

# BALLENAS PROM 2025

## Meeting Agenda

**Date & Time:** Wednesday, November 13, 2024 @ 6:30pm  
**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:**
  - a. City of Parksville Grant Update (Ruby)
  - b. Google Survey for Students
4. **Treasurer Update:**

**5. Committee Leads Update:**

- i. Decor (Jessylee Spence)
- ii. Entertainment (Rochelle Levins)
- iii. Event Coordination (Jill Brown & Emma Fukushima)
- iv. Food/Drinks (Ruby Forrester)
- v. Fundraising/Prizes (Joanne Devaughn)

**6. Unfinished Business:**

**7. New Business:**

- a. Proposed Budget for each Committee (Jill/Emma & Cayla)

**8. Open Discussion:**

**9. Next Meeting:**

**10. Meeting Adjourned:**