

HMPA AGM  
June 11<sup>th</sup>, 2014  
Minutes

Welcome & Introductions.

Volunteer List for 2014-15 was passed around and information added or corrected. Kathleen Whyte has been added as Co-Chair, Lisa Cartwright as Treasurer, Elena Fleming as HPAC Liaison and concert stage help/student supervisor, Siranoush Moradmand as Stage Manager, Ken Lim as Poster Creation, Bock Seet as Fundraising - DeRosa. (Since meeting Kit To has been added as Sweet Music Coordinator, Alex Graham as Co-Treasurer).

Business Arising from Minutes: Web pages have been added to main school website and are being kept up to date by Emily Guo.

#### BUSINESS PERTAINING TO THE BUDGET

Instrument Rental Report – See Greg's attached report for full information. 37 students renting instruments in the last year.

Ticket Sales Report – new format of at door donations instead of ticket sales continues to work well. This year we added taking donations at the Band Zone Concert as we have been for the last couple of years at the Strings Zone Concert. It worked well and made \$220. Senior Finale night was a much bigger night this year than past years due to the extras for Mr. Woodward's retirement.

Treasurer's Report – See budget page for this year's spending information. As has been the case for the last few years our actual revenues have been significantly above budget in part this year due to \$8,000 donation from a parent but also better returns in all revenue streams. This means we again brought in more than we spent even though we had budgeted to spend more. Our expenses were generally in line with budget with a few exceptions: 1) now that we receive a smaller food donation from Cheers we have larger expenses associated with bottle drive and should budget for that from now on, 2) concert expenses, rental, have increased slightly, 3) need to keep closer track of program enrichment fees through the year 4) we bought more uniforms than originally intended but that is a one-time expense.

Student Fundraiser Report – no report, no changes from February

Student Accounts Report – see Greg's attached report for full information. Suggests that we do not write off any accounts this year. Will review names with Mr. Woodward and Mr. Kabok. May still write off a couple of names that we know for sure are gone and do not have younger siblings.

As a one-time deal and only if the new band teacher does not take Sr Winds on a trip in the 2014-15 year, we will allow Grade 12 students to withdraw the funds in their account.

Proposed Budget for 2014-15. See Kathleen's attached budget. Same general format and amounts as we have done for the last few years. Continue to be conservative about revenues, increase bottle drive to \$7000 and HPAC request to 50% of Marimba cost. Expenses based on this year's actuals with large amount for Program Enrichment - Capital that will be discussed early in new year with Mr. Kabok and new band teacher. Keeping amount in Recruitment high in hopes that new teacher will use this amount next year towards growing the program. Will discontinue Professional Development after payouts this year. Overall we are again projecting to spend approx \$10,000 more than revenue for the year but we do have a substantial bank account being carried over that needs to be spent down.

**MOTION: (Kathleen Whyte, Lisa Cartwright) move that we accept the proposed budget as presented for 2014/2015 school year. CARRIED**

#### BUSINESS NOT PERTAINING TO THE BUDGET

Calendar for 2014-15 as submitted by Mr. Woodward. For the newsletter will need to remove references to trips as we are not allowed to present travel that hasn't been approved by school board.

HPAC report. Sherry unable to attend but sent in year-end report. See attached.

Website had been kept up to date and Emily will be making some year-end changes.

Bottle Drives for 2014-15. Dates are October 18 and April 18. Question about service hours and whether or not we need to keep tracking and who the data should go to. Will discuss in Sept with Mr. Kabok and new band teacher.

Uniform Update. Approximately 20 uniforms still not handed in although Friday is last day. Keiko will give names to Mr. Woodward on Monday of students whose report cards need to be held. Not sure how this will be affected by potential strike. Also concerned about how to return the uniforms after dry cleaning if school is closed or behind picket lines.

First meeting in Fall. Change to Tuesday nights – September 30 @ 7:30pm in the Music Room.

Brief discussion about Mr. Woodward's upcoming retirement.

Thanks for coming out tonight and finishing up the work for the year.

## Greg's Report

I have attached the students account spreadsheet — note that there are several sheets to the workbook. The summary sheet has all balances, with details in the subsequent sheets.

As discussed at the HMPA meeting a couple of months ago, I am recommending that we not write off any student accounts this year. We have made considerable progress writing off accounts the past three years. The seven students that remain are fairly recent, and I would be reluctant to write them off as of now. I have sent lists of the student names to Keith and Sab for comment — Keith especially — so we have this info for consideration next year.

Regarding instrument rentals, my main contribution to this process is to generate the rental forms. There were a total of 37 students renting this year. Keith handles the \$\$ so he can comment on that if there is need, but this \$\$ belongs to the music program, so probably not relevant to the HMPA meeting.

