - 4 hours @ 750.00.
 Decision: Approved and carried to book Sooter Studios for 4 hrs @ \$750.00.
Action: Contact Sooter Studios to complete the booking as carried.
OPI: R. LaBuick.
 - MockTail Bar:
Discussion: Option to have a Mocktail Bar as part of the entertainment, who would provide the bar tending services to be reviewed. A decision will be made at the next meeting.
Action: Review options and pricing for a Mocktail Bar. OPI. R LaBuick

d. **Banquet & Tickets: NTR**

- Committee reported
 - Super Meats cost: Grads meal is \$18.99/person (+Tax and Gratuity).
Grads will pay \$25.00/ticket, all others will pay \$27.00/ticket
Extra funds will be used to purchase snacks in replacement of midnight lunch.

e. **Grad Fee Collection:**

- **Grad Fee Rate**

Discussion: A grad fee rate from Grad 2019 - \$162.00/grad included meal ticket. Minimum free to charge is \$115.00 plus cost of meal ticket for \$25.00 for a ticket grand total of \$140.00. This is decreased from the 2019 grad. Discussion was there are few graduates this year and there will be Tax and Gratuity, and legacy fund to be accounted for.

Decision: Approved and Carried to charge \$140.00/grad.

Post Meeting Addendum: A review of the current budget was completed, recommendation made by C. Proust and S. Diggins to increase the approved grad free from \$115.00/grad to \$135.00 per grad. Email provided by P. Maelde and C. Barrent, attendees for review and feedback no later than 29 Jan 2020, Email is attached.

- Escort Fee to attend the Post-Grad events \$25.00, to be confirmed at next meeting
- Grad fee collection date to start 11 Feb 2020.

VI. **Round Table: NTR**

VII. **Next Meeting Date – 10 Feb 2020 @ 7:00 PM – AE Peacock Library**