

# MEETING MINUTES



**BROOKS  
DRY GRAD  
2025-2026**

**DATE: MARCH 12, 2026**

**NEXT MEETING: APRIL 1ST, 7:00PM**

## ◆◆ New Committee

**Co-Chair: Melissa Fraser**

**Co-Chair: Aja Plows**

**Treasurer: Cherie Clark**

**Co-Vice President: Lindsey Zakkour**

**Secretary : Heather Raffin**

## Overview

- Financially healthy: bank closed at \$37,091.53 after February activity; ~\$31,000 raised to date toward a \$60,000 goal.
- Registrations: 147 registered, 131 paid; a push on reminder emails and final pushes tied to payday expected to increase paid counts.
- Major fundraisers & events: MuchMusic (~\$19,000), Runway Revival (\$7,000), Safe Rides (\$782),
- Comedy Night planned (target 400 tickets at \$20 each, 14 tickets sold so far = \$280).
- Event logistics & buys approved: Pipe-and-drape, grad hats, glow-splash station, slinky entry tunnel, DJ lights, stage/riser and inflatable attractions voted/approved with quoted costs included.
- Swag & merchandise: swag bags, grad T-shirts (\$11.50 each), and logoed drawstring backpacks approved (Vistaprint quote \$573.49).

## Financial Report & Deposits

- Opening bank balance (Feb) was \$25,018.09; closing balance was \$37,091.53.
- Credits in Feb included five registrations \$200 each (\$1,000); Even Bright deposit \$10,000
- (MuchMusic tickets); KR Logging donation \$1,000; hospital auxiliary \$500; cash deposit \$15,891 (bake sale + MuchMusic; included 50/50 raffle and safe rides); Square receipts \$2,201.17.
- Expenses in Feb included MuchMusic fundraiser \$11,660.12; Party Work paid \$6,000 with \$5,290.20 remaining owed; Taw's paid \$859.61 for 12 hoodies (E-transfers paused); Square fees \$36.07.
- March/other items: five registrations paid (Mar); \$500 Dwight Hall deposit returned; \$786 cash from Safe Ride (Mar); Bottle Depot ~\$200 (unchecked).

## Registration & Hoodies

- 147 registered; 131 paid.
- Reminder email sent a couple days ago produced 1 additional registration.
- 12-13 paid attendees have no hoodie ordered.
- Will wait until Sunday to capture credit payments, then place hoodie order Sunday or Monday.
- Registration levels are near projections based on updated school numbers.

## Decor, Pipe & Drape, Staging

- Approved: spend \$1,892.80 on pipe-and-drape from Point Group Events.
- Pipe-and-drape to cover ~two-thirds of arena, 8 ft tall, to contain DJ lighting and create uniform look.
- Approved: spend \$750 for 150 grad caps with tassels from Point Group Events for decorating.
- Stage/riser quote pending; discussed 8x12 platform ~16 in high; 4x4 staging units cost \$110 each (\$220 for two).
- Proposed: Point Group to build 8 ft illuminated slinky tunnel at entrance for \$850; vote to be completed.

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### Fundraisers & Event Planning

- Hot dog fundraiser at Freshco scheduled May 23 with minimal parent involvement and focus on student engagement.
- Fundraiser status: Bottle Depot raised about \$200; Safe Rides on March 7 raised \$782; car wash planned and will be promoted to students.
- Concession and bar at Max Cameron Theatre for Doug and the Slugs on March 29; alcohol license being applied; sell leftover opened cans and popcorn; volunteers running shift 6:30–8:30 with primary sales 6:30–7:00 and a 25-minute intermission at 7:45; revenue target \$500.
- Comedy Night at Max Cameron Theatre on April 25: no rent, custodian fee \$200, comedian fee \$3,500, projected revenue \$5,000; ticket price \$20, sales target 400 tickets in six weeks; 14 tickets sold, totalling \$280; tickets sold via school office and limited Eventbrite.
- Event operations: popcorn maker borrowed from Assumption School; plan for a 6:30–7:30 cocktail hour, 50/50 draw, intermission sales of liquor and popcorn; volunteers requested to take 10 tickets each.

### Swag, Mech, and Activities

- Voted to purchase logoed swag bags from Vistaprint for \$573.49 (2026 order).
- Grad T-shirts sourced from Chris Carlos at \$11.50 each; other quotes ranged \$8–\$25; print cost approx. \$0.50 per shirt.
- Plan to include a water bottle in each bag; Trevor/Aaron vending is likely to provide water stations free.
- Point Group quotes were high.
- Attempted to source tube socks but encountered sizing issues; planned fillers included glow sticks, neon sunglasses, gum, mini-golf certificates, and string backpacks.
- Security historically organized by Bill with volunteer rotations, safety vests, and walkies; external security contact has been emailed and is awaiting reply.

### Action Items

**Apply for Liquor License:** Apply for the liquor license needed to run the concession/ bar at the Max Cameron for events and other fundraisers. (Sherry to complete application)

**Finalize Hoodies & Communication:** Send an update registration/ payment (including payday update) and place hoodie order on Sunday or Monday; put out messaging to kids and coordinate distribution of ordered hoodies.

**Concession, Tickets & Vendor Outreach:** Borrow the popcorn maker from Assumption School, set up Eventbrite with a limited allocation. Post ticket sales on social media and coordinate selling through River City/ school office. Contact Trevor (Aaron Vending) about water stations and follow up with Rotary Club Casino re: potential support

**Swag Research & Procurement:** Coordinate ordering of the logoed drawstring backpacks and research additional low-cost swag items (glow sticks, neon sunglasses, flip-flop options)

**Security Contact & Coordination:** Share security contact (Bill) details and follow up to confirm volunteer/ staffing capacity and rotation schedule for event security and first-aid coverage.

### Thank You!

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To everyone who participated in providing safe rides! Shelia, Rick, Jayla, Robyn, Evan, Mel, and Samara.