## Summary Sheet

	2013-14	16-Apr-14				
	Balance Forward	Purdys	QSP Magazines	Desk Moving	Payouts/A djust	Current Balance
Active Students	\$4,930.44	\$925.96	\$0.00	\$0.00	-\$1,348.50	\$4,507.90
On Hold	\$598.84					\$598.84
Totals	\$5,529.28	\$925.96	\$0.00	\$0.00	-\$1,348.50	\$5,106.74
		row check	\$5,106.74			
		colm check	\$5,106.74			

HMPA Financial Report  
11-Jun-14

	Year to Date	Budget 2013-2014	Difference	Proposed Budget 2014-15	Actual 2012-2013
<b>Income</b>					
Bottle Drives	7,724.31	6,500.00	1,224.31	7,000.00	7,156.38
Concert Tickets	9,612.14	8,000.00	1,612.14	8,000.00	9,008.56
Donations	8,000.00	1,000.00	7,000.00	-	4,900.00
HPAC	2,665.00	2,000.00	665.00	2,900.00	3,000.00
Other Income					700.00
Refreshment Sales	691.60	750.00	- 58.40	650.00	1,113.42
Sweet Music Fundraising	1,512.80	600.00	912.80	1,000.00	1,068.78
	<u>30,205.85</u>	<u>18,850.00</u>	<u>11,355.85</u>	<u>19,550.00</u>	<u>26,947.14</u>
<b>Expenses</b>					
Bottle Drive Expenses	1,204.89	500.00	704.89	1,200.00	189.60
Concert Expenses	3,828.44	3,500.00	328.44	4,000.00	2,923.93
Instrument Repairs	2,000.00	2,000.00	-	2,000.00	2,000.00
Music Festival Fees	3,728.65	4,000.00	- 271.35	4,000.00	2,923.54
Professional Dev.(1)	2,500.00	3,000.00	- 500.00	-	-
Program Enrichment - Capital	900.00	4,000.00	- 3,100.00	10,000.00	7,578.56
Program Enrichment - Operating	6,040.00	4,500.00	1,540.00	6,000.00	2,580.00
Recruitment	302.40	2,000.00	- 1,697.60	2,000.00	516.20
Uniform Cleaning (2)	500.00	500.00	-	650.00	564.10
Uniform Purchase	3,247.33	700.00	2,547.33	-	7,542.08
Other Expenses(3)	75.97	-	75.97	200.00	600.90
Bank Fees	10.50	25.00	- 14.50	50.00	133.93
	<u>24,338.18</u>	<u>24,725.00</u>	<u>- 386.82</u>	<u>30,100.00</u>	<u>27,642.84</u>
Cash in Bank	32,891.93				
Less: o/s cheques	-	1,293.88			
Less: Student Accounts (4)	-	5,106.74			
Total Available to MPAC	26,491.31				

1. expect Sab to claim \$1,000.00 for this year
2. Currently outstanding but will be paid before year end
3. Other expenses including fabric for replacement banner, gifts for graduating parents & dishes for YE party.
4. Includes student accounts to be written off at year end (exact amt to be determined, but approx. 400.00)

