

**KSS Prom 2025 Parent Prom Committee Minutes
November 4, 2024 KSS Library 7pm**

1. Acknowledgement – land acknowledgment

2. Introductions

Adults in attendance: Tracey Unger, Lori Chesley, Jen Galloway, Emma Bircham, Kelly McBride (Treasurer), Lisa Haupt (Chair), Kathleen Primeau, Corinne Brown, Jenn Schneider, Sarah Caruso, Naomi Domes, Jolaine Kelly, Anne Skipsey, Wendy Chambers, Lisa Ortwein, Angie Roberts (Co-Chair), Lisa Fenton, Lorna Gray (Secretary), Rebecca Ford.

Students in attendance: Piper Galloway, Daisy McBride, Imogen Brown, Dekaijah Haupt, Teegan Walsh, Keira Primeau, Tabitha Ortwein.

Regrets: Andrew Lee (Acting Principal), Jenn Peake

3. Adoption of the agenda

Update agenda to change suggested next meeting dates to Nov (typo – Oct). Motion to adopt agenda as amended, Kelly McBride made the motion, Lori Chesley seconded. All in favour; passed unanimously.

4. Approval of minutes from October 23, 2024.

Motion to approve minutes, Anne Skipsey made the motion, Kelly McBride seconded. All in favour; passed unanimously.

5. Treasurer Report – Kelly McBride

SQUARE “Tap to Pay” device has been purchased.

Kelly was told that students **cannot have** SQUARE linked to the G12 students' grad fund bank account. Kelly will follow up with Ms. Knocke on the rationale for that decision. The bank account is in Coastal Community Credit Union in Qualicum Beach. Kelly has been trying to get the account set up and organized with new contacts for 2024-2025. Has completed paperwork and work is in progress.

Kelly has prepared a draft budget which can be viewed in the shared drive and Kelly will also provide updates at each meeting. The second page on the spreadsheet is revenue generated.

Transparency is a priority.

The total cost of prom is estimated to be \$51.5K

The current balance is ~\$21,900

Must leave \$10K for next year.

We have ~\$11,901, we'll raise 25K ticket sales and the rest in fundraising.

Motion: Lori Chesley nominated Kelly McBride as treasurer and signing authority for the 2025 KSS Prom and Dry Grad Parents bank account at Coastal Community Credit Union in Qualicum Beach. Angie Roberts seconded. All voted in favour; motion passed.

Motion: Anne Skipsey nominated Lisa Haupt as the secondary signing authority for the 2025 KSS Prom and Dry Grad Parents bank account at Coastal Community Credit Union in Qualicum Beach. Tracey Unger seconded. All voted in favour; motion passed.

Motion: Lori Chesley made motion to remove Jaime Wickham, Sue Willis, and Lindsey Genoe as signing authorities on KSS Prom and Dry Grad Parents bank account at Coastal Community Credit Union in Qualicum Beach. Anne Skipsey seconded. All in favour; motion passed.

6. Student Grad Council Report

Unfortunately, no student grad executives were present at the meeting.
General feedback from students present reported that G12s want a bouncy castle, but **do not** want fire performers. They'd prefer more interactive activities than entertainment.

Note: Lisa Haupt agreed to attend next student grad meeting on 5-Nov-2024.

Outstanding questions for student grad to collect at next meeting.

What do students want?

Will students organize slide show (one baby pic, one grad pic of each student)?

Will students run Moonlight Madness booth selling winter wreaths, and swags?

Are there any students who would volunteer to clear out and organize storage locker?

Do we have a date for a Bottle drive? (Ladysmith depot are excellent)

7. **Committees** – Once these committees are organized, they can meet independently and then update the larger group at the next meeting.

Security – TBD

Fundraising – Jen Galloway & Lori Chesley

Decoration set up & Take Down – Tracey Unger, Kathleen Primeau, Jenn Schneider

Parade – Anne Skipsey

Pancake Breakfast – Jolaine and Safety Joe.

8. New Business

Grad Tickets and Seating Plan discussion:

The suggestion was made to ask students for \$50 deposit in November to get an idea of numbers; 3 x \$50 payment dates: November 2024, March 2025, May 2025

We need 200 people for Cuckoo pricing (169 grads ~30 guests?)

The school must OK the guests

Note: There is a prom contract, student signs and guardian signs.

Students want a seating plan as it eliminates confusion on the night.

The suggestion was made that students could pick their table OR provide the names of 3 preferred friends to sit with once they pay their final \$50 in May.

Moonlight Madness (Jen Galloway)

Need students to volunteer to make swags/wreaths for Moonlight Madness event in downtown QB on 21st Nov 2024

Funds raised will be for the grad prom.

Jen got the OK to use Rob Ohs's office on 2nd Ave on the night.

A tent can be put up and students can sell Christmas greenery swags (maybe warming station hot choc)

Dates proposed:

11-Nov-2024 (12-4pm): A group of students and families collect greenery, a selection of holly, cedar and pine, need a variety. No stealing or removal of branches (with permission or from own property) Berries, ribbon, wire rings, wire, decorations etc.

