

**MCHS Green & Gold Society
Board Meeting Agenda
Monday 02 May 2022: 6:30pm**

In attendance: James Coghill (school liaison), Shannon Brushey (president), Nicole Patras (treasurer), Rochelle Colgan (publicity/special events), Natasha Frieser (concession/fundraising), Leanne Couves (registrar), Kali Sherritt (bingo/volunteer), Nancy Sinclair (secretary), Sue Sinclair (concession/fundraising) and Cathy Saker (Casino)

Absent: Darren Badry (webmaster) via phone

Call to order: 6:34 p.m.

Agenda- no additions, order of reports adjusted

Minutes

- Approval of regular meeting 04 April 2022 Moved by Nicole Patras, Seconded by Natasha Frieser

Correspondence – James C.

- Regarding the new fee collection proposal
 - James C will likely meet to discuss more details when the Metro AGM is held
 - First reaction is that PowerSchool to collect fees when volunteer requirement not met would not be an option, meaning G+G would have to collect cheques
 - Q: When a student opts to pay (not volunteer) but doesn't end up paying what happens? A: Goes to collections and the school typically has to just absorb the cost
 - Q: What happens if G+G doesn't raise enough funds to cover the required costs? A: G+G would be on the hook for the funds
 - The process for SGCHS and MCHS will be the same once this is in place
 - G+G will need to determine whether RAMP is worth keeping
 - More details to come at the June meeting
- Athletes banquet
 - at the school, catered
 - James D is wondering if G+G would provide a photobooth
 - Kali found \$650 photographer who can take the pics for three hours and then upload – will discuss at June's meeting
 - Q: will there be a fee for the banquet? A: Price should be included in the athlete fee. It was noted that in the past tickets were sold to make sure the students show up
- James D had asked if G+G would explore the idea of giving gift cards to coaches, but the process is not clear so we will not pursue that request

School Liaison/Athletics – James C.

- Softball team is up and running
- Rugby is up and running (women)
- We do not have a handball team because we don't have a coach
- Plaques will be going up – cost TBD
- Sr. Boys/Girls and Jr. Boys/Girls placards go up for basketball and volleyball in the gym and the reason those are in there is because those sports take place there. Question

has been asked about whether we could have this happen for the other sports in the spirit of inclusion. These placards are given to the grade twelve students at their final banquet. The school would pay for the placards but where would be put those up? Maybe the hallway outside the conference room, - nice idea but how do we make it happen? Circle back to this in June

Treasurer – Nicole P.

- No financial report as April just ended. April and May will be circulated for the June meeting
- Many thanks to Nicole for compiling a three-year comparison for James C. Some notes:
 - it is tough to get an average because some teams travelled, some travelled more, some did more tournaments than others – James will use this information with Deb's information from the school and try to come up with the cost/sport
 - Breakdown included metro fees, tournament fees, travel, warm-up shirts and sometimes provincials
 - Worked out to about \$3000.00/team
 - Did not include transportation, equipment, evergreen or bus maintenance
 - James C noted that at SGCHS the cost to maintain the busses is paid by the Panther Society
 - 2021-22 fees were lower because there was no travel and fewer tournaments

Bingo/Volunteer – Kali S.

- Attended the Parkland bingo meeting: once attendance increases, they will go back to 14 volunteers/session
- Cheques are small right now because of attendance at the bingos – hopefully they will be a little higher in May and June
- Bingo hall is willing to train more people as chair (need training plus experience at controller position to be a chair) – Kali will try to get herself trained
- Amy Collette resigned as of today so is unable to fulfill her commitment – that leaves us with only one chairperson
- Kali will touch base with the bingo hall regarding how much notice is needed to forfeit (if we cancel, we also lose another one) – penalty seems to be harsher than previous years
- Bingo hall has lost groups, so they are looking for others to pick up spots
- If we don't have bingos, and we can't meet our commitments to fill the required roles, at what point do we lose our spot? At what point do we decide it isn't worth it for us? Topics to discuss in June
- We budget about \$12,000 bingo revenue/year and we are not meeting

Sports Registrar – Leanne C.

- Relatively small number of outstanding fees for badminton, soccer, rugby and track
- James D. is assisting in the collection

Webmaster – Darren B (written submission)

- Spirit/grad wear information has now been closed and archived
- Meeting minutes from March have been uploaded
- We may want to reconsider using RAMP for next year and just creating a page on the Memorial website
- badminton, track, rugby, and soccer team pictures will be uploaded once they are ready

Casino/Gaming/Grants – Cathy S.

- Regarding Raffles – timeframe depends on what type we are doing
 - 50/50 at an event is same day (don't collect name/number)
 - Traditional raffle can last days/weeks/months
 - Progressive raffle – over a shorter period of time
 - Online raffle – Cathy will look into these and report back in June
- Also need to consider how to determine how funds/points are awarded
- Raffle box: 50/50 duration is variable based on our needs (one day, one week, one month with flexibility). More information to come.
- Cathy will apply to AGLC I (raffle license is good for two years and needs to be submitted 2 months in advance).
- Cathy will send out an email prior to June meeting so planning can take place at the meeting

Publicity/Special Events – Rochelle C.

- Last apparel store received 57 orders and \$745.29 was raised (this is the last one for this year)
- Rochelle thinks we will use Jostens again next year but there was also the suggestion that we could ask Comtech, or have a student contest for logos
- Will look at new logos
- Wall of fame is progressing (has 11/30 athlete's info)
- Sports pictures are in process

Concession/Fundraising – Natasha F. and Sue S.

- Concession is running May 5-7
- Volunteers are all signed up and they are ready to go
- Concession does not look to be very profitable – but will see how it goes
- Natasha went through historical data on what was purchased vs sold and she eliminated the ones that weren't big sellers
- AHS approved the concession – paperwork is in order
- Can do dishes in the office off the conference room – Natasha will be bringing in basins to make sure we comply with AHS requirements
- Do not have the cube/square for payments – so it would have to be cash only concession – James C will email the organizer to have them relay this information to the students attending
- There is a float already in a cashbox \$400 that stays in there from concession to concession
- Rochelle and Shannon will look again for the cube

Old Business

- a) Policy Manual – Leanne + Darren: meeting with Donna went well; she believes the bylaws only require minor tweaks; Donna suggested pausing the work until the process for next year is made clear; Donna is willing to open her scope to include SGCHS if we feel there is value; Leanne stressed that we will need a game plan before school starts as we will need to know about the fees and roles and responsibilities
- b) Returning executive
 - President will be vacant
 - Treasurer will be vacant
 - Secretary will be vacant
 - Registrar position might be vacant depending on what it will look like
 - Kali will step down from bingo coordinator but will take on chair

Natasha would consider doing purchaser but does not want to do the coordinator role – might need to move back to three positions – Natasha wants purchaser
Sue will likely be back next year even though she didn't have an athlete this year
If anyone else wants changes, reminder to let Shannon know

New Business

- New fee collection process
- Roles/responsibilities and fee structure
- Athlete's banquet details
- Bingo plan
- Raffle/Fundraising plan

Adjournment: 7:54 p.m.

Next meeting: Monday, June 6, 2022, at 6:30 p.m.

POST MEETING EMAIL MOTION: May 29, 2022

Motion to issue two reimbursement cheques for:

1. Natasha in the amount of \$496.31 to reimburse concession purchases
2. Kali in the amount of \$375.00 to hire bingo positions

Motioned by Kali Sherritt, seconded by Nancy Sinclair. Carried.