

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