18-Nov-2024: Make wreaths in Jen Galloway's garage (address will be shared later)

21-Nov-2024: Moonlight Madness (Set up at 4:30pm, ends at 9pm)

Need:

SQUARE Tap to Pay device

Cash box w. float \$\$ (Kelly has cashbox or in storage)

Need banner KSS banner 3ft/6ft

(Sarah Caruso will contact new Graphics company in Coombs junction – Anthony & Sherry) Good idea not to include year since they can be reused each year. Or, if there is a banner in storage, maybe we can "remove/cut off the date"?

DJ, Inflatables, Photographer, Buses

DJ has been booked (Wailin Dalen Entertainment). Music only (no photo booth)

Wailin Dalen has also provided a quote to include photo booth for the event (\$1500), but currently only music has been booked ~\$900)

Inflatafun VI

Naomi Domes shared information from this company.

They have 2 different photo booths, magic and mirror, automatic printouts, backdrops etc \$582 or \$896 for one day rental.

They offer giant beer pong, axe throwing etc.

Students need to decide what they want.

This company covers all of Vancouver Island so a booking needs to be made in next few weeks.

Photographer discussion.

Examples of photos circulated among the group on Lisa's laptop

Rae: \$500 per hour min of 3 hours (~500 images)

Baxter RedFern Photographer – still waiting on quote (used 2 years ago \$2800)

Tim White: quote of \$2900

Jenna: \$500 per hour min of 3 hours (~1000 images)

Motion: Angie Roberts made motion to hire the photographer Jenna for the grad prom at Cuckoo on 7th June 2024 for minimum of 3 hours. Emma Bircham seconded. Motion passed.

Lisa Haupt is also planning on taking photographs on the night.

Dekaiah Haupt is also willing to take a drone shot of grads.

Buses

SOS: Kelly spoke with her contact who will ask.

The Gardens: No response

Berwick: Yes, Chelsea confirmed Berwick would be willing to offer their 20 seater bus.

Thank you to Berwick for this kind offer.

Qualicum First Nations: Yes, Lisa Ortwein shared that Chief Recalma has offered their bus to the grads for the event. Lisa Ortwein's son is a bus driver and would be available

to drive. Thank you to Qualicum First Nations for this very generous offer.
Pheasant Glen: The contact is out of town at the moment but Angie will follow up again.

Grad Parade – Anne Skipsey

The town of QB requires confirmation of date and route in November in the form of an application letter.

In the past, first aid and traffic control was provided through parents.

Traffic control parents preferred ex or active fire dept volunteers

Approx 10 parent volunteers are required.

If playing music in cars – a donation needs to be made to SOCAN (copywrite)

Need to request signage to promote grad parade (Reader Board at roundabout) – no costs

Parade is ~30 mins duration.

Starts old Firehall on Harlech Rd to Beach Rd

Beach Rd to 2nd Ave, down 2nd Ave to Primrose St.

Along Primrose St. to Qualicum Commons.

Motion: Kelly McBride made the motion to book the parade and signage with the Town of Qualicum Beach, Lisa Haupt seconded. All in favour; passed unanimously.

Note: We have a SignUpGenius account that can be used to recruit volunteers. Works brilliantly.

Breakfast – Lisa Haupt

Rotary Park at beach has been booked for 8th June.

Discussion about how breakfast/pancakes were made last year, did parents need to bring all the equipment in – YES?

Perhaps The Legion is a better option, since they are better equipped for pancake breakfasts?

Would it be possible to get some community volunteers to cook the breakfast for the grads?

Jolaine is investigating the options for the provision of breakfast and location - will report back.

Cuckoo Venue (Tracey Unger)

Venue has been booked with \$0 deposit required.

Decorators are welcome to set up as early as 6am on 7th June 2025.

We can bring bags of student belongings to be stored the day before.

Fausto would like to meet with the Security crew once organized.

Discussion around coat check, clothing rack, 4 bathrooms, space to change outfits.

Note: Still to discuss parking, red carpet, route to access, directing traffic, blocking parking areas etc since market and fruit and veg store still open till 7pm.

Security:

Sarah Caruso's security contact was away (SD69 Crimewatch), she will follow up again.

Anne Skipsey met Ron from Footprints Security.

They are willing to help out and there is the possibility of in-kind donation to grad prom.

They would need to do a site visit.

No fencing finalized yet, but they can provide fencing if required.

Insurance: (Naomi Domes)

Forms have been submitted, will be finalized 30 days before.

Insurance is approx. \$400 covers us for 7th & 8th June 2025. This covers students and venue. KSS grad committee, grad parade, Cuckoo, Breakfast venue, SD69 & QB commons.

Naomi will follow up with Cuckoo to see what liability insurance they have in place.

Other fundraising:

Jen Galloway has applied for Coastal Community Credit Union Grant.

She has contacted larger businesses, car dealerships etc with an initial letter and will follow up in person in a week.

Companies need bank account information as they can easily e-transfer.

Prefer to keep local businesses for item donation for possible future silent auction

Fern & Cedar is a NO

Murder Mystery not happening this year, need to investigate other options.

Plan to do Cuckoo in Spring.

Possibly Final Approach beer and burger.

Tree Chipping/Bottle drive – Jan

Winter Formal (not very lucrative but great for community building)

End of term in January

Need security table – bags checked and accessible, if bags not checked are locked till end of the night.

Can invite Ballenas

Include both G11 and G12

Can use ipad with music playlist.

Only need to decorate

Charge \$15 per ticket

11. Next meeting – Thursday 14th November 2024 @ 7pm KSS library.

12. Meeting adjourned 8:43pm