

Grant Park Highschool – 2009 Safe Grad Meeting Minutes

Date: Thursday, January 29th, 2009
Time: 18:30
Location: Grant Park High School – Staff room

1. Jim Beatty and Tracey Berthelette chaired the meeting
 - Jim: update on action item to obtain information from last year's grad committee chair persons; he has obtained a binder from the 2006 Safe Grad; it has some useful information, and he and Tracey will be using it to assist with planning, and will pass information on to the committee chairs as appropriate
 - Tracey; update on various items:
 - Reminder that parents need to hand in the green contact sheets that were distributed in the mail-out so that a complete list of graduates and parents/guardians can be compiled
 - Fashion Show: will be on March 18th; lots of progress has been made in the planning
 - There is still a need for additional volunteers for various committees; asked parents to sign up after the meeting
 - Another mailout; a 'Safe Grad' package will be sent out to graduates in mid April ; will have more details and forms related to Safe grad. Event
 - Email address for communicating with Jim Beatty and Tracey Berthelette: Gpgrad2009@shaw.ca
 - Grant Park Highschool websit; Grad 2009 tab; is being kept up-to-date as progress is made by the various committees
 - Theme for the dinner/dance is 'Ballroom blitz'
2. Question from parent: how many graduates and parents are expected to attend the dinner/dance?
 - 220 potential graduates; there are usually some that don't graduate
 - Of these approx. 145 will be 18 years of age or older
3. Committee Reports and general discussion
 - a. Email update from Shira Joudan was read:
 - Students will be holding a Valentines Day 'Candygram' sale' as a fundraiser
 - Fashion Show planning is underway
 - Decorating committee will be holding a meeting soon
 - Work on a slide show (for the dinner) has started
 - Some discussion has taken place re. ordering 'Grad. Wear' (Grant Park 'Grad' items)
 - b. Phone Committee

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- Work for this group involves setting a method for communication prior to the Safe Grad and for the night of Safe Grad; could be a phone tree as well as other methods (email etc)
- Could also involve following up on contacting parents that have not yet provided contact information to the Safe Grad committees

See Action Item #1 below: Mr Skinner will find out if we have access to the automated system that the GP office has for phoning parents

c. Ticket Sales:

- in the process of arranging the forms that will go out with the mail out in April
- ticket sales will occur mostly during school hours and some after school time slots
- initially; purchases will be limited to 2 tickets per grad (in addition to the graduate), and will be opened up for additional tickets per family later

d. Security

- Committee chair has been in contact with the Convention Center, and will be meeting with them soon
See Action Item #2 below
- At the meeting, an assessment will be made as the security requirements; will be minimum of 2 (\$22.50 per guard per hour)
- Event is on the 2nd floor of the Conv. Ctr.
- There are 3 other Graduations at the facility that evening, which requires certain security activities; the grads from different schools will mostly be kept separate; will share 2nd floor balcony for smoking
- Will be contacting grad committees from these other schools to ensure that our plans are in line with each other

See Action Item #3 below

e. Medical; no update

f. Entertainment

Marcie Cadorath:

- Music arrangements have been made: Crystal Sound
- Available from 6 pm – 4 am; arrangements for when they will actually play still TBD
- Are looking into other activities such as ‘casino’

g. Food and Beverage:

Cheryl Bokhaut

- Will be working with students to decide on the menu for the dinner and for a snack to be served later
- Need to find out if any food allergies to be considered when arranging food choices
- Cheryl will meet with Convention Center contacts to arrange food

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See Action Item #4 below

- General discussion regarding a need to have a prime contact at the Conv. Ctr.

