



Calgary Performing and Visual Arts Foundation (CPVAF)

Meeting Minutes
May 3, 2023 at 7:00 pm

Microsoft Teams Virtual Meeting

In Attendance: Christie Preston, Kathy Bauer (Chair), Angela Jobs, Brenda Hughes, Carla Myers, Caroline Horvath, Carolyn Frew, James Durant, Joy Alford, Lisa McDowell, Martina Laird-Westib, Patti MacNeil, Sandy Nadya

1. Call to Order and Welcome

- a. Kathy called the meeting to order.

2. Approval of Agenda

- a. **Motion** to approve the agenda was made, seconded, and approved.

3. Adoption of Prior Minutes

- a. **Motion** to approve the May 3, 2023 meeting minutes was made, seconded, and approved.

4. Chair Updates

- a. Sheri provided a Staff Appreciation report by email. The event is June 9. The menu and volunteer requirements have been planned, and a Sign Up will be sent to PVA parents by Patti.
- b. Regarding the 2024 New York Trip bursaries, the timeline includes a parent meeting in mid-May, bursary applications due June 6, notifying applicants June 18, acceptance of bursary June 19 and student commitment to the trip later in June. The first payment will be due September 15. The bursary committee will include the CPVAF Officers and three alumni members, with the alumni members confidentially reviewing applications. It was noted that students who transfer into the school over the summer would need a chance to participate.
- c. CMMPA handles D&O Liability Insurance for both organizations. Insurance is in place and will be renewed in October.
- d. The Microsoft Subscription has been renewed.

5. Finance Report

- a. The Statement of Operations and Changes in Net Assets April 30, 2023. CPVAF received the second instalment of the major donation, which will be invested in a GIC over the summer. Some CPVAF funds will be needed for the New York Trip deposits due in early September. The 22/23 closing balance is expected to be approximately \$120,000.
- b. Given Theatre Arts underspend, there was a proposal to fund the upcoming field trip to Vertigo. **Motion** to reallocate \$1732 of previously approved Theatre Arts funding to the Vertigo Theatre field trip was made, seconded, and approved.
- c. Remaining Student Fundraising Account balances are \$297. Attempts to reach the applicable parents were not successful. Consistent with the SFA Policy, the funds will now be transferred into general funds.
- d. Skip the Dishes donors have been issued tax receipts. Regarding use of Skip the Dishes revenue (which was not budgeted for 22/23), it was agreed to carry forward this revenue to 23/24.

6. Fundraising Update

- a. Angela and Joy reported on the Ultimate Arts & Entertainment Raffle. Ticket sales are ~\$4,000. Last year, final sales were \$5,750. The goal is to sell \$10,000 this year, with a stretch target of \$15,000. Currently, social media posts are highlighting prize packages. There was feedback about extra steps to get to link in bio (if posted by other departments), Facebook posts, and cash sales.
 - i. The raffle link will continue to be included in email communications. Patti will send some dedicated raffle emails, including a request for parents to share the raffle information with others.
 - ii. Patti will connect with Michelle about adding a link to the Facebook posts and modifying the ticket instructions (which apply to Instagram).
 - iii. Angela/Joy will connect with Michelle about adding the link on all the PVA Instagram accounts if possible.
 - iv. Joy will follow up about cash sales.
 - v. Patti offered to organize CPVAF raffle ticket sellers. Per Michelle's schedule, six on Thursday and eight on Friday.

Thank you to Christie for enthusiastically announcing the raffle during the teachers' opening remarks at Dance Central, which was very effective. There was understandably no announcement at Progress due to the format. Christie will talk with the Theatre Arts teachers about an announcement at The Prom, and a plan will be made for an announcement at the Gala.

- b. Skip the Depot will be promoted to parents before the summer.

