Calgary Performing and Visual Arts Foundation (CPVAF)

Meeting Minutes
April 4, 2022, at 7:00pm

Microsoft Virtual Teams Meeting

In Attendance: Michelle Crimmins, Paul Mulloy, Kathy Bauer (Chair), Brenda Hughes, Caroline Horvath, James Durant, Johan Liebenberg, Joy Alford, Kristy Weckl, Lianne Kanters, Paul Murphy

1. **Call to Order and Welcome**
   a. Kathy called the meeting to order and welcomed attendees.

2. **Approval of Agenda**
   a. **Motion** to approve agenda was made, seconded, and approved.

3. **Adoption of Prior Minutes**
   a. An amendment was made to the draft minutes. **Motion** to approve the amended meeting minutes of March 2, 2022, was made, seconded, and approved.

4. **PVA Program Update – Michelle**
   a. Students and staff are preparing for the PVA Gala on May 27, which is the first gala for Grade 12 students due to restrictions in 2020 and 2021.
   b. Great news that all transfer applications were approved. PVA acceptance letters will be sent in the upcoming week.
   c. June 15 is PVA orientation night, with sessions beginning at 6:30 pm. Parent volunteers will attend and share information about PVA. It was suggested that Parent Liaisons have the first chance to volunteer for their discipline. Parent Liaisons, please save the date.
   d. There are new restrictions on the PVA website; for example, school staff and facilities cannot be on the PVA website, and school revenue sources cannot pay web hosting fees. Michelle will coordinate with Len and Joni to address the restrictions and use of CHMS, PVA, and CPVAF websites. They will also investigate whether web hosting (Bravehost for PVA, Bravenet for CPVAF) can be consolidated to reduce costs in the future. Paul will include information about the two websites (e.g., the purpose of each site, links, hosting, etc.) in the playbook.
      i. **Motion** for CPVAF to pay for the Bravehost renewal fee of approximately $296 US was made, seconded, and approved.
   e. Michelle will start tracking out of area statistics (i.e., number of transfers, what areas the students come from, etc.) as supporting documentation for future conversations about transfers within CBE.

5. **Chair Update – Kathy and Johan**
   a. In March, a resolution was made by email to reallocate the previously approved 2021/22 Wish List funding to 1) add $6,350 for the purchase of the embroidery machine and 2) remove the Wenger chairs ($2,430) and Safety Curtaining/Bar ($3,920) from the list.

i. **Motion** to ratify the resolution made by email on March 31, 2022, was made, seconded, and approved.

b. The Grade 12 celebration will occur on May 24, including dinner at Saltlik and attending *Clue* at Vertigo Theatre. The Saltlik fee is $3,100 regardless of final attendance numbers. Kathy will purchase 105 *Clue* tickets to provide a small cushion for late RSVPs. Michelle and Brenda will coordinate payments (or reimbursing parents) for Saltlik and Vertigo invoices.

c. CPVAF is planning a Staff Appreciation meal and the best date for the staff is breakfast on Friday, May 20 (PD Day), from 8:30am to 9:15am. Joy will send a separate email to ask for CPVAF volunteers. Like in past years, parents will be asked to drop off food for a buffet, and a few volunteers are needed to organize, set up (before 8:30) and clean up.

d. The CPVAF Gala is on May 27, and volunteers so far are Kathy, Johan, Brenda, Joy, James, Lianne, Paul (Murphy). A schedule will be set so that volunteers work a portion of the evening. The school will provide a complimentary ticket for the volunteers

6. Finance Report – Brenda

a. The CPVAF 2021-22 Projection dated March 31, 2022 was distributed with meeting materials; the projected 2022 closing surplus is $12,683. The final (reallocated) 2021/22 Wish List, totalling $44,575, was also distributed.

b. Michelle and Lianne will check the PVA funding request for CHMS Casino funding. Lianne's CHMS Casino list includes the embroidery machine. Michelle will ensure Lianne has the most recent version (that does not include the embroidery machine).

c. Brenda plans to investigate other funding resources (e.g., RBC and ATB) or coordinate with Fundraising Committee to do so.

7. Fundraising Update – Kristy

a. CPVAF Board/Committees are asked to help secure prizes for the Ultimate Arts & Entertainment raffle. The deadline for donations is April 20. Joy will send out the list/password (from Kristy) of what has been secured.

b. Kathy will ask Patti to send an email to all PVA parents about help with prize donations.

c. Paul (Murphy) will contact Rafflebox to set up the raffle.

d. About bingo requests, there was a suggestion that specific requests may be more effective than general requests. Kathy will follow up with Patti and Jody (CMMPA).

8. Communications Update – Patti

a. There was no update for this meeting.

9. Public Relations Update – James and Jodi

a. James reported that filming for the virtual tour video occurred on April 1; two Media Arts students hosted James and will also work on the video. The (new) plan is to post the video on the CPVAF site with links.

b. During filming it was noticed there was some broken equipment and follow ups will be made to ensure its fixed and whether funding is needed.

10. Student Fundraising Account (SFA) Update – Jaime

a. A question was asked about whether SFA accounts could pay Grade 12 Grad fees. Brenda noted the funds are held in trust with no restrictions. Kathy will connect with Jaime and Paul (Murphy) to confirm.

11. Liaison Updates

a. School Council /CHMS Parent Association – Sheri

- Meeting minutes are available on the CMHS website. The next School Council meeting is May 10, 2022.

b. Dance - Samantha

- Dance Central occurred March 14 to 17 and was excellent, electrifying! Having the event at the school was very successful, including the support provided by Mr. Simon and the Technical students.

c. Fashion - Caroline

- All Fashion Intro students completed a garment, PJ pants. Intermediate students are completing more complex projects (e.g., a Bridgerton-inspired gown, Shibori hand-dyed fabric). One student will participate in the Provincial SKILLS competition including a seven-hour on-camera challenge. Caroline also reported on Ms. Blitt's sincere appreciation for CPVAF's support of the Fashion program and the embroidery machine purchase.

d. Media Arts – Michelle P.

- Media Arts' participation in filming the virtual tour was previously noted, and there was no further update.

e. Visual Arts – Lianne

- Lianne provided an update on the Visual Arts projects, including continuous line drawing and working in coloured pencil. AP students are working towards their May 7 deadline.

f. Theatre Arts – Kathy for Patti

- The Theatre Arts Department is in full swing with both productions, *The Witches* and *The Addams Family*, rehearsing almost every day and incorporating lighting, sound, and costumes. Tickets will be available April 11. Thank you to Nadine and Linzy, who are heading up the FOH volunteers for both shows.
- Morning classes are busy with their cross-grade, student-choice unit. Students are either working In Musical Theatre, Stage Combat, Acro Yoga, or Acting on Camera.
- Grade 12 PVA students are very excited about the celebration on May 24. CPVAF's support of the event was appreciated.

g. Music – Carolyn and Johan

- Music is currently the busiest department in terms of outreach into the community. The music retreat is next and two shows at Knox United Church.

12. New Business – Kathy

a. There was no new business.

13. Adjournment

a. Next meeting: May 4, 2022, at 7:00pm by videoconference.
b. **Motion** to adjourn was made, seconded, and carried.

Visit the CPVAF website at: www.cpvaf.org
Contact the Chair or Vice Chair: Chair@cpvaf.org or vice-chair@cpvaf.org
Learn more about PVA: www.pvacentral.ca