

Drygrad 2023 - May 24, 2023 Minutes

Present: Melisa Chow, Anna Yuen, Shobna Sandhu, Jennifer Sullivan, Katrina Craig, Cheryl Schweiger, Tracy and Rob Haubrich, Anna Chew, Gian Yumul, Allen Tsang, Andrina Hamill, Jaclyn Pho

Regrets: Denise Ralph

Agenda	Discussion	Action items
Welcome	Welcome to all of the Grade 11 chaperones and Grade 12 volunteers	
Grad Council	Gian reported on upcoming fundraisers and events: t-shirt signing day, pie face, karaoke.	
Chaperones	No questions. Final details TBD after finalizing with the Metro.	
Venue	Meeting at The Metro on May 31 at 4 pm where there will be additional details to be firmed up. Chaperones are welcome to attend so that they can see the venue. Contact Shobna if interested.	
Financials	<p>Katrina reviewed the financials spreadsheet. Projected income \$17,980 Projected expenses \$15,291 Must leave scholarship contribution variable amount (usual \$1000) and \$2000 for next year's financials. Shortage \$311 Scholarship committee reviews allocation of scholarships amongst students based on the donors' criteria. Dry Grad scholarship could be reduced if not sufficient funds.</p> <p>Cutting costs: Change to 1 large + 1 med bus (100 seats) for a savings of \$155 Reduce the Metro head count to 80 - estimated savings of \$500 Reduce Food costs Door prizes - reduce from \$700 to \$450 by holding off on gift card purchase</p>	<p>Melisa to discuss with door prize subcommittee on reducing spending until Metro costs are confirmed (May 31).</p> <p>Melisa to contact Lynch Bus to change reservation.</p> <p>Allen to send final attendee numbers to Katrina.</p> <p>Allen to limit additional ticket sales to 5</p>

Guests	<p>Guest list was vetted according to school policy. Concerns were raised about including international students at Dry Grad. Homestay agreement has a 11 PM curfew. Homestay guardians must provide consent.</p> <p>1 x Grade 12 international student 2 x Grade 11 international students were invited as guests by local Gr 12.</p> <p>Decision: allow the 3 international students who applied and were vetted to attend the dry grad event.</p>	
Door prizes and Goody bags	<p>Only to Grade 12 grads</p> <p>Tote bags, chocolate/cookie, gift certificates, water bottles, 2 large items</p>	
Security	Confirmed today by Melisa	
Next Meeting	June 14 at 7:00 PM - will be canceled if not needed.	

Drygrad 2023 - April 26, 2023 Minutes

Present: Melisa Chow, Anna Yuen, Shobna Sandhu, Jennifer Sullivan, Denise Ralph, Katrina Craig, Cheryl Schweiger, Richard Baker, Tracy Haubrich, Talia Romero, Elvira Limbo, Myra Gonzales, Anna Chew, Sam Etemadi, Jaclyn Pho, Allen Tsang, Vickie Wong

Regrets:

Agenda	Discussion	Action items
Welcome	Welcome to all of the Grade 11 chaperones and Grade 12 volunteers	
Grad Council	<p>Talia and Sam updated group on upcoming events.</p> <p>June 24 - grad event</p> <p>Leaving Ceremony</p> <p>Fundraisers - plants, pizza sales, Neufeld Farms</p> <p>Allen Tsang - clarified that the money raised by Grad Council fundraising is for the dinner dance and not for Dry Grad.</p> <p>Anticipating that Grad Council will meet their fundraising goals.</p> <p>No grad hoodies as they did not meet minimum order.</p>	
Ticket sales	Tickets Sold = 74 - can sell up to max of 20 more.	Mr. Tsang to send Sam the

	Guests can purchase tickets starting May 1 - \$65	form, regulations, etc for guests
Chaperones	<p>Leads: Jennifer Sullivan and Anna Yuen Jennifer has emailed a document to the Chaperone group. Melisa provided an overview of the event, roles and responsibilities.</p> <ol style="list-style-type: none"> 1. Bag checked at Dinner Dance 2. Chaperones park at Cariboo 16th Ave parking lot; take a taxi to Pinnacle at 11 PM. Taxi fare will be reimbursed. 3. Andy and Allen will do roll call for loading busses 4. Travel with grads on bus - 3 chaperones per bus 5. Stay at the Metro for the entire event 6. Jodie and Cheryl have volunteered to be the leads at the Metro 7. Manage door prizes and draw - Jaclyn 8. Load kids back on the bus to Cariboo 	
Subcommittees	<ol style="list-style-type: none"> 1. Door prizes <ol style="list-style-type: none"> a. Shoppers - Melisa, Tracy, Rob, Richard. b. Jaclyn - to help with the draw at the end of the evening. 2. Food/snacks - Cheryl and Jodie. Shobna to drop off the food items during the day. Shobna to add hot beverages - coffee/tea for chaperones. 3. Goody bags - Melisa, Myra <ol style="list-style-type: none"> a. Suggestions: XL t-shirts/hoodies, blanket, etched mason jar cups, mugs, pillow. Can spend \$2700 total. 	<p>Katrina to provide Door Prize committee with list and budget</p> <p>Katrina to provide Goody Bag committee budget</p>
Next meeting	May 24, 2023 at 7:00 PM	

Drygrad 2023 - April 19, 2023 Minutes

Present: Melisa Chow, Anna Yuen, Shobna Sandhu, Jennifer Sullivan, Denise Ralph

Regrets: Katrina Craig

Agenda	Discussion	Action items
Raffle	Denise - creating a lessons learned document	
Treasurer's report	Deferred until Katrina is available to present the details Deposit from Regional Recycling received	
Chaperones	Jennifer has a list of people who have already responded. Suggestion to have a 'lead chaperone' who can help with setup. Taxi is covered Gift card thank you - \$25 Suggest 1-2 chaperones to go to the Metro and 6 to go downtown at the Pinnacle to chaperone for the buses	Anna to send email invitation for next April meeting
Volunteers	Rob, Tracy, Prerna, Richard	Anna to send email invitation for next April meeting
Venue - master checklist	Reviewed and assigned names responsible & helpers on the To-do list. Decided not to prepare programs. Door prizes - students to write their name onto ticket and place in door prize box at each activity station. Glam Lounge - to include board and card games. Large prizes - consists of all grad names	
Gifts	Swag bag with gift card and 'grad' cookies.	Denise and Shobna to get quotes for cookies

Drygrad 2023 - March 1, 2023 Minutes

Present: Melisa Chow, Anna Yuen, Allen Tsang, Xiao Hua (Audrey's mother), Sam Etemadi

Regrets: Katrina Craig, Shobna Sandhu, Jennifer Sullivan, Denise Ralph, Gian Yumul, Xander Duremdes

Agenda	Discussion	Action items
Welcome new members	Welcome Xiao	
Treasurer's report	Looking to raise approx \$3180 66 tickets sold	
Venue	The Metro - entertainment reserved Shobna requesting another person to help with ideas	
Security	Confirmed 2 security persons (\$495+tax)	
Bus	Confirmed	
Fundraising	50/50 Raffle - announced today https://chssdrygrad.rafflenexus.com Donation letter follow-up - need volunteers	
Volunteers	Needed. Can use online sign-up form.	
Grad Council update	Sam reported on recent grad events.	Sam/Grad Council to - Promote the 50/50 raffle - Collect dietary restrictions - Gather info on food preferences - Purchase Dry Grad tickets
Next meeting	March 29	

Drygrad 2023 - February 1, 2023 Minutes

Present: Melisa Chow, Katrina Craig,, Anna Yuen,, Allen Tsang, Liliana Llanos, Talia Romero, Tracy Haubrich, Rob Zambrano, Carmen Lauritzen, Shobna Sandhu (7:25)

