

Grad 2019 Organizational Meeting Minutes

Tuesday, May 7th, 2019

- 1) Call to Order 6:32 pm
- 2) Approval of the Agenda – motion to approve by Tammy Jackson, motion carried
- 3) Old Business
 - a) Brief review of key information items from last grad meeting (see end of Agenda)
- 4) Reports from Grad 2019 Committee lead members
 - a) **Grad Committee Chair:** Lorrill Waschuk and Shelley Younker
 - Details of Contract with Grindstone Productions -
 - Grindstone Productions has been contacted to adjust the photo booth times to 7pm to 10pm (instead of from 8pm to 11pm). Shelly will confirm that there is no cost for this change.
 - Do we have volunteers to act as ushers for the Grad Ceremony?
 - It was decided that we would just have 2 people at a table at the doors handing out programs. Patience Morrison and Molly Martin will be asked. Programs will be paid for by the Advocate and the school has already forwarded the information.
 - The school will set aside the first 2 rows for dignitaries and the rest will be self seating on a first come first served basis
 - b) **Budget Lead:** Gwyneth Morrison
 - Review of current budget and projections
 - Budget is on track and we should have \$2000-3000 to be left for Grad 2020
 - Grad fees paid to date total \$5050
 - 267 banquet tickets have been sold. May 16 is the deadline for banquet ticket sales and grad fees.
 - Fundraising
 - Hot Dog Fundraiser status (initiative of Grads) – Grads in attendance at the meeting voted and decided that it was not necessary and since we don't have much time we will not proceed
 - c) **Facilities Lead:** Tina Biro
 - Review of chair pickup and delivery schedule
 - Chairs will be picked up from Special Event Rentals on Thursday, May 23 and delivered to the Multiplex on Friday morning. A forklift has been arranged through the town. Chairs will be picked up on Monday morning for return on Tuesday.
 - Setting up chairs in Multiplex – Volunteer Schedule
 - ❖ Stephanie Martin will confirm volunteer numbers for Banquet/Multiplex chair set up for Friday morning from 10:00 am to 12:00 pm – Stephanie said we need more people to volunteer. Please let her know if you can help. We ask that parents encourage their kids to go to the Multiplex on their spares to set up chairs and decorate throughout the day on Friday. The school cannot ask students to do that due to liabilities in case anything happened. Grad reps will post on Facebook.

- ❖ Shelley will contact Stacey Leriger to see if the Thailand travel group is interested in doing tear down on Sunday (pay is \$500) from 11:00am -3:00pm. Need a minimum of 10 people.
- ❖ Jessie has a floor plan for the seating arrangement and will provide it to Lorrill to put in grad binder for next year

d) **Banquet Lead:** Lorna Peacock

- Banquet seating set up – Please let Stephanie know if you can assist. Students can help out on spares/
- We have sold 267 tickets and they are open to purchase without limit from Tuesday, April 30 to May 16, 2019.
- Jessie is in charge of seating plan. The school will let Jessie know of any special seating requests and she will arrange seating accordingly. Tables are labelled by grad's last name. There will not be individual name tags.
- Derko's will put water on tables but do not handle clean up of tables. Mr. Zinnick will find out if they do dishes or not. We will need people to clear tables and possibly do dishes.
- The Senior High Cheer team has volunteered to help out for banquet but there was a concern brought forward that many of them are grads or escorts. Lorrill will contact Lorna to make sure they have at least 10-12 people.
- Diane Gill has volunteered to take the banquet tickets at the door and help people find their tables.

e) **Decorating Lead:** Jessie Congdon

- Update on ideas for the Beauty and the Beast decorating theme-Jessie has found some beautiful paper roses to decorate with in the banquet area and for the ceremony. There will be a big tree in the foyer with pictures of the grads. We ask that grads hand in a max of three pictures no bigger than 4X6 to hang on the tree by Thursday, the 23rd.. Please submit copies of the pictures in case you don't get them back.
- Decorating Help – Volunteer Schedule
 - ❖ Stephanie Martin is looking for more volunteers for decorating
- Jessie would like to set up drapery on Thursday evening. The multiplex is available and she has enough help for Thursday evening.

f) **Grad Student Reps:** Emma Congdon, Carly Parker, Brooke Jolliffe, Bryce Semashkewich

- Songs for the Grad Ceremony been confirmed
- The two emcees for the banquet, Brady Bilsky and Emma Kitson, have been confirmed and understand their responsibilities

g) **Grad Teacher Rep and Bio Lead:** Lee Zinnick

- 40 grads have not paid their fees. Grads must pay to participate. There is assistance for families who require it. The school will handle any requests for grad fee assistance as there is a process that needs to be followed.
- Reminder that the grad group photo is NOT included in the grad fees and must be purchased from Mrs. Speers for \$20. Mr. Zinnick will send an email reminder.

5) New Business

- a) Review of tentative schedule for May 25

- All grads will leave the banquet and walk in for dance. Grads who do not attend banquet are still welcomed and encouraged to come to the dance.
- Grad Rehearsal is Friday, May 24 at 6:00 pm so grads know where they are sitting and what will be expected of them on stage. Girls are asked to come to grad rehearsal in their dress shoes so they can practice walking in them.
- It was decided to move the dance and walk in of grads up to 7:30 pm. Mr. Zinnick will make the change and post the schedule on the website.