## HANDSWORTH MUSIC DEPARTMENT DATES FOR 2013-14

**\*\*\*Field Trips and Travel are proposed for dates only at this time\*\*\***

September 19-21: Sr. Wind Ensemble *Retreat Weekend*

October 18 *Music Parents Bottle Drive @ Handsworth shops – 9:00-4:00*

October 23-25 *BC Music Educator's Honour Ensembles @ Richmond*

October 27 *Prelude Int. Concert @ Highlands United Church – 7:30*

Int. Concert & Jazz Bands, Jr. Gold Jazz Band, and Concerti Strings

October 28 *Prelude Jr. Concert @ Highlands United Church – 7:30*

Jr. Blue & Jr. Gold Concert Bands, Jr. Blue Jazz Band, and Tocatti Strings

October 29 *Prelude Sr. Concert @ Highlands United Church – 7:30*

Sr. Winds, Sr. Jazz Band & Combo, and Chamber Strings

November 10 Sr. Wind Ensemble @ *Remembrance Day Assembly@ Handsworth*

November 21 *Handsworth Zone Strings Winter Concert @ Handsworth*

– 7:00

December 10 *Sweet Music Concert @ Handsworth – 7:00*

Concert & Jazz Bands and Strings

February 4 *Juzt Jazz Cellar Junior @ Handsworth – 7:30*

Jr. Jazz Bands

February 5 *Juzt Jazz Cellar Senior @ Handsworth – 7:30*

Int. & Sr. Jazz

February 11-12 *Kiwanis Jazz Festival @ Capilano University*

Jazz Bands and Combo – all day

February 11 *Handsworth Zone Strings Extravaganza @ Centennial Theatre – 7:00*

March 16-25 *Performance Tour*

Sr. Winds, Sr. Jazz Band & Combo

March 10 *Wonderful Winds Band Concert @ Highlands United Church – 7:30*

Concert Bands

April 9-12 *Cantando Festival*

April 18 *Music Parents Bottle Drive @ Handsworth – 9:00-4:00*

April 22 *Handsworth Zone Band Concert @ Handsworth – 7:30*

Canyon Hts, Cleveland, Highlands, Montroyal, Handsworth Sr. Winds, and Jr. Blue Jazz

Int. Concert & Jazz Bands and Jr. Gold Jazz Band

April 29-May 2 *Jazz Festival*

Jr. Blue Jazz and Sr. Jazz

May 18 or June 1 *Int. Finale Music Concert @ Highlands United Church – 7:30*

Int. Concert & Jazz Bands, Jr. Gold Jazz Band, and Concerti Strings

May 19 or June 2 *Jr. Finale Music Concert @ Highlands United Church – 7:30*

Jr. Blue & Jr. Gold Concert Bands, Jr. Blue Jazz Band, and Tocatti Strings

May 20 or June 3 *Sr. Finale Music Concert @ Highlands United Church – 7:30*

Sr. Winds, Sr. Jazz Band & Combo, and Chamber Strings

June 4 *Handsworth Zone Strings Ice Cream Concert @ Cleveland River Regional Park – 7:00*

June TBA *Strings at Handsworth Grad Ceremonies @ Orpheum Theatre*

## HPAC Report

The May HPAC meeting was the AGM with summary reports presented by many Handsworth groups and election of next year's HPAC Executive.

The monthly PAC meetings are a great way to find out what's happening at the school. They are efficiently run, very informative, and usually include 1 or 2 guest speakers on a variety of topics of interest to parents. This year, we enjoyed speakers from

- The N. Van School Board
- Student Services
- a sexual health educator
- Student Council and many student clubs/trips
- the N. Van. District Social Planning dept. and a community youth worker
- the N. Van Rec. Centres on volunteer opportunities for youth
- teachers and principal on the Handsworth Initiative
- as well as monthly updates from the Principal/Vice Principals

If you haven't yet come out to a PAC meeting, I would encourage you to give it a try. They are informal and no one ever asks you to volunteer for anything. They are just a great way to stay in touch with your teenager's school. They are held at 7:00pm in the Library on the third Monday of every month (except Dec., March, and June).

Once again, the plant sale was HPAC's primary fundraiser and raised more money than last year.

From the DPAC representative, information on anti-bullying initiatives

- [erasebullying.com](http://erasebullying.com) and [reportbullying.com](http://reportbullying.com); which is an anonymous website for reporting purposes.
- Each school district has been assigned a Safe School Coordinator to address bullying issues.
- They are also making a series of videos addressing kids in various age groups and parents with Jesse Miller. The videos will be available on the school board website for parents in the near future.

From the SPC (School Planning Council) representative,

- During the 2012-13 school year the following Initiative Statement was developed and continues to guide the work done at Handsworth.  
**The Handsworth community develops empowered, innovative, and compassionate learners who serve and lead with curiosity and integrity.**
- The 2013-14 School Plan continues to focus on
  1. Grade 10 reading and writing: pattern of growth beginning to show. As a result, it is considered worthwhile to remain with the same goal and work toward continued achievement while adding some new elements of intervention.
  2. Grade 10 Math success: Math will remain a goal area even though the target has been consistently reached - the target will be raised.
  3. Student contribution to the school: A lot of room for growth. A new measure will be added this year that looks at student achievement awards received.
- Details of the School Plan can be found on the Handsworth website under About our School>School Plan

Elections of the 2014-15 HPAC Executive

- Co-chairs - Katy McLellan and Caroline Ramsay
- Secretary - Sylvia Sanchez
- Treasurer - Kathy McGreenera
- Members at Large - Nominations: Holly Robertson, Carolyn Warner, Gitta Oldendoff

From the Principal

- Job Action
  - The Awards Ceremony and Celebration of Learning will not happen this year, as they cannot be run with only the admin staff.
  - The grad will carry on.
  - Pro D Days are under the teachers' guidelines, with activities run by them so no impact.
  - Collaboration day (late start day) - teachers met, but admin staff did not attend.
- Regular classes will run until June 20TH students are to be present and engaged in classes. June 23RD – June 25TH teachers will be running sessions for those students who need additional help.