Regrets: Jennifer Sullivan, Denise Ralph, Gian Yumul

Agenda	Discussion	Action items
Welcome new members	Welcome Liliana, Rob, Tracy, Carmen	
Grad Council update and ticket sales	Talia reported that Grad Council plans on announcing/advertising Dry Grad in class and spreading the word to purchase tickets.	Grad Council to promote ticket sales
Guest application form	Mr. Tsang shared the guest form that will be posted on Teams \$65 per guest Each guest must be vetted and approved by Mr. Tsang Guests to arrive at 11:00 PM	Allen to share guest application form at next Grad Council meeting.
Bus	11:15 PM to start loading the bus 2 Large buses	Melisa to confirm Lynch Bus booking
Treasurer's report	Including bottle and clothing drive - balance \$12,200 Updated budget: \$16,000 Remaining Funds Needed: \$3800 <ul style="list-style-type: none"> ● Ticket sales needed: 17 student; 15 guests ● Fundraising needed: \$2100 ● If online 50/50 Raffle revenue is \$5000 - expect to earn \$1800 ● Donations - \$300 ● BC Liquor - ? 	
50/50 Raffle	Model after Alpha's Raffle Raffle run date: March 1-30, 2023 Draw date: March 31 Share hyperlink through social media and school website	Katrina to send details of Raffle to Denise for newsletter

Donation Letter	Encouraging folks to canvas those businesses that we frequent eg our dentist, hairstylist, coffee shop, door prize items.	Denise - Update the Donation Letter to add details for wish list items
Security	The Metro does not supply security Limited Edition Security - rate \$352.49 / 4 hours (during usual business hours) Contact info: fouad@limitededitionsecurity.com	Melisa to inquire about rate
Venue and entertainment	Photo Booth - \$800 not worth it if Kids can use their phones and we can bring props. Quiet Room Additional Metro offerings to be reviewed. Suggestion to create a list for Grads to rank in order of preference in case that there is not enough budget to meet all their requests.	
Food	SaveOnFoods - will be able to donate food/snacks The Metro buffet - tacos, hot dogs, sliders	
Volunteers	Need help with soliciting donations Collecting donations Google Form created for volunteers to sign up for activities	Denise to put the hyperlink for volunteer sign up in next communication
Next meeting	March 1, 2023 at 7 PM	

Drygrad 2023 - January 17, 2023 Minutes

Present: Melisa Chow, Katrina Craig, Jennifer Sullivan, Anna Yuen, Denise Ralph, Shobna Sandhu

Agenda	Discussion	Action items
Financials	As of January 16, projected Ticket Sales Needed = \$2890 Donations/Fundraising Needed = \$3160 Consider 2 large busses instead of 3 medium - saves \$400 58 tickets sold so far	Discuss promotion of ticket sales at next monthly meeting

	<p>Metro</p> <ul style="list-style-type: none"> - has vendor connections - fountain drinks/on tap mixers - midnight buffet <p>Grad Council needs to advertise for increasing sales</p>	
Fundraising	<p>Suggestions:</p> <p>Donations follow up - cash, gift basket, food/snacks</p> <p>Online 50/50 - can only be 19+ to play in BC</p> <p>Purdy's at Easter</p> <p>Pub night</p> <p>Samosa</p> <p>Mother's Day</p> <p>Gift Card</p>	<p>Discuss next fundraising ideas at next monthly meeting</p>
Committee	<p>Metro - Shobna</p> <p>Entertainment - Shobna to connect with the Metro and get quote on Photo Booth, Foosball table, Glow Twister, Poker/Roulette,</p> <p>50/50 - need gaming license</p> <p>Donations - Melisa</p> <ul style="list-style-type: none"> - BC Liquor Distribution Branch - CUPE - Scotia Bank - Burnaby Fire Fighters <p>Wish list: cash, non-perishable snacks, gift certificates, beauty products, devices</p>	<p>Melisa to connect with Zerlina</p> <p>Melisa to investigate donations from BC Liquor Distribution Branch</p> <p>Shobna to investigate CUPE donation</p> <p>50/50 draw:</p> <p>Shobna to investigate setting up</p> <p>Katrina to get gaming license from PAC Treasurer</p>
Thank you	<p>Provide thank you letters/certificate to those businesses that donated food/money</p>	<p>Denise to draft a certificate of appreciation.</p>

Drygrad 2023 - January 7, 2023 Minutes (Bottle & Clothing Drive)

Present: Allen Tsang, Melisa Chow, Katrina Craig, Talia Romero, Gian Yumul, Jennifer Sullivan, Anna Yuen, Tracy Haubrich

Regrets: Xander Duremdes, Denise Ralph, Shobna Sandhu

Agenda	Discussion	Action items
Grad Council Update	Issue with Teams and ability to sign up online using the Google Form?	Talia/Gian to obtain <ul style="list-style-type: none"> - 2 tents from Mr. Harrison - 2 tents from leadership - urn from Ms. Parks - more student volunteers - sign up sheet to be emailed to drygrad email
Volunteers	Instruction sheet is being developed by Melisa, Jennifer	Anna to <ul style="list-style-type: none"> - contact volunteers, request to bring in blue bins and flats of cardboard, masks, dress for the weather - respond to donation emails - greet volunteers and assign to stations Melisa to make copies of Volunteer Instruction sheets
Supplies	Hand sanitizer - Allen Deposit/reimbursement slips - Allen Gloves - Shobna Tape/Notepads/Markers/Labels - Jennifer, Anna Space heaters - Melisa, Jennifer, Katrina Additional tents - Melisa, Anna Wipes - Jennifer Towels - Melisa Face Masks - Melisa	Refer to spreadsheet and left column
Snacks	Food: pizza and sandwiches - Melisa, Katrina Coffee - Starbucks donation Hot water - urn	Refer to left column

Clothing	in Gym but collection to be done on east side Pick up at 3:00 pm	
Bottles	Sorting requirements may have changed so will need to separate the cans and plastic bottles Pick up at 1:00 pm	All to bring blue recycling boxes and flats of cardboard if possible
Krispy Kreme	Price went up - \$15 per dozen or \$2 each	Denise to get a float

Drygrad 2023 - November 30, 2022 Minutes

Present: Allen Tsang, Melisa Chow, Katrina Craig, Talia Romero + parent, Shobna Sandhu, Tracy Haubrich

Regrets: Gian Yumul, Xander Duremdes, Jennifer Sullivan, Denise Ralph

Agenda	Discussion	Action items
Ticket Sales	So far 50 tickets sold.	Grad Council to promote in person and social media. Draw to be done Dec 1
Grad Council Update	Ideas from grad council for entertainment: Karaoke Beer pong with juice or soda Photo booth Punching machine Chocolate fountain with fruit or other treats to dip Video games (arcade like games) Offered by Metro: Airbrush tattoo artist Roulette table	
Fundraising Report	Event is from 9 AM-2 PM Day of: need 12 adults, 20-30 students	Allen to get flyers printed off and give to Ms daSilva/Grad Council for cutting and

<p>Bottle Drive</p>	<p>Custodians to be booked for 8 AM - 3 PM to open the gym, salt the ground, 12 tables/chair setup Pop up tents from Mr Harrison Parents to provide hot drinks. Recommend urns. Complete flyer delivery before Christmas. If students are driving to pick up, must follow 'N' rules Big Brothers and Recycling company booked Supplies: Gloves, Face Masks, shovels (if snowing)</p> <p>Krispy Kreme donut sales can be done at the same time. Someone to order and pick up from Delta store.</p>	<p>distribution. Allen to book custodian(s) Allen to locate poster</p> <p>Shobna to ask SaveOnFoods for snack donations</p> <p>Anna to create a Google Drive sign up list</p> <p>Talia/Grad Council to get pop up tents from Mr Harrison, spread the word for help, and distribute flyers. Flyers must be handed out by Dec 15 and delivered before Christmas.</p> <p>Melisa to ask Katrina Chen for juice boxes and hot chocolate donation.</p> <p>Follow up meeting January 4 with only DG Exec members</p>
<p>Fundraising Report Pizza Night</p>	<p>Dec 16 - Dine in or Take Out Me n Eds at Edmonds - mention Cariboo Hill Dry Grad 20% of sales</p>	<p>Denise to send Newsletter to office staff for email distribution</p>
<p>Leaving Ceremony</p>	<p>Saturday, May 27 at 6:30 PM - confirmed Reminder to dress warmly Ample Parking Good site lines for audience</p>	<p>Allen to update school calendar</p>
<p>Next meeting</p>	<p>Wednesday, January 4, 2023 - Exec only to discuss Bottle Drive Wednesday, January 25, 2023 - Dry Grad Meeting</p>	

