

BALLENAS PROM 2025

Meeting Minutes

Date & Time: Wednesday, November 13, 2024 @ 6:30pm
Location: Ballenas Learning Commons (Library)

ATTENDEES

Jill Brown, Jessylee Spence, Jenny W., Cayla Woll, Emma Fukushima, Stephanie Schantz, Nikki Cichy, Brianne Carson, Ruby Forrester, Micki Butterworth, Joanne Devaughn, Rochelle Levins, Ann Marie Harvey, Mopsy Purcell, Krystal Crompton

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 Brown called the meeting to order at 6:30pm.
2. **Welcome / Traditional Territories Acknowledgment:** Jill gave the 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)** Ruby Forrester gave a grant presentation at the City of Parksville council meeting. The council asked many questions including were the other programs (CEAP and PASS) students invited. Jill said that yes the students in those programs are included. Ruby will update the council with that info. She was asked if there would be a parade? The mayor and council seemed interested in having a parade. Ruby mentioned that the logistics of having a parade make it unlikely, but it has been discussed to possibly doing a promenade walk along the boardwalk. The mayor thought that would be a nice way to reduce the carbon footprint. The council suggested giving us the Jensen Centre to use for venue? Ruby told them that that particular venue poses too many challenges including time for setting up and access to all the side rooms. Now we wait for their decision on giving the grant.
 - b. **Prom Survey for Students:** The decorating committee met prior to the survey being done so the options that were given were all achievable. Jessylee handed out a paper survey, and went to each grade 12 homeroom to make sure they completed it. Because of that we had great intake with 139 student responses. Mr Muirhead has been given a digital version to give to the students attending off campus. A summary of the results is:
THEME OPTIONS - Old Hollywood 36, Masquerade 33, Don't care just make it Aesthetic 28, Enchanted Forest 22, Starry Night 20
ENTERTAINMENT: 104 want dance floor/DJ, 96 want casino games, 33 Comedian, 14 Magician, 31 Hypnotist, 91 Photo booth(s), 60 arcade games, 34 inflatable, 27 Palm/Tarot Reader, 24 Yard Games. Some students wrote in other options such as breakdancers, fire eaters/dancers.
WHAT WOULD MAKE THIS NIGHT SPECIAL: Food, music, bar, snacks, dessert, burgers, mechanical bull, gelato bar, scavenger hunts, half-pipe, go carts, climbing wall, quiet space, bonfire, group games, candid shots, printed photos, puppies, kittens, caffeine, slideshow, red carpet, spit pig roast, tractor races, pie a teacher, kissing booth.
The food (snacks and drinks) were emphasized. The students want some outside spaces, which may present some security challenges (look at fencing?) Kids seem to want sit-down dinner.
4. **Treasurer Update:** Cayla Wool has created a preliminary budget has been created, including some of the expenses that are already booked (venue, insurance for storage,

DJ, etc. Poutine truck has been penciled in) She will reach out to Sarah Orr to find out what the current income is. Right now there is no money in the bank and we have spent \$22,000. Joanne would like to find out what the minimum amount we need to fundraise is. What is our cost, what will the fees bring in? Last year they fundraised \$21,000. It would be helpful if fees were paid sooner rather than later. They are available in School Cash online to be paid already.

5. Committee Leads Update:

- i. Decor (Jessylee Spence) The committee will take the survey and meet about it. Jessylee needs to find out when Dover is having their prom to see if we can use their decor/share decor? The committee can meet with Triple T to start the process of rentals but we won't be able to commit to full amounts until we know more.
- ii. Entertainment (Rochelle Levins) They have had their first meeting. They are wondering how much of Arbutus Meadows is booked? We should have the full building. They are looking into some new and fun events (hamster balls, mechanical bull, wipeout, etc) We have some money in the account already to pay deposits. There is a photographer grad parent who has offered to donate her time. The magician/comedian from last year was not a big success. Many of the hypnotists/entertainers on the island are already booked. It was suggested by Jill that hypnotists may not be the best for this type of event. They change the vibe, force the grads to sit, all the lights need to be up, students who get hypnotised become sleepy.. Other ideas include having Funkanometry/other type of performer come. Inflatafun has a print out photobooth, as does Morgan of Sweet Shop Bakery. Caricatures are a good idea. Someone has a connection to arcade games, possibly Stacey. Possibly Queen B Tarot card reader. Mr Sidel from Yearbook has connected with Rochelle, there will be a slideshow running all night, grads and parents can add photos.
- iii. Event Coordination (Jill Brown & Emma Fukushima) Have not met yet.
- iv. Food/Drinks (Ruby Forrester) Ruby has prepared a survey with extensive choices, it may be better to not give such specific choices . Also nice to keep some things a surprise for the students. One mom recommended a long table charcuterie. Ruby will edit the survey down before giving to the students.

- v. Fundraising/Prizes (Joanne Devaughn) Emma has a lead on a Cuckoos fundraisers and a tote bag fundraiser through Shades of Green. The committee has some ideas for fundraisers such as a dance (lot of work but good profit), burger and beer, etc. Prizes were discussed. The committee will approach local businesses to see about donations. Some donations for raffle baskets, some donations for prizes. Prizes are given out on the night from casino games. Students are given an amount of fake money (it is in the storage locker) and play games to earn more. They can trade their “dollars” in for tickets towards the prizes.

6. Unfinished Business:

7. New Business:

- a. Proposed Budget for each Committee (Jill/Emma & Cayla) If we used last years amounts: Decor \$17,000(included plate/cutlery rental) Entertainment \$12,500, Food/Drink:\$12,200 Event Co-Ordination- \$2000 Fundraising/Prizes (small amount spent for prizes.) If money is needed for deposits, the process is to email Sarah Orr and cc the treasurer (Cayla Woll).

- 8. Open Discussion:** Note to ourselves and next year: make sure to apply for grants earlier. Last year they applied for the RDN grant very late (June). We will try to get the RDN grant applied for. Poutine truck was \$1000 minimum but we don't think we reached that. Last year they came 9:30, maybe earlier this year.
- Prizes - last year they had 12 prizes and 4 grand prizes, that's what the casino money is for. Discussion about grad gifts, potentially a waste of money as many students leave them behind. Maybe if we hire a caricaturist the grads could each get a picture done as their grad gift. Rochelle will look into the caricaturist.

9. Next Meeting: LEADS ONLY: December 11, 6:30

10. Meeting Adjourned: 7:39pm