

BALLENAS PROM 2025

Meeting Minutes

Date & Time: Wednesday, December 11, 2024 @ 6:30pm * Leads Only *
Location: Ballenas Learning Commons (Library)

ATTENDEES

Jessylee Spence, Rochelle Levins, Karri Kitazaki, Krystal Crompton, Emma Fukushima, Cayla Woll, Ruby Forrester (virtual), Jill Brown (virtual), Haley Spetch (Grad President)

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:** Jill called the meeting to order at 6:36pm
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. **Grad President Update:** Haley would like to know if there's anything she needs to know from us. Grads should book their hair/makeup appointments, be ready for prom to start

by 2pm. Grad committee wants to keep as much as possible a surprise. Ruby wanted to make sure we conveyed to the grad class why we picked the date and location we did (logistics, space, security). Haley says she's not getting any pushback, most grads don't know the location yet. Haley will spread the word about the upcoming bottle drive (Google classroom, instagram, word of mouth). Emma wants to know where the fees for the hot chocolate packages are going. Those funds will go to the students commencement fees. Jill suggests Haley tells people to drop their bottles at the depot or one of the drop locations. Discussion about any incentives for students to volunteer. Jill says that students who volunteer don't get extra money back or put towards prom fees, but last year the students who volunteered got extra tickets in the grad prize draw. It is decided that for the upcoming bottle drive grads who attend will get extra entries in the prize draws.

4. **Co-Chairs Update:**

- a. City of Parksville Grant Update (Ruby) We got \$1000 from the City of Parksville. Less than asked for (\$2500). Jill says we can still ask the RDN for a grant, they gave \$1500 last year. Jill will fill out the paperwork and submit to the RDN.

5. **Treasurer Update:** \$8159.74 in the bank account currently (that amount includes the \$5000 that has to be left in the account for the following year). That's after the deposits for Arbutus Meadows, LED Dance Floor, Cartoonist, Video Max DJ. \$35,540 needed to raise. \$5525 in grad fees so far. Last year 80% of people paid in May.

6. **Committee Leads Update:**

- i. Decor (Jessylee Spence) The theme is Old Hollywood. Black, White and Gold, touches of red. Glitzy/Glammy. Jessylee would like Haley to recruit student help to do some visionboarding, ideas for what the students think will look good, a list of things the grad committee doesn't want, either lists/Pinterest boards. The committee did a walk-through of Arbutus Meadows (huge). They also toured Triple T, and got a \$11,400 quote. This includes items such as draping, tablecloth, tables, chairs, etc. They offered 30% off curtain and drape (\$1800). Someone needs to ask Rob how long we can leave stuff up so we can share with Dover (2 weeks ahead of us). This will greatly reduce the draping fee. Emma will contact Rob. Planning for 35 round tables to seat 275. Last year an additional 20 8-foot rectangle tables were rented (not having those will save approx \$300). Can we find out if we can rent tables directly from Arbutus

Meadows - what would the cost be? Quote also includes charger plates, chafing dishes. Meal dishes are not needed from Triple T. KSS lends us their red carpet for a fee. KSS wants to borrow our spinners for games. We can hopefully do a trade. KSS can use our game elements but can not make any changes.

