

**Ballenas Senior Secondary
2010 Prom / Dry Grad
Executive Meeting – May 25, 2010**

In attendance: Gary Anglin, Michele Rawcliffe, Deanna Later, Linda Hines, Sharon Gaughan, Andrea Young, Chris Rivers, Bonnie Hendrickson, Mike Minz, Rosemary Blank, Suzanne Vinden, Carrie Powell-Davidson, Peter Gunstone, Jennifer Sallows, Don Boyd

Absent: Teresa Patterson, Liana Orcutt, Estelle Brilling

Minutes: Deanna Later
7:15pm

Gary and Michele thanked everyone for being part of the Grad Committee 2009/2010.

Reports:

Treasurer: Linda handed out the new updated printout of where we are at, it looks like we maybe \$5000.00 to the good. There are still a few outstanding invoices to be paid.

Food: Linda wanted to give Kudos to Thrifty Foods, they donated a large amount to our Dry Grad. The dinner went very well, 331 people were fed in less than 45 minutes. Linda would use the caterer again, it is a local company, but would make sure that there are more experienced staff and more of them working for such a large group. Overall the food was great and there was lots of it. Next time, would make sure that appies are age and theme appropriate. There was \$128.00 in broken and missing dishes/cutlery which was mostly from the staff and volunteers not the grads. The burgers and ice cream sandwiches at midnight went over very well. Carrie and Linda's suggestions.

Suggestions for next time:

- Make sure that the volunteers leave the staff room the way it was when they arrived; it was very messy at the end of the evening.
- Have more volunteers for the mock tail bars and the cleanup of them
- Should have the same person on set up and clean up
- Have caterers label food
- Have the champagne fountain in different location, or packed up after the reception.
- In the later part of the evening have self-serve pop/water/juice stations set up in different locations.
- Have the coffee bar in a more central location

- More activities in the reception area
- Music in reception area
- More garbage cans in hallways
- Fully stocked janitorial station
- Cleaning crew throughout the evening (higher extra custodian from 4:00am to 11:00am which would be around \$190.00.
- Spot prizes throughout the night
- More volunteers

Entertainment: Deanna advised that overall the evening went smoothly just the odd glitch with time line and a few minor things. The tattoo station and character artist were busy all night. The movie room was greatly used by students that just wanted some downtime and have a sleep. The spot prize draws throughout the night and after each show were a great idea to get all the students back into one area and the auditorium cleared for the next show.

Suggestions for next time:

- Make an Announcement what time the cash out station for the Casino would be open at.
- Make sure that Much Music has a schedule so they know when to stop and start music
- Have 3 to 4 Card Readers as they seemed to be more favored by the students.
- Need lots of volunteers, we were still trying to get help up until the day before.
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Security: Estelle provided her binder to be handed over to the 2011 Committee. The lanyards are in Don's office for next year, would help if they were pre-stuffed next time. Overall security did a wonderful job she had 38 volunteers and 42 showed up and worked throughout the day. There was a little change with the smoke area but it all worked out fine. There were 15 kids that found their way out and 3 kids not from the school entered and were quickly escorted out of the building. Footprints Security did a great job, but volunteers should be reminded that Footprints is hired to watch the property only not the students.

Suggestions for next year:

- Have the volunteer list in Alfa by name at the front desk when they are signing in.
- Have a set of keys and a walkie talkie for the Head of Security

Decorating: Mel advised that she has heard all good news from students and parents on how the school was transformed. It was a very busy week for that committee and others that helped make and decorate the school from the Thursday night to Saturday morning. All the decorations are being held in a trailer at Karen's house so a storage unit would be great to find asap, Michele will look into this. Andrea advised that all the decorations are in boxes/totes labeled with what is in them, which will make it a lot easier for the next years. Kudos to Nichole Luterbach for the Red Carpet.

Suggestions for next year:

- Have more seating in the reception area
- Need lots of volunteers for set up and clean up
- The red carpet has to look great as that is what most of the parents only see, as they are not able to enter the building and see all the decorations.

Gifts/Prizes: Bonnie advised that most businesses/people were very generous with donations. The Commencement gift is going very well and will be ready for the evening. Bonnie has chocolates from the liquor store which will be added to commencement gifts. Kudos to Future Shop, they were fantastic with filling our list of gifts and discounting them for Chris.

Suggestions for next year:

- Have to follow up with businesses on the donation letters sent out to them as they may not get back to you.
- Make sure all names of anyone who donated are kept updated on a list so we can make sure they are thanked.

Fundraising: Chris and Sharon were pleased with most of the fundraisers that were done through the year. The Canadian Diabetes clothing bag fundraiser was not successful and there were some complaints about the Island Coupon book, the subway coupons were not compatible with Parksville. Co-op gas runs until the end of June so we will not have a total until then.

Suggestions for next year:

- Have a designated drop off box at the school for fundraisers and collect Canadian Tire money all year and drop in box. The Canadian Tire money can be used to buy gifts for prom.
- Have a sign posted at Mulberry Bush stores advertising the school name to have 10% of sale go to grad
- Look early into the Bayside Preferred Customer card, they are \$20.00 and \$10.00 of each card goes to the committee. The Bayside only does one group at a time so contact needs to be made right away in September.

Publicist: Carrie gave kudos to the Decorating Committee. All Committees Please give Carrie your thank you list asap so she can get it in the paper.

Parade: Mike advised that he was a little light on man power at Springwood Middle School at the beginning when all the cars were arriving. The parade went really well, it took an hour and half to complete. There were five cases of water left over. There was no bottle neck at the red carpet everything went smoothly.

Suggestions for next year:

- Grad president arrives in first car

Venue: Peter advised that the volunteer parking area needs to be managed better and have it marked as reserved for volunteers. If there is the same number of kids in the 2011 Grad Class another venue should be looked into. The caterer suffered with their long route to the dinner location.

Suggestions for next year:

- Better communication from committees
- Washrooms need to be kept clean
- More chairs in the reception area

Words from Jennifer Sallows – Grad President (in point form from Grads)

- Parade overall was good
- Appies in reception area should be more kid friendly for the theme
- Casino was great
- The volunteers in Casino were great they wanted the kids to win
- The tent and tables were perfect, they were not cramped at all
- Dinner went very quickly, the food was really good
- The decorations were awesome, the stars made it more personal
- Way better than last year
- The formal dance was good
- The Mock tail bars were awesome they were able to get drinks all night
- The music was good
- The shows were amazing
- Bounce A Rama was good

Suggestions for next year:

- Have drinks in the tent at dinner time besides water
- Have drinks in the tent at the midnight BQ
- More draws at different times
- Have curtains up in the change rooms for more privacy when changing

Round Table:

Gary will be posting pictures on the website once he receives them from the photographers.

Everyone agreed that the kids were very polite. We had two girls who fainted in the reception area after arriving from the red carpet due to lack of food and water during the day.

Deanna will put together the secretary binder for the next year and will prepare a box to hold all other chairs binders to pass on.

Gary presented to the committee that we put \$3000.00 of any monies left over from or budget towards scholarships and the remainder of the money for a heated storage unit to hold all the prom decorations for one year, as there is nowhere we can have them all stored in one area which would make much less work for next year's decorating committee. The Grad Committee every year after, would then be responsible for the following year and so on year after year, all were in favour. If anything left after both of these items it will be given to the Legacy Fund.

Don Boyd advised overall having the Prom on school grounds was well received with some concerns raised by teachers for the Monday morning when classes were back in service.

MAIN SUGGESTIONS FOR NEXT YEAR A MUST:

- Get a **Volunteer Coordinator** right away when other committee chairs are signing up.
- Get a **Clean Up Committee** for the morning right away when the other committee chairs are signing up
- Get a **Venue Coordinator** – Peter was really appreciated by all of the committee – he was thinking of everything all the time.

Other suggestions for next year:

- Long weekends are not good to hold Prom on
- Make sure that the neighbors around the school are notified in advance on what is happening.
- Room 803 worked good for the First Aid room, it was a good location
- Fan's in the reception area as it was very hot in that small area
- When setting up, moving chairs/tables/couches and whatever else mark them with masking tape which room they came from.
- Have the information station at the first aid table where lost and founds can also be kept.

Meeting adjourned: