

October 20th 2011

6:30pm -7:30pm

Grad Meeting Minutes

1. Welcome/ Introduction
2. Format of Meetings
 - a. Monthly Meetings until spring. Each meeting will have a structure, agenda, and minutes. Please email agenda items to Mr. Dixon. Meetings will be more frequent as the event nears.
3. Roles & Responsibilities
 - a. The Grad Ceremony is a school function. We all must work under the criteria of SD 85 and represent the school in a positive way.
 - b. Mr. Dixon is the coordinator / person in charge of all decisions made for Grad 2012.
 - c. The ceremony format is the school's responsibility, decorating is the parents/students.
 - d. Dry Grad – Parent's work with Mr. Dixon to create a Dry Grad in the school for the evening. There is zero tolerance- it is required that the event is 100% Dry.
 - e. Several Leadership Roles/ teams are created to support Mr. Dixon with coordinating with the event. These teams can consist of both parents and students.
 - f. Both Students and Parents will meet on a monthly basis.
 - g. Please direct any questions or concerns to Mr. Dixon
4. Contact List
 - a. A contact list was started, email address of all grads and parents are requested, all contact will be via email and the school website
5. Date
 - a. Sat June 2nd
6. Location – School Gym.
 - a. As Grad is a school event it is the school's decision where it is offered. The decision has been made by the school to return the Grad Ceremony to the school gym.
 - b. Advantages and the reasoning behind returning to the school were discussed.
 - c. Mr. Dixon agreed to re-evaluate this decision in the spring after more meetings, discussions with school personnel, students, and further look into the amount of graduates who will be participating in the ceremony.

7. Timelines

- a. There is a list of items that must be complete throughout the year. Mr. Dixon will be asking the support teams to assist as needed.
 - b. Hypnotist & Bounce-a-rama must be booked asap for the dry grad. Mr. Dixon will look into securing them for the date.
 - c. Fundraising is the first priority of this group.
8. Budget \$20 000 is the goal. With 45 grads we may be ok at look at \$15 000 instead, We will discuss specifics next meeting. All fundraising must be approved by the school.
9. Individuals who wish to step forward – leadership.
- Looking for help with the roles below. Contact Mr. Dixon directly if you are interested.
 - o Decorating Team Leader(s)
 - o An individual to take minutes at the meeting
 - o Fundraising Team Leader(s)
 - o Treasurer
 - o Dry Grad Events Team Leader
 - o Security Coordinator
 - o Port Alice Rep
 - o Sointula Rep
 - o Alert Bay rep
10. Group Brain Storm Activity
- a. Everyone participated in a brainstorming activity.
 - b. Student results were shared.
 - c. Results will be posted on the web and email out shortly.
11. Other
- a. Wood Cut- a major fundraiser in the past. It is not a school sanctioned fundraiser, rather a parent led event, and cannot be discussed at Grad Meetings.
 - b. Car Parade - It is not a school sanctioned event rather a parent led event, and cannot be discussed at Grad Meetings.
12. Next Meeting – November Fundraising Meeting – Nov 17