Drygrad 2023 - November 28, 2022 Minutes

Present: Melisa Chow, Katrina Craig, Denise Ralph, Anna Yuen, Jennifer Sullivan

Agenda Item	Discussion	Action items
Pizza Night	<p>Email blast to be sent out Community Board - Choices, MLA - Katrina Chen</p> <p>Email > School Community Website > public MS Teams > Gr 12s Twitter > Bby School District</p>	<p>Denise to take the lead as point of contact for school communications.</p> <p>All to add details to a Communication Calendar.</p> <p>Denise to prepare a draft newsletter and send out to group</p>
Bottle Drive	<p>Need to create a flyer and map, give to Sandra, who will organize Gr 12s. Solicit help for volunteers on Wednesday's meeting. Personalized call out. Requesting sign up for 2-hour time slot:</p> <ul style="list-style-type: none"> - 9:00 - 11:00 AM - 11:00 AM - 1:00 PM - 1:00 - 3:00 PM <p>Ongoing Bottle Drive - create a flyer that can be posted at several locations (eg George Derby)</p>	<p>Melisa to ask Allen where the large parking lot sign is located.</p> <p>Shobna to confirm status of bottle/clothing company availability for pickup on Jan 7, 2023.</p> <p>Katrina/Anna to print off flyers and maps once details finalized</p>
Donation Letters	Likely personal relationship with donors which produces results; networking. Add some messaging to the newsletter.	
Dry Grad ticket sales	Approx 35 tickets purchased and eligible for the prize	Katrina to get the report of purchase sales.
Grad Council	<p>Fundraising for dinner-dance - DJ, decorations, etc.</p> <ul style="list-style-type: none"> - Cheesecake, cookie dough - Neufeld Farms <p>Unknown target amount. Ticket \$125/student. Demand for gaming grant funds.</p>	

Samosa sales	May consider running twice	
Corporate donations		

Drygrad 2023 - October 26, 2022 Minutes

Present: Melisa Chow, Katrina Craig, Richard Baker, Jennifer Sullivan, Tracy Haubrich, Gian Yumul, Anna Yuen

Regrets: Xander Duremdes, Allen Tsang, Shobna Sandhu

Attachments:

Agenda Item	Discussion	Action items
Welcome and Introductions	Round table introductions: <ul style="list-style-type: none"> ● Co-Chairs: Melisa Chow and Shobna Sandhu ● Treasurer: Katrina Craig ● Secretary: Anna Yuen ● Other members: Jennifer Sullivan, Denise Ralph ● Student Grad Council: Gian Yumul, Xander Duremdes ● Welcome to Tracy and Richard for your participation. ● More members are always welcome! 	
Overview of Grad Activities	MC presented an overview of Grad Activities: <ul style="list-style-type: none"> ● Leaving Ceremony tentative date: May 28 (possible May 27) at SFU ● Dinner/Dance: June 23 at Pinnacle Hotel ● Dry Grad: June 23 following Dinner/Dance 	
Dry Grad event Overview	MC presented an overview of the Dry Grad event: <ul style="list-style-type: none"> ● Venue: Metro Hall in New West ● Cost: \$45 ● Outside guests cost: \$65 and pending application approval by Mr. Tsang ● Time: 11:30 pm-3:30 am ● Chaperones x 7 comprised of grade 11 parents 	

