

# BALLENAS PROM 2025

## Meeting Minutes

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

### ATTENDEES

Jill Brown, Karri Kitazaki, Jessylee Spence, Rochelle Levins, Krystal Crompton, Joanne Devaughn

### 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:** Jill Brown called the meeting to order at 6:31pm
2. **Welcome / Traditional Territories Acknowledgment:**

Jill: "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: The mayor is putting in a request for us to get another \$1000
    - ii. Parade/Promenade @ Community Park: Council has offered us the community park for a parade. Do we want to do a walking parade at the community park? Grads can drive down and park, but otherwise it would be closed to public parking. Possibly have the Grads dropped off at the Labyrinth end, walk down across the boardwalk to the gazebo. Who will plan this? The Food committee will take this on.
  - b. PDBA ([Parksville Downtown Business Association](#)) "Photos of Grads on local business windows" (Ruby): Do we want this? Cute idea. Who prints the photos? Who pays the costs? **Ruby** can you look into the details, we don't have any budget for this. Good idea need but more details.
  - c. Feb 15/25 Fundraiser Dance: Briefing on Cancellation (Ruby & Karri) This happened over the What's App group text.
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?... Will have to revisit at a future meeting/over text, Cayla absent tonight.
5. **Committee Leads Update:**
- i. Decor (Jessylee Spence) The committee is getting a unified vision. Still determining the location of all the areas within the venue. Velvet antique furniture, speakeasy, lounge-y. 16 ft. wide x 8 ft tall Hollywood backdrop is being made by one of the committee members. At their next meeting (2 weeks) they will have a vision board and floorplan. **Rochelle** and **Jessylee** will talk to carpet stores to see if we can have/borrow end of carpet rolls. **Jill** will ask Arbutus Meadows how much of Dover's decor can be left up for us, and will check about fencing, she is going there soon to take measurements.
  - ii. Entertainment (Rochelle Levins) Wondering about insurance, what do we need, what does it cover? **Emma** was going to check on insurance. Yard games are being donated for us (yardzee, jenga, cup pong, connect 4 etc). 3 Video arcade games booked today, will be dropped off and picked

up for \$300. Rochelle is coming in under budget close to \$4000 (due to better prices on a few things, and not having a hypnotist or magician).

- iii. Event Coordination (Jill Brown & Emma Fukushima) This committee has a small budget for ticket printing, QR codes for photo access, printed itinerary, etc. They would like a slightly larger budget for nicer printing. They will do some research on costs for pro printing and get back to us.
- iv. Food/Drinks (Ruby Forrester)
  1. FoodTrucks (3) - Poutinerie, Up Beat Eats, TBD Ruby absent tonight, will update us at a future time.
- v. Fundraising/Prizes (Joanne Devaughn)
  1. Dec 15/24 Bottle Drive (earnings, lessons learned) We still can't get a total from the depot (should be \$2-\$3,000) We should try to not use them again, Nanaimo and Ladysmith may come to pick up if we collect at the school. We should do 1-2 more bottle drives. **Jill** will find the contact for an alternate location and pass on to **Joanne**.
  2. Beer & Burger Night Several venues such as Cuckoos, Pacific Shores, have said they would do it.
  3. Silent Auction Night Will this be same time as Beer & Burger? Possibly, the committee is discussing options. In-person is good, drives bidding. Online is also an option
  4. 50/50 Good potential, costs nothing. **Joanne** will discuss with her committee about doing it, will let **Karri** know so the PAC can apply for the license.

#### 6. **Unfinished Business:**

- a. Arbutus Meadows: How long will Arbutus Rob let us leave stuff up between us & Dover (Emma) We still need to check on this, **Jill** will be asking Rob.
- 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) Letter needs to be tweaked (school won't let us advertise businesses, but ads/acknowledgements can be posted at Prom, at the Beer and Burger, in the newsletter.) **Fundraising committee** will redo the letter and send it back to Trish for approval.

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

**Jessylee** will write up a list of things she's looking for re:community donations and pass to **Karri**. If anyone else has anything they would like added to the communication please let **Karri** know.

c. Parksville Fire Department will be donating \$500 towards our Dry Grad (emphasis on DRY). They would like to come and present the cheque and speak to us about the importance about having it "dry". We discussed having them come to our next meeting, as it will be an all-parents meeting, the grad committee should be present.

**8. Open Discussion: -**

- **Karri** will work on an agenda for the upcoming meeting since it will be a larger meeting open to everyone.
- **Karri** would like to remind everyone to make sure that you are not committing any money without committee/Jill approval. Approval can be done in the chat. Only leads are to be the ones spending any money. Money spent without approval will not be reimbursed.

**9. Next Meeting:** Wednesday March 5 at 7pm in the auditorium

**10. Meeting Adjourned:** Jill adjourned the meeting at 7:44pm