7. **PVA Program Update – Christie and Lisa (for Michelle)**

- a. Christie reported on PVA Gala preparations. May 25 is the Visual and Media Arts preview night, and May 26 is the Gala. On May 26, there will be two performances, one at 6:30 and one at 8:15 pm.
- b. PVA has completed the purchase of Wishlist items for the year. Fashion students love the sewing machine. The Smart Boards in Theatre and Visual Arts are being used regularly for teaching. Choir Risers will be set up in the Vocal room this month, and Music chairs/racks have been delivered to the music rooms and Theatre Arts classroom. New dance costumes were a hit at Dance Central, and the pipe and drape in the dance studio are proving to be very useful. The new Theatre Curtains are due to arrive in early June. New art supplies and the Canon Laser Printer are being used in the Art department. Media Arts is using the on-camera equipment for its film production module. There is a manufacturer delay in the technical theatre headset microphones and transmitter/receivers purchased, but they are expected to arrive in June. Thank you to CPVAF!
- c. Thanks to CPVAF volunteers for their help with raffle tickets, which will continue to be promoted at The Prom and PVA Gala. Teachers will post weekly on social media accounts, and we hope to achieve the target of \$15,000.
- d. Student fees have largely been collected. The annual PVA Fee Report will be available for the AGM in September.
- e. Following Area Director approval of the NYC 2024 plan, Len will send information to grade 11 families. A parent meeting is being planned.
- f. Jill (Visual Arts) is connecting with Arts Commons about a potential PVA teacher "mini-convention" in June, where staff can hear a keynote speaker, take sessions in their area of the arts, and have time for planning for next year. This session may serve as a model for a PVA Convention for staff and students in 2024 or 2025.
- g. Upcoming school events:

- i. Graduation day is May 19.
- ii. CPVAF hosted Staff Appreciation Breakfast is June 9.
- iii. Academic Awards Ceremony is June 14. Athletic Awards & Fundraiser is June 8. Fine Arts Awards is June 7 (5:00-6:45 pm). For Fine Arts Awards, recipients and their families will be notified by May 8 via email inviting them to the ceremony.
- iv. CPVAF will meet in person on June 7, following the award ceremony.

8. Public Relations Update

- a. There was no update this meeting.

9. Communications Update

- a. Martina suggested promoting PVA events on the Calgary Arts Development website and will send the information to Christie.
- b. Patti reported tickets for the Gala are selling quickly. Patti will continue to communicate with parents about event tickets, fundraisers, the staff appreciation breakfast, and the in-person CPVAF meeting in June.

10. Liaison Updates

a. School Council / CMHS Parent Association - Lisa

- The next School Council meeting is Tuesday, May 9.

b. Dance – Kathy for Samantha

- Dance Fusion, which includes regular and PVA students, will be held June 6.

c. Fashion – Caroline

- Fashion is preparing for June's Gala and the Game Con competition. Students have been using the embroidery machine and are impressed by the professional-looking results. The two grade 12s who applied to design school were accepted.

d. Media Arts – Michelle P. (by email)

- Nine Media students are competing in the Alberta Skills Competition in Edmonton in 2-D Animation, 3-D Animation, and Photography. The grade 10 students completed workshops with artists from the Quickdraw Animation Society, including introductory skills in Adobe Animate software. The senior students are completing projects for Gala exhibitions on May 25 and 26.

e. Music – Carolyn

- Carolyn reported on the Halifax trip and appreciated CPVAF's financial support. Next is the Music Concert at Knox United on May 30 and 31.

f. Theatre Arts and Technical Theatre – Angela

- Theatre Arts is celebrating the run of Progress; the cast and crew did a fantastic job, and audiences loved the show. The Prom starts on May 8 with a student matinee and runs until May 13. Twenty-six drama students attended the High School Drama Festival at U of C on May 2.
- The Technical Theatre report highlighted the Stage Manager role. Students who accept these roles are dedicated, attentive, patient, and creative leaders. Stage Managers assist throughout the rehearsal process, attending over 100 hours of rehearsals. The cast and crew rely heavily on their Stage Manager to provide timely information and guidance, problem-solve, and assist with designing the technical aspects of the shows. In dress rehearsals and performances, Stage Managers have control of the production. Stage Managers ensure the show is ready to start on-time, cues are precisely executed, and

props, set pieces and costumes are safely stored. Thank you to the 2022-23 Stage Managers!

g. Visual Arts – Martina

- No report for this meeting

11. New and Other Business

- h. The June PVA meeting will be held in person at the school (on the same night as the Fine Arts Awards Ceremony). Incoming grade 10 parents will be invited. Patti will communicate this in the newsletter. A sign-up sheet for snacks was recommended.
- i. Joy will investigate SharePoint records, secure folders and training.

12. Adjournment

- a. The next CPVAF meeting is at Central Memorial on June 7 at 7:00 pm.
- 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