

**If anyone wants to be taken off this list before we start again next year - let me know. - Kim
(please consider staying on if you have any kids in SPSS)**

**SPSS Gradfest Committee
Minutes June 3rd, 2009**

Update from Peg Benoit re:

Grad keychains - \$1300 was donated so far. There is \$1000 still to come from Sam Barber. Some Grads will be doing a job for Sam. Peg will forward the money when it is received. The key chains were very much appreciated by the grads from everything we heard. Total cost was \$2060. Prestige has been paid.

CD costs – still have to discuss this with Ms. Cindric.

Committee Updates:

Fashion Show – Kim to pay Mel and Rick Coombs for expenses. Cheques are done – Kim will deliver them.

Donations: Cindy and Anne gave Kim their list of donors. Kim will go over the list to make sure we don't forget anyone – Receipts and a thank you letter will be done and a thank you ad in the paper will be done in late June.

Registration desk Coordinator & Selling tickets before the event: Elke Lukac

⊢ Elke recommended that we don't sell escort tickets at all in Northcourt. Bert Bedell at the office said she would be willing to sell the tickets when the grads come to buy their package. Most of the grads wanted to pay for the escort ticket anyway. We would then just have 3 or 4 days of ticket sales the week before the event for friends of grads.

⊢ Also make a note to keep the prizes out of reach of the students. This is due to an Ipod prize being stolen.

⊢ Make sure that the times for when volunteers are needed are clearly communicated.

⊢ Had a discussion about whether to limit attendance to only Grads and escorts, but it was felt that the idea is to have Gradfest be the accepted party of choice and if we start letting them come in Grade 10 and 11 they will know what to expect and hopefully plan to make it part of their Grad. It was noted that only about 20 Grade 10s usually attend.

Volunteer Coordinator: Audra Simlik

⊢ Discussed whether this position should be for everything Grad related. It was felt what since this is what usually ends up happening and it would make for less confusion if there was only one place to call for volunteering – that it would be best. The coordinator could then pass info on to people who wanted to volunteer for something as to who they needed to contact. We can ask the office to send all inquiries to the coordinator.

⊢ Discussed whether we should keep selling tickets at the door. It was felt that as long as they are SPSS students (and we have a current student list on hand) that we should let them in. The last 2 years we have made an extra \$700 each year, which helps with our costs. We will continue to be strict about not letting in anyone over 18 unless they have prior approval from SPSS Admin.

⊢ Only need one person at each activity between 9 and midnite. Then can schedule 2 per activity.

Prize committee: Cindy Thorpe.

Paid Cindy for prizes. Pricing at casino store went well. All items gone at 2:30am. Don't really need to open the store until 11:30 as it takes awhile for students to win enough money. Only need one person in store until it opens. Then 3 is good.

Food Coordinators: Anne Mah, Questions or comments. Paid Anne food purchases. Also paid Bing's for fridge. Need to pay Panago – waiting for invoice.

Everything went well – will have less pop and chips next year and more subway and fruit trays. Kim got list of donors from Anne. Anne delivered all leftovers to various charities in town.

Set-up & Tear down Kin Arena Coordinators. – Karen & Peter Thomas.

Thoughts on how it went – ideas for next year.

▷ We bought our own floodlights and fridge this year to save on having to round up things to borrow. Ron Moch volunteered to build us 3 electrical panels that we would just bring down and plug in each year, saving us (and them) from having to book an electrician.

▷ Suggestion that we have some gym mats for putting in front of activities like the Radical Run as students were coming out so far they reached the cement floor. See about borrowing these from SPSS gym.

▷ Suggestion to have a survey in October for grads – see what kind of activities they would like also what food choices and if they want a dance area and the volleyball court.

▷ Suggestion that if we can't get enough parents to commit to helping on setup and take down days we will have to not have the volleyball court. We will need to make this clear on our advertising for help.

▷ We will need someone to join Karen and Peter to help run this committee as this is their last year.

Entertainment:

We will not be booking the Zorb balls – not built well enough and dangerous in such a closed space. We will not be getting the Sports Speed Cage – kids got bored with it.

What should we book for next year –

▷ inflatables \ which ones – wait for survey of students in October. But book laser tag right away.

▷ DJ format – wait for survey

▷ Paintball - yes

▷ Volleyball - survey

▷ Casino - yes

▷ pool tables – yes – try to find more

Other thoughts on entertainment:

▷ Suggestion to have Wii and Dance Revolution stations setup. Everyone like this idea.

▷ Dance floor area needs to have flashing lights. Try to round up “disco balls” or ?

▷ Whole arena needs to be darker.

▷ Our decorations need redoing – would be nice to have a decorating committee next year. Kim will ask the art teacher at SPSS if any classes would be interested in redoing our graffiti wall murals.

Other Items:

▪ Have one large grad meeting at start of season (January) and then divide into committees to run each event separately - worked fairly well this year – still had trouble with people seeing Gradfest as the organizing place for all Grad related things.

▪ Scavenger Hunt – Gradfest will keep the info on how events are done with Gradfest stuff and bring it out at the first meeting. Kim needs to collect info from Pam Beattie and Louise Stanek – unless they are doing it again next year.

Treasurer's report: Kim

Is it OK with everyone if Gradfest account is used to run money through for other Grad related events? Ie: keychains, scavenger hunt, CD's etc.

▷ Discussed possible solutions. Kim will ask the school if they would run things like that thru their trust account.

▷ If not, then we have to come up with a list of do's and don'ts for accounting procedures when an outside group is using our bank account to run money through. We had no issues this year and everything went well but we just want to keep it that way for future years.

▷ **Is there anyone who knows they will be around for the next 2 years that would like to learn the Treasurer position?**

Gradfest Income and Expenses

September 1, 2008 – June 3, 2009

INCOME

Donation	6,390.00
Fashion Show Income	1,807.70
Gradfest tickets sold	1,130.00
Interest Earned	69.29
Other Inc	2,089.50
TOTAL INCOME	11,486.49

EXPENSES

Administration	100.00
Advertising	23.10
CD Productions costs	369.95
Entertainment	15,875.30
Fashion Show	604.53
Gradfest Setup Expense	2,135.20
Transfer to Other Grad Activities	3,060.00

TOTAL EXPENSES 22,168.08

OVERALL TOTAL -10,681.59

There is still the money from the BC Liquor Distribution Branch (\$4488) and the money from the Grad and escort ticket sales (approx\$ 5500) to come in. We are also getting a refund on the Zorb Balls activity.(\$150). Also money from donations for Scavenger Hunt to equal cheques written.

Also deposit of money leftover from Scavenger hunt prize pool. Also deposit of rest of donation from keychain purchase.

We still have to pay Panago for the pizza's and for a thank you ad (approx \$800) and to mail receipts and letters to our donors.

We will have approx. \$20800 in our account to start next year.

Next meeting: should hold one in October to do survey – then monthly starting in January.