

# **CPVAF Minutes – Budget meeting – November 1<sup>st</sup> 2023**

## **13 in attendance**

*Sheri, Patti, Jacqui, Joni, Michelle, Nadya, Mikaele, Carolyn, Lisa, Marzena, Kathy, Samantha, Brenda*

## **Call to Order 7:03pm by Sheri**

## **Welcome Message & Approval of Agenda**

*Motion: Jacqui*

*Second: Marzena*

*Vote: Motion passed*

## **Approval of Oct 11 Minutes**

*Motion: Marzena*

*Seconder: Samantha*

*Vote: Motion passed*

## **Approval of Agenda**

*Motion: Jacqui*

*Second: Marzena*

*Vote: Motion passed*

## **PVA Learning Leader Updates - Michelle C.**

- *20<sup>th</sup> anniversary planning underway with Gala Committee, more updates will be available shortly.*
- *PVA Expression of Interest Applications are [live on the school site](#) as of Nov 1<sup>st</sup>. Applications are open until March 2024. All CBE and Charter junior high schools have been mailed, digital promos sent. Catholic Board schools, Foothills and Rockyview not on list for correspondence.*
- *Concert Choir performing on Nov 3<sup>rd</sup> at Field of Crosses at 6pm. (Memorial Drive).*
- *Jazz band is holding a local Jazz concert at Nov 21, 7:30pm. Ticket sales pending. More info to come.*
- *She Kills Monsters: Performances run November 21-25*
- *Mean Girls: Performances run Dec 5 - 9.*
- *Posts will be/are on social media about all of the above.*
- *Staffing update in Theatre arts: Jen LeBlanc leaving on mat leave week of November 7<sup>th</sup>; Kelly is on leave, week to week. Her leave may be short term or may run longer. Michelle has great candidates lined up to cover Kelly's leave, temp teachers being introduced and will be updated shortly regarding Jen's mat leave.*

## **Budget Presentation - Jacqui B.**

*No major updates, just a reminder that the Wish List information is included with the budget and has been provided by teachers. Currently, there is a \$1000 deficit incurred with the existing wishlist and budget. We are also holding a \$20,000 reserve.*

*Motion to approve budget for 2023-2024:*

*First: Marzena*

*Second: Kathy*

*Discussion:*

**Questions from attendees: Were quotes obtained for the piano?**

*Michelle confirmed that according to CBE policy, anything over \$10k requires 3 quotes. This was executed and acted upon according to policy. Michelle indicated cost for piano is under \$11K cost. Any costs for shipping that bring the piano over \$11K will come out of personal budget, not PVA.*

**Budget addition**

*Brenda and Jacqui met to transfer treasurer data. Record keeping has been on Quickbooks; looking to buy Quickbooks monthly subscription as \$6/month. This expense would be put under Subscriptions/Banking/Administrative costs.*

**Reserve amendment**

*Brenda indicated having a negative number doesn't make sense within the budget and suggested we either decrease reserve or adjust wishlist. It was suggested we reduce the reserve to \$18,500.*

*New motion to approve budget as amended:*

*First: Jacqui*

*Seconder: Marzena*

*Vote: Motion passed, none opposed, new budget is passed.*

**Fundraising update**

- *Shoot For The Stars: notices have gone home, leveraging 20<sup>th</sup> anniversary by tapping into alumni; tax receipts will be provided. ATB is not doing any matching this year. Sheri has inquired about alternative grant support. More info pending.*
- *AGLC info has been shared and 50/50 license approved we are on track to have 50/50 sales on at all upcoming events.*
- *More on Gala pending at end of November.*
- *Shoot for the Stars mention with student artwork will be in programs for both shows.*
- *So far, \$3500 has been collected (as seen in Benevity account).*

*Michelle inquired about having a comp ticket for each show and can we expand this to the other shows in Fine Arts, which was not an issue to do at all.*

*Digital files of SFTS from students will be shared with parents (from Patti) so artwork can be shared on social media. Joni will assist with preparing and sharing as posts (and not just stories).*

### **New Business**

*Past Treasurer Report from Brenda: Financial statements reviewed and signed; filed annual return with corporate registry; filed tax return for Aug 2023; updated Director info on CRA website. Binder to be passed to Jacqui.*

*The AGLC list of Directors needs to be updated. Sheri had just received the information today before the meeting, this will be updated, as well as the information for the 50/50 license.*

### **Adjournment**

*7:28pm. Next meeting will be held on November 29<sup>th</sup>, online. More details to follow.*