

# BALLENAS PROM 2025

## Meeting Agenda

**Date & Time:** Wednesday, October 23, 2024 @ 6:30pm  
**Location:** Ballenas Learning Commons (Library)

### ATTENDEES

#### **Prom Leads:**

**Co-Chairs:** Jill Brown & Emma Fukushima  
Committee Leads:  
Decor: TBD October 23/24  
Entertainment: TBD October 23/24  
Event Coordination: TBD October 23/24  
Food: TBD October 23/24  
Fundraising: TBD October 23/24

**Communication:** Karri Kitazaki  
**Secretary:** Krystal Crompton  
**Treasurer:** Kayla 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:** Jill Brown & Emma Fukushima
  - a. Review 2024 Budget & 2025 Budget Process
  - b. Venue Update
  - c. City of Parksville Grant Update

- d. Google Survey for Students
  - e. Choose Committee Leads
- 4. **Treasurer Update:** Kayla Woll
- 5. **Committee Leads Update:** Jill Brown & Emma Fukushima (with Committee Leads)
  - i. Decor
  - ii. Entertainment
  - iii. Event Coordination
  - iv. Food/Drinks
  - v. Fundraising/Prizes
- 6. **Unfinished Business:**
- 7. **New Business:**
- 8. **Open Discussion:**
- 9. **Next Meeting:**
- 10. **Meeting Adjourned:**