

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 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: