

# BALLENAS PROM 2025

## Agenda

**Date & Time:** Wednesday, January 15, 2025 @ 6:30pm \* *Leads Only* \*  
**Location:** Ballenas Learning Commons (Library)

### ATTENDEES

#### Prom Leads:

**Co-Chairs:** Jill Brown & Emma Fukushima  
Committee Leads:  
Decor: Jessylee Spence  
Entertainment: Rochelle Levins  
Event Coordination: Jill Brown & Emma Fukushima  
Food/Drink: Ruby Forrester  
Fundraising/Prizes: Joanne Devaughn

**Communication:** Karri Kitazaki  
**Secretary:** Krystal Crompton  
**Treasurer:** Cayla Woll

### Stay Connected & Informed

All parents/caregivers, with students graduating in 2025, are invited to stay connected & Informed about Prom via:

- EMAIL:** Send email to [bssgradinfo@gmail.com](mailto:bssgradinfo@gmail.com) and asked to be added to the mail list
- WEBSITE:** Visit the [Grad Parents](#) section of [Ballenas Website](#) for Agenda, Minutes, Posters, Shout outs for volunteers, Fundraiser Updates...

*Please Note: There will not be any parent/caregiver Prom Facebook or Social Media Pages*

### AGENDA

1. **Call to Order:**
2. **Welcome / Traditional Territories Acknowledgment:**  
*"We would like to acknowledge that Qualicum School District exists within the territories of the Coast Salish People and with the shared traditional territories of the Qualicum and Snaw-Naw-As (Nanoose) First Nations"*
3. **Co-Chairs Update: (or Delegates)**
  - a. City's "Offerings" (Ruby)
    - i. Funds
    - ii. Parade/Promenade @ Community Park

- b. PDBA ([Parksville Downtown Business Association](#)) “Photos of Grads on local business windows” (Ruby)
  - c. Feb 15/25 Fundraiser Dance: Briefing on Cancellation (Ruby & Karri)
- 4. Treasurer Update:**
- a. Budget Forecast Conversation (Cayla & Jill) - How much in total are we looking at...how much will each group get...do we need to start pulling from different areas...Prioritize?...
- 5. Committee Leads Update:**
- i. Decor (Jessylee Spence)
  - ii. Entertainment (Rochelle Levins)
  - iii. Event Coordination (Jill Brown & Emma Fukushima)
  - iv. Food/Drinks (Ruby Forrester)
    - 1. FoodTrucks (3) - Pouterie, Up Beat Eats, TBD
  - v. Fundraising/Prizes (Joanne Devaughn)
    - 1. Dec 15/24 Bottle Drive (earnings, lessons learned)
    - 2. Beef & Burger Night
    - 3. Silent Auction Night
    - 4. 50/50
- 6. Unfinished Business:**
- a. Arbutus Meadows: How long will Arbutus Rob let us leave stuff up between us & Dover (Emma)
  - b. Insurance: Jill to reach out to Naomi Domes (Jill)
- 7. New Business:**
- a. 2025 Donation Letter (review 2024’s and discuss 2025 requirements/commitments)
  - b. Grad Parent/Caregiver Communication (beginning of the year touchbase to include....)
    - i. Pay Grad Fees
    - ii. Bottle Drive “Thank you”
    - iii. Committee “Wish Lists/Requests” from Community (Fancy Cars, ???)
    - iv. Donation Letter
- 8. Open Discussion:**
- 9. Next Meeting:**
- 10. Meeting Adjourned:**