- ii. Entertainment (Rochelle Levins) Naomi Domes does the insurance for KSS. Jill will reach out to Naomi. Bonnie at HUB was the insurance agent, however they were able to obtain insurance as they are having their prom at Cuckoos so the business was able to get the insurance. We can't get insurance as an individual yet. Ed Sidell has given a link to the grads to submit photos. Rochelle will do a slideshow. They are hoping to use the DJ's screen to run the slideshow, or Jill has a large screen that could be used. The location of the screens last year was offset to the tables, we will have to see sizing and best placement. Karri asked who is vetting the photos? It has to be clear that people cannot submit photos of other people without their express consent. Karri will help Rochelle put the slideshow together and an agreement for submitted photos. Also, the tables will do a Kahoot? Trivia before dinner. There will be outdoor space (firepits, possibly outdoor games). Security will be required for the outdoor space. Too much space outside will split the group. A small outdoor space would be good, not open until after dinner. Possibly outside the front doors, set up once everyone is inside, using the overhang/patio area. Nicole Williams will do the photography (volunteer). 2 caricaturists will be coming (they can do 229, works out to \$6 each, they will stay for 4-5 hours). Karri suggested to have fancy cars for the students to pose in. Cars from the Old Hollywood Era? Several members agreed to reach out to their contacts with classic cars to see if they might be willing to park them on site for posing/photos. Prom is Father's Day weekend, maybe a connection to local car shows happening that weekend. Karri suggested a "journey" walkway from kinder-12 now, vision boards with who was popular, what was happening in pop culture each year for the grads to look at as they wait to enter. Hit them in the nostalgia feels! Entertainment committee asked if we feel it will be a bummer with no "show" (comedian/hyponotist/etc.) Attendees agree that it is not necessary.

- iii. Event Coordination (Jill Brown & Emma Fukushima)
- iv. Food/Drinks (Ruby Forrester) 48 voted buffet style, 63 wanted appy plates, mix and mingle. So cutlery not needed. 2-3 food trucks will be booked to come. Appy requests: chicken wings, chicken fingers, veggie cups, fruit skewer, spring rolls, charcuterie cups, all will be labeled for allergies. Parents have volunteered to make the appies. Ruby will take care of food safe necessities. 2 parents there serving will have food safe. Leftover food will be donated to the school, maybe a lunch on Monday after prom. Ruby will talk to Robin about storage space. Chafing dishes with ice to keep the charcuterie cold. Bagged sealed snacks such as chips will also be there. What about the bar? Last year Save On Foods donated the canned drinks. This year the committee is thinking one signature mocktail, one parent has volunteered to make a personalized cup for each grad. Possibly mocktail passed out as they enter, then having servers with drink trays. Most food trucks aren't booking next year until January. None of the Food Trucks are getting back to Ruby yet (except Poutineree, not booking until January but will keep us in mind.) Up Beet Eats does have a food truck as well and they cater to allergies. The plan is 3 really good food trucks. Hoping this plan leads to less food waste. Suggestions of Poutine, Pizza, Dragon Bowl, Extreme Eatz.
- v. Fundraising/Prizes (Joanne Devaughn) Not very many volunteers have signed up for Bottle Drives, not many volunteers on this committee. Bottle Drive (Dec 15) is going ahead. A suggestion of Feb 15 Valentines Day Dance. Possible connection to the Apollo's (local band and grad parent) will play for free. Adults only. It's Family Day weekend, is that timing ok? The Legion has done the bartending in the past (volunteer). VIP lounge (extra cost)? Tie in the Silent Auction? Advertising needs to come out right after Christmas. First we need to secure the venue and band. (\$845 facility rental). Ask the council members about getting the venue (Jensen Place) for free/reduced. Karri and Ruby will take on the leadership of this event. Karri makes a motion to proceed with planning a dance for Feb 15. All vote in favour, none opposed.
- vi. **Unfinished Business:**

7. New Business:

- a. End of year check-in with Leads. (Overall...how are meetings, planning, participation going? What are the next immediate items to discuss in January?) Jessylee has an abundance of people wanting to help "later" but aren't showing up. She will start turning them away. Karri wants to ask all the groups to go back and make a list of what they want from community members (fancy cars/freezer trucks, etc. What's on your wish lists?) We need a letter for people to take around to business for prizes and auction items. Karri will get the letter. It will go out after Christmas. Services not just items. Should we get a gaming license for 50/50 tickets? Karri will check with the PAC license, see if we can use that. Ruby will contact the city about the venue for the dance.
8. **Open Discussion:**
9. **Next Meeting:** January 8th at 6:30pm, open for everyone, dance will be the focus of the meeting. **January 7, 2025 update: This will be a leads only meeting**
10. **Meeting Adjourned:** Emma voted to adjourn the meeting. Jill seconded. Meeting adjourned at 8:04pm.