Tentative* schedule for Grad 2019, Saturday, May 25th 2019 at the Athabasca Multiplex

**This schedule is based off what happened with Grad 2018 and can be changed depending on what the Grad Committee decides it wants to do for Grad 2019.*

Friday, May 24th at approximately 6:00pm: Grad Rehearsal.

All Grads need to make the effort to be there as a lot of information regarding how things will run on that Saturday in terms of seating, walk-in, and so on will be covered. Depending on the group and if everyone is reasonably on time this should take an hour to complete.

Saturday, May 25th

- **1:00pm:** All Grads need to be at the Multiplex in order to take the Grad Group Photo. Grads will be let into the Field house and the photo will be taken around 1:10pm or so. If you are late, the group will NOT wait for you.
- **2:00pm:** The doors to the Field House will open to the public to settle in to their seats.
- **2:40pm:** All Grads will assemble in the Curling Rink portion of the Multiplex to get in line for the walk-in for the ceremony.
- **3:00pm:** The Grad ceremony will start, with the walk-in of the Grads
- **4:40pm – 4:50pm:** The Grad ceremony will be concluded
- **6:00pm:** The dinner will start. Over the past few years, the dinner is typically wrapped up by 7:15-7:25pm so perhaps the dance should be moved up to earlier in the evening...
- **7:45pm:** The dance will start with the walk-in of the Grads.

6) Additions to the Agenda

7) Next Meeting Date: There will not be another meeting but parents are encouraged to contact the grad committee if they have any questions. Any new information will be posted on the EPC website (under the tab "GRADUATION"), sent out via email and/or text by EPC if necessary.

Grad 2019 Organizational Meeting Minutes

Tuesday, April 9th, 2019

- 1) Call to Order: 6:33pm
- 2) Approval of the Agenda
- 3) Old Business
 - a) Brief review of key information items from last grad meeting
- 4) Reports from Grad 2019 Committee lead members
 - a) **Grad Committee Chair:** Lorrill Waschuk and Shelly Younker
 - Grindstone Productions Inc. has been booked for DJ Service and Photo Booth. Grad committee is looking in to adjusting the photo-booth times to 7-10 and music to start at 6:00 in order have music playing during supper.
 - b) **Budget Lead:** Gwyneth Morrison
 - Fundraising
 - Success of Online Silent Auction Fundraiser- raised \$6836.50. This leaves us with enough for our budget and we should have enough to leave Grad 2020 \$3000.
 - Hot Dog Fundraiser – grad reps planning with Buy Low
 - c) **Facilities Lead:** Tina Biro
 - B & R Eckels will be picking up chairs from Special Events Rentals on Thursday for delivery to the Multiplex on Friday morning. They will then pick them up on Monday morning to return them on Tuesday. Tina has arranged a fork lift and a shrink wrap machine to help unload and reload the chairs.
 - Setting up chairs in Multiplex – Volunteer Schedule (Stephanie Martin coordinating)
 - ❖ Parents please sign up to help set up chairs on Friday morning at from 10-12.
 - ❖ Jessie has a floor plan for the seating arrangement
 - d) **Banquet Lead:** Lorna Peacock
 - Banquet seating set up – Please contact Stephanie to put your name on the Volunteer Schedule
 - We have sold 75 banquet tickets
 - Jessie has seating plan
 - Derko's Catering: Do we clear the tables and have water boys/girls? We have money in the budget for paying a Club to provide this service at the banquet. – Mr. Zinnick will look into this to see if Derko's needs assistance.
 - e) **Decorating Lead:** Jessie Congdon
 - "Beauty and the Beast" was chosen for the theme (castle feel, deep blues, gold and red)
 - Please sign up for the volunteer schedule for decorating Multiplex on Friday
 - Jessie wants to set up drapery on Thursday evening and would like to have chairs set up on Friday morning.
 - f) **Grad Student Reps:** Emma Congden, Carly Parker, Brooke Jolliffe, Bryce Semashkewich
 - Lee Zinnick was chosen for grad speaker.
 - Songs for the Grad Ceremony are currently being voted on. Students can vote in the office. It should be decided next week.
 - Grads have picked Brady Bilsky and Emma Kitson as emcees for banquet; they control the order of tables for buffet lineup and provide some wit during the banquet
 - g) **Grad Teacher Rep and Bio Lead:** Lee Zinnick
 - Please get grad bios and pictures for slide show into Mr. Zinnick by Friday, April 19 at the latest.
 - Please pay grad fees as soon as possible.

- 5) New Business
 - a) Seating process for Graduation Ceremony in Multiplex will be “First Come and First Serve”
Doors will be open at 2pm. There will be reserved seating for speakers and dignitaries only.
- 6) Additions to the Agenda
 - a) Stephanie Martin volunteered to be in charge of the volunteer schedule. Please text Stephanie at (780)689-8025 or email at gmartin@mcsnet.ca if you are able to help during any of the following time slots:
 - Chair Set-Up – Friday 10 am to 12 pm
 - Decor Set-Up - Friday 9am to 12 pm, 1 pm to 3pm, 3pm to 5 pm
- 7) Next Meeting Date: Tuesday, May 7 at 6:30 pm