

Present:

Staff: Tana Arnott

Parents: Penny Maelde, Carolyn Barrett, Shannon Tatum, Angela Daly, Laura Slon, Carla Proust, Shelley Diggins, Tracy Roney, Cheryl Shiers, Roy LaBuick, Shannon LaBuick, Kathy Berjlan, Tracy Isenor, Kerry Gray, Sherry Ross, Nimone Campbell

Grads: Jordan Barrett, Kelly Martin,

I. Call to Order

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

II. Approval/Amendment of Minutes

- a. Review of Minutes
- b. Administration -NTR

III. Treasurer’s Report 2019-2020

- a. Carla Proust reported;

Treasurer’s Report

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

IV. New Business

a. **Administrator’s Report**

- i. AEP Vice Principal, T. Arnott, a grad letter was provided to the graduates detailing grad date, events and payment information.

Discussion: Grad letter provided dates to pay fees and order banquet tickets, there is an error on the form. The parent committee will go forward with a grad fee collection table on Feb 11 with future dates TBD. Fees can also be paid online. Deadline to order banquet tickets is June 01, 2020, recommended to clearly communicate this deadline however, there will last minute purchases which need to be accounted for.

ii. **Social Media Communications**

Discussion: Facebook Site

AEP Vice Principal, T. Arnott, suggested the Grad Parent Committee create a social media Facebook page. No decision reached. Recommendation to use the AEP Website announcement page to advise graduate parents of communication updates and provide a link to the Parent/Grad webpage.

iii. **Chem Free Grad Form**

Discussion: AEP Vice Principal, T. Arnott, advised prior to receiving their banquet tickets the Chem Free Grad form must be signed by the graduate and parents. As this is not a school sanctioned event it is the responsibility of the Grad Parent

Committee to determine actions for students who attend the grad banquet under the influence.

Action: Grad Parent Committee to discuss further way forward on this item.

OPI: Penny Maelde/Carolyn Barrett

V. Committee Reports

a. Decorating: (Co-Chairs: Shannon LaBuick and Angela Daly)

Budget Update: NTR

- i. Chair Covers – replacement for damaged chair covers may be required.

Action: Research chair cover vendor, provide information at next Grad meeting. **CLOSED**

Action: Follow up w/ 2019 Grad Committee, would they consider purchasing new chair covers and determine plans for legacy fund.

OPI: T. Arnott

- ii. **Discussion:** Decorating chair, Angela Daly, advised initial decorating meeting was held with Central with no decisions made at this time. A follow-on meeting will be held in early March, prior to this AEP committee will meet to solidify plans.

b. Facility Rental:

Budget Update: NTR

- i. 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? **CLOSED**

Update: As reported by T. Arnott the lift is donated and will be available on Tuesday.

c. Entertainment/Security: Chairperson: Roy LaBuick

Budget Update: NTR

- i. Security – Security has been booked by R. LaBuick.

Action: Meet with Stacy (Central) re: entertainment (DJ) and determine costing. OPI: R. LaBuick **CLOSED**

- ii. Entertainment Proposal:

Discussion: 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 **CARRIED**

- iii. 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. **CARRIED**

- iv. **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
 - TABLED**
 - Update:** This item is on hold until budget is determined.

- d. **Banquet & Tickets:** (Chairperson: Tracy Roney)
 - Discussion:** Committee chair, Tracy Roney, currently status quo.

- e. **Grad Fee Collection:**
 - i. Grad Fee Update
 - Discussion:** Provided update of the 30 Jan 2020 the Parent Grad Committee Budget meeting.
 - ii. Escort Fee
 - Discussion:** Fee and deadline TBD.

- f. **Round Table: NTR**

- g. **Next Meeting Date – 09 March 2020 @ 7:00 PM – AE Peacock Library**