<p>Grad Council Update</p>	<p>GY provided an update on Grad Council's activities to date.</p> <ul style="list-style-type: none"> ● Fundraisers: cookie dough and cheesecake sales ● Hoody grad-wear in discussion <p>MC clarified that the fundraising run by the Grad Council is for grad events <i>other than</i> the Dry Grad event. Fundraising by this committee will go towards the Dry Grad event only.</p>	
<p>Treasurer Report</p>	<p>KC provided an update on the revenue and expenses made to date. Refer to Financials Sheet.</p> <p>Venue and buses booked.</p> <p>Estimating that Dry Grad Committee needs to fundraise \$8050.</p>	
<p>Fundraising</p>	<p>KC presented upcoming fundraising events:</p> <ul style="list-style-type: none"> ● Purdy's - 25% of sales over \$1000 ● Return-It ● Donations ● Must leave \$2000 in the budget for next year's committee 	
<p>How to make Dry Grad a success for your grad</p>	<p>MC presented ways on how to support the Dry Grad event:</p> <ul style="list-style-type: none"> ● Support fundraisers ● Donation via School Cash Online ● Donations - receipt if over \$20 ● Donate time, expertise, items for raffle, connections ● Committees: Food, Entertainment, Chaperone, Fundraising, Marketing ● Stay informed - attend meetings, website, emails 	
<p>Next Meeting</p>	<p>November 30, 2022 at 7 pm (Last Wednesday of the month)</p>	

Drygrad 2023 – October 18, 2022 Minutes

Present: Melisa Chow, Shobna Sandhu, Katerina Craig, Denise Ralph, Jennifer Sullivan, Anna Yuen

Agenda Item	Discussion	Action items
Venue	Metro Club NW booked	Allen to sign contract and provide to Shobna to post.
Bus		Melisa to follow up with Lynch Bus lines re quote and bring back to next meeting
Budget	<p>See 2023 Financials sheet.</p> <p>Katrina presented estimated revenue and expenses.</p> <p>Question: large number of foreign students who may participate in dry grad. Unsure of number.</p>	<p>Group to follow up with Allen re: estimated number of foreign students.</p> <p>Denise to inquire about security costs</p>
Fundraising	<p>Reviewed potential fundraiser events. Consider MeN’Eds fundraiser to buy tickets to go towards pizza.</p> <p>Advertising of independent businesses</p> <p>Appears that Return It account used Tekkie’s personal phone number. Prefer to use Cariboo School main number.</p> <p>School website has a Dry Grad section under the Parents tab. There are fees for grad events on School Cash Online.</p>	<p>Shobna to follow up with Mel for MeN’Eds fundraiser.</p> <p>Denise to prepare/update the fundraising letters - refer to previous year’s letter.</p> <p>Melisa to ask Allen about including a Dry Grad donation on School Cash Online.</p>

		<p>Shobna to go to Edmonds Return It to investigate how to set up the account.</p> <p>Denise to investigate setting up Return It account using Cariboo phone info.</p>
Marketing	<p>Newsletters - needs to be regularly circulated. Recommend including information on the dry grad experience</p> <p>How to create awareness for Dry Grad fundraisers</p> <p>How to get donations from parents / businesses / community members</p> <p>How to encourage kids to buy tickets early</p>	Denise to prepare newsletters
Committees	Food, Entertainment - need input from students	
Agenda for Exec meeting	Want to create agenda for exec meeting	Melisa/Shobna to create agenda and ALL to contribute

Organization	Responsible Person		Timing
Venue	Shobna/Melisa		
Buses	Melisa		
Purdy's	Katrina		November 2022
Bottle/clothing drive			

Return It	Shobna & Denise		October 2022
Samosas			
Coffee			
Spring Plant Sale			
Dinner Night			
Donations	Denise		
Extra Committee Members			
Decorating Committee			
Food Committee			
Entertainment Committee			
Newsletters	Denise		
Chaperones			May/June
Raffle baskets/door prizes			