



**OFFICERS AND DIRECTORS**

Tracy Barber  
Director & President

Kevin Hendershot  
Director & Vice President

Niloufer Pasha  
Director & Vice President

Brenda Bao  
Director & Treasurer

Todd Josifovski  
Director & Co-Treasurer

Crystal Chialtas  
Director & Secretary

Eliza-Daniela Ghinea  
Director

Douglas Alderman  
Director

Nela Martins  
Director

Mary Topping-Keenan  
Ex-Officio Director

Daniel Hasznos  
Ex-Officio Director

Linda Bugaziyanos  
Ex-Officio Director

**Registered Charity #85619  
1549 RR0001**

**OCTOBER 2019 BOARD MEETING MINUTES**

Meeting time & location	October 8, 2019, 6:00 p.m. - CCAA
Directors present:	Tracy Barber, Kevin Hendershot, Niloufer Pasha, Crystal Chialtas, Nela Martins, Todd Josifovski, Eliza-Daniela Ghinea, Douglas Alderman, Daniel Hasznos, Linda Bugaziyanos & Mary Topping-Keenan
Regrets:	Brenda Bao
Guests:	Raymond Sanborn, Raluka Magdas, Katharina Mertens-Tropper, Nadia Bruni, Tony Cornacchia and Nevena Charlamanona
Minutes taken by:	Crystal Chialtas

Meeting called to order: **6:05 pm.**

**1. Introduction – 6:05 pm**

- Kevin introduced Friends to the new members; ie: what the charity is for and how we acquire donations and what we do with them;
- Kevin handed out a letter for the Friends members to review; it will be sent out to the business community. The Letter provides information on sponsorship packages;
- This school year, the total target is \$30,000 to \$50,000.

**2. APPROVAL OF SEPTEMBER 2019 MINUTES – 6:15 pm**

- Tracy asked the board to review September 2019 minutes
- Niloufer moved motion to approve September 2019 minutes; Doug seconded. – All in Favour – Approved.

**3. TREASURER UPDATE (Todd) - 6:17 pm**

- A deposit of \$3,197 of Friends donations which were in the mailbox was made;
- Current balance is \$10,210.00, (after the deposit);
- Notice from CRA to be filled out to maintain the status as registered charity;
- Financial statements and information such as Directors names and address are required;
- Nela advised that she went on the United Way website, the minimum donation is \$25.00 plus a \$16.00 Fee; CCAA does not show up;
- Niloufer suggested to call United way to get FRIENDS listed, Kevin says he'll call his guy;
- 75% are donating online, goal is 90%;
- Sync access to Canada Helps for Doug so he can reply to the parents quicker;

36 Greenfield Avenue, Toronto, ON M2N 3C8. [www.friendsofcardinalcarter.ca](http://www.friendsofcardinalcarter.ca)  
friendsofccaa@gmail.com



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- Todd will check the box for any mail/cheques;
- Tracy suggested to take a snap of the cheques \$250 and up, send to Todd and Doug.
- Reach out to anyone who donated \$250 or more and ask if they want a plaque.
- Canada Helps – Instant Tax receipt is available, at a cost of \$10.00

### 4. PLAQUE REPORT: - 6:25 pm

- All plaques have been installed; except for Michael Chan's, he is looking for his.
- Seat updates will be provided , new drawings will be ready for the next meeting;
- Thanksgiving letter went out; will wait for new orders to process.

### 5. WEBSITE UPDATE – 6:27 pm

- Website was renewed for 2 years, Niloufer's card was used and made a one time payment;
- September 28, 2021 – Renew the website, make sure Niloufer's credit card is not on file;
- Images have been posted;
- New map for the seats will be posted soon.

### 6. CORPORATE DONATION UPDATE – 6:35 pm

#### Update from KEVIN

- Kevin asked to review the letter to potential corporate sponsors,
- DUCA will be donating again;
- Ideas and contact information to businesses are always welcome;
- Dr. Haznos suggested to do a Friends/CCAA Golf tournament with lunch and a round of golf. This was done during the early stages of Friends and were able to raise \$15,000 - \$20,000;
- Crystal to find out the cost from Richmond Hill Golf and Country Club.

### 7. OTHER BUSINESS – 6:40 pm

- Direct donation campaign has been running well: First Year received \$8,000.00, Second Year received \$18,000.00, hopefully the third year receives \$25,000.00.

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- CSPC runs their events ie: used uniform sales and welcome back bbq, they transferred funds to Friends that went into the pool; last year, they transferred \$10,000.00 in December; this year, it will go directly to the school.
- Visual Arts Department submitted a new request since they were unable to purchase the art donkeys as previously approved. They requested for easels, cost is \$4,400.00. It has been approved since they have been given a maximum budget of \$5,000.00.
- Next Department head meeting is on October 21<sup>st</sup>. Deadline for the list is November 7.

Meeting Adjourned at 7:03 p.m.

Next Meeting: November 12, 2019

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