

## EPC Grad Meeting Minutes, December 06 2021

Committee Members Present:

Name	Position	Name	Position
Penny Smith	<i>Chair</i>	Monica Dahl	<i>Secretary</i>
Kelly Swan	<i>Budget Lead</i>	Todd Dutchak	<i>Facility Lead</i>
Chelsea Kirby	<i>*Social Lead</i>	Rachel Ramey	<i>Decorating Lead</i>
Sean Morrison	<i>Vice Principal</i>	Crystal Holdis	<i>EPC support</i>

### Update from Sean Morrison:

- Ad has gone out for photographer -closes January 7<sup>th</sup>.
- Sean will talk to graduates about biographies and photo submissions (digital) after Christmas break.
- Grad photos usually take place in March, students can provide up to 5 photos for slide show, the grad photo will be one of them.
- We will determine grad fees in the new year when we determine how much money we have left over.

### Update from Penny Smith:

- The bottle drive was a big success; the students raised approximately \$3200. People can still drop bottles off throughout the school year.
- The auction is open, we have had many great donations, and a quick estimate looks like we are on track to raise close to \$5000. There are still new items being added.
- Sandra Jardine is helping run the on-line auction.
- Concern raised over some auction items (alcohol related); Sean and Sandra have addressed this.

### Budget Update:

- We are starting out with \$1085 in our budget (this is accounting for setting aside 1K for the next graduating class).
- Arena rental is \$500/day = \$1500 total
- Fieldhouse is \$1400/day
- Multiplex charges \$46/hour for set up and take down, Sean estimates we will need 6 hours.
- Cap and gown cost is \$22/student
- Still need to factor in catering costs.

### Decorating Update:

- 1920 Great Gatsby theme
- Navy blue and silver are the colours
- Sean will check the shed to see what decorations are there that we can use
- Penny mentioned the Dollar Store wants to bid and/or donate decorations for the graduation.
- **ACTION: Rachel will reach out to the Dollar Store to see what they have in mind.**
- **It was agreed that we will set a budget of 4K for decorating** (can be reassessed later if needed).

- ACTION: Sean will talk to Paula about setting up accounts for buying decorations.

#### **Update from Todd:**

- Chairs are \$2/each
- Tables come in two sizes, 30" and 42", both the same price - \$17/table. Decided we need an assortment of sizes to accommodate those that will be sitting and standing.
- Tablecloths and centrepieces are available – Todd will send out pictures.
- Sean mentioned the school has lots of tablecloths (black)
- Todd talked to Manitoulin about donating delivery of tables and chairs. They need a letter describing what is being asked.
- ACTION: Sean to draft a letter from EPC and email to Todd.
- ACTION: Chelsea and Rachel will walk around the arena to decide how many tables we need.
- Sean and Todd both indicated we could borrow some rectangular tables as well.

#### **Update from Social Lead – Chelsea**

- Chelsea talked to Natalie at Neighbour's Pub; they went through the menu and discussed some options. Natalie suggested picking six items from the menu (finger foods).
- Check emails, Chelsea sent out the food options.
- We need to decide on the menu at least two months before the event.