

BALLENAS PROM 2025

Meeting Minutes

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

ATTENDEES

Karri Kitazaki, Sadie Binet, Sheelagh Tobin, Kenneth Penman, Ruby Forrester, Stephanie Shantz, Miki Butterworth, Jessylee Spence, Melissa Cody, Cayla Woll, Krystal Crompton, Brianne Carson, Joanne Devaughn, Melissa LaFlamme, Serena Douglas, Mopsy Purcell, Jennie and Scott Weisenburger, Stacy Cuzzocrea, Rochelle Levins, Sigurlin Erler, Emma Fukushima, Jill Brown

Prom Leads:

Co-Chairs: Jill Brown & Emma Fukushima
Committee Leads:
Decor: Jessylee Spence
Entertainment: Rochelle Levins
Event Coordination: Jill Brown and 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 6:29pm
2. **Welcome / Traditional Territories Acknowledgment:** Read by 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 (Nanose) First Nations"

3. **Co-Chairs Update:** Jill Brown & Emma Fukushima

a. Review 2024 Budget & 2025 Budget Process

Last year, some things were purchased without formal approval and receipts weren't submitted until after prom. We will not be doing it that way this year. The following are the amounts spent for the various categories:

Event Coordinating Budget \$2,182.36

Entertainment Budget \$12,517.40 (+296.53 of late expenses)

Venue and Decor Budget \$13,592.62 (+4696.15 of late expenses)

Dinner and Snacks \$10,527.08 +\$505 (+310.06 of late expenses)

- Too much was spent on food. A little too fancy, so much waste. Poutine truck was a hit.

Drinks (amount is not fully clear)

Prizes, Gifts, and Fundraising \$3,097.95

(\$27,038.14 fundraising) + (\$37,725 ticket sales) = \$64,763.14 budget

In the end, it cost about \$50,000. Some money (approx \$41 each) was returned to the parents. The remainder went to a legacy gift to pay for some bleachers at the new track.

The plan is to have a detailed spreadsheet to keep better track of expenses.

Ruby asked how much are grad fees: School fees are \$100. This committee will decide tonight how much the prom fees will be this year. Previous fees were \$200 (2024) \$125 (2023)

Rochelle asked if volunteer kids get a discount? No.

b. Venue Update

Arbutus Meadows, LED Dance Floor, DJ, 360 photo booth, and additional photo booth are all booked June 14

c. City of Parksville Grant Update

City of Parksville reached out to ask if we would be applying for a grant.

Paperwork has been submitted to the City (by Jill) for a grant for \$2500.

November 6th is a meeting to present why we need the money. Ruby Forrester and Stephanie Shantz will attend the meeting.

d. Google Survey for Students

Review of the survey from last year. Here's what was on the survey:

1) Ask the students if they want a parade and all that it entails (up to \$10,000 cost and a lot of organizing) - general consensus was that it is too expensive and way too much organising.

2) Prom Theme (gave 3 choices and 1 “other” - most kids picked other and wrote in complicated themes)

Last year the committee decided the theme was “prom”. That is a good one to make the most of everything we already have and have access to. Keeps costs down, reduces waste. We can have areas set up to reflect some of the themes (Vegas/Casino, Enchanted Forest, Starry Night etc)

3) Food Choices (sit down dinner, finger food etc) The students mainly chose sit down dinner but then didn’t end up eating much of it.

4) Dancing

Jessylee said that she feels that it needs to be a paper questionnaire. She is willing to distribute that to Grade 12 homerooms. It will have the following questions: 1)Colour 2)Theme 3)Entertainment. It is suggested that the Grad class presidents get involved in distributing the surveys. Special care will need to be given to make sure the students attending off campus are included.

e. Choose Committee Leads

The idea is to split into committees, each with one lead. These committees can meet at their own will, then we will join together as a large group to update.

In the Committees, establish group norms, and communication frequency.

Facebook groups can get messy so please don’t form one. The group lead will need to keep a handle on the duties of the members, i.e. if someone volunteers and then doesn’t follow through. Also if an item is purchased before it is approved the expense will NOT be reimbursed. Google Docs are highly recommended.

Please share all your files to the BSS Grad Info email: bssgradinfo@gmail.com

4. **Treasurer Update:** Kayla Woll Kayla will take the info from last year and make a spreadsheet with categories, to keep detailed records.

5. **Committee Leads Update:** Jill Brown & Emma Fukushima (with Committee Leads)

i. Decor Jessylee Spence

ii. Entertainment Rochelle Levins

iii. Event Coordination Jill Brown and Emma Fukushima

iv. Food/Drinks Ruby Forrester Jill noted that it was very important to make sure that the food covers all food restrictions (nut free, vegan, allergies, etc)

v. Fundraising/Prizes Joanne Devaughn

6. **Unfinished Business:** Nothing at this point

7. **New Business:**

i) Before the next meeting, the leads will need to touch base with their group.

Keep good records! Keep everything in Google Drive, share it to the BSSgrad email. The leads will be called on at the meetings to update the group as a whole.

ii) We need to decide the ticket cost. Suggested \$200.

Karri makes a motion that we spend \$200 for cost of grad tickets. Brianna seconded. All voted in favour of the motion. (*This was amended, see below*)

We discussed how much to charge for guests. Should it be less? What do they get differently - almost nothing. Only some prizes they aren't eligible for. Jill and Karri discuss that it can be the guests that are the rowdiest at the event.

MOTION: Stacey motions that all tickets, grad and guest are \$175. Stephanie seconded. All voted in favour of the motion.

MOTION: Emma motions that refunds (if available) are only for grads. Jessylee seconded. All voted in favour of the motion.

8. **Open Discussion:**

9. **Next Meeting:** Wednesday November 13 at 6:30pm in the library.

10. **Meeting Adjourned:** 7:57pm