See Action Item #5 below

h. Decorating

Chair needs the list of committee members and contact information

See Action Item #6 below

- Will also need information on student contacts
- Will be scheduling a planning meeting with parents and students soon
- Require some direction from Tracey and Jim regarding budget

See Action Item #7 below

i. Safe Grad Prizes

Gary Ross

- Discussion regarding what has been done in past years; last year ‘Grad 2008’ picture frames were given to grads; previous years have had silent auctions and/or door prizes
- one parent suggested each grad be given (as well as other items) a disposable camera at the dinner/dance

j. Fashion Show

Cheryl Saper, Robyn Goldstine

- Requested that more volunteers are need to help pick up items for the Fashion Show and to help out the day of the Fashion Show
- Also need help with obtaining prizes for the Silent Auction, although they have had good success so far with obtaining donations
- Have 50 – 60 prizes and are aiming for 25 – 30 baskets with value each of approx. \$150.00
- Several parent suggested that it may make sense to have fewer baskets and share prizes with the ‘Safe Grad’ prizes
- Tracey: suggested that chair persons for the 2 committees should keep in touch and figure out best plan; it was noted that the prizes for the Fashion show are more geared to parents whereas those for the Safe Grad and geared to the students
- Are in the process of determining what price to charge for selling advertising in the program
- Seating capacity for the Fashion show will be about 300; will likely print and sell closer to 400 (assume about 20% ‘no-shows’)
- Hannah (student contact): need volunteers to help with dressing, pick up and return of clothing;
- Cheryl: we need to keep track of who has donated so that other committees don’t ask again

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See Action Item #8 below

- Hannah: needs red X-mas type lights for decorating for the ‘Circus’ theme

See Action Item #9 below

k. Fund Raising

- Have access to a sign-maker that can make banners for display at Fashion Show or Safe Grad for donors
- Committee needs some more clear direction as what the fund raising objectives are
- Jim B: primary role is to support whatever fundraising activities the students want to pursue and the overall rationale is to offset the cost of the dinner/dance
- Suggestion was made by parent to look into having students talk to Rona to volunteer for a day at the store as has been done by the GP football team
- Gary Ross: will talk to Greg Findlay to obtain list of donors from previous years when a Power point presentation was used to advertise donor business information

See Action Item #10 below

l. Transportation

- Need to decide asap what the arrangements will be:
- One or more of: parents pickup, parent volunteers drive home, buses drive home
- Chair is inclined to only offer first option
- There are risks associated with parent volunteers and bus rental
- MAST (Mb Assoc of School Trustees) recommends against parent volunteers and buses
- Committee Reports and general discussion

4. Next meeting: Tuesday March 3rd @ 18:30

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Meeting Minutes**

| New Action Items | | | |
|-------------------------|---|--------------------------|---------------|
| # | What | Who | Due by |
| 1 | Find out if GP automated phone system for contacting parents can be used by Safe Grad committee | Mr Skinner | Next mtg |
| 2 | Arrange meeting with Convention Center liason to discuss security arrangements | Security committee chair | Next mtg. |
| 3 | Contact other schools that have grads at Conv Ctr on the same night as us | Security committee chair | Mid March |
| 4 | Arrange meeting with Conv Ctr regarding food | Cheryl Bokhaut | Next mtg |
| 5 | Talk to Conv. Ctr to ask for a prime contact and initial meeting with affected committee chair persons | Tracey B. Jim B. | asap |
| 6 | Send updated list of committee members and contact information to Decorating committee chair (make sure email address is correct) | Tracey B. | asap |
| 7 | Provide Decorating chair person with budget estimate | Tracey B Jim B | asap |
| 8 | Send list of donors of Fashion Show prizes/donations to Tracey/Jim so that it can be shared with other committees | Cheryl S. | asap |
| 9 | Look into obtaining red lights for Fashion Show for Hannah | Tracey B. | asap |
| 10 | Contact Fund raising chair from previous years to get list of donors | Gary R. | asap |

| Previous Action Items | | | | |
|------------------------------|---|-----------------------------|---------------------|---------------|
| Date Initiated | What | Who | Due by | Status |
| Dec 9, '08 | Complete and Submit Liability Insurance application to MAST | J. Beatty T. Berthelette | May 1 st | |
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