

MEETING MINUTES



BROOKS
DRY GRAD
2025-2026

DATE: OCTOBER 16, 2025



New Committee

Co-Chair: Melissa Fraser

Co-Chair: Aja Plows

Treasurer: Cherie Clark

Co-Vice President: Brandi Thompson

Co-Vice President: Lindsey Zakkour

Treasurer: Cherie Clark

Overview

- Approved agenda and minutes for the meeting.
- Treasury report: **\$14,507.79** current balance after successful fundraiser.
- Runway Revival fundraiser raised over **\$7000**; exceeded expectations by **\$1100**.
- Approved reimbursement for Square Terminal purchase (**\$488.94**).
- Upcoming Much Music Dance Part aims for **\$15,000** fundraising goal.
- Grad event planning: activities, venue booking, and incentive structure for early registration.
- Discussion on corporate donations, food, and logistics for grad night.
- Parade and community involvement discussed; logistics and responsibilities clarified.

Treasury Report and Fundraiser Financials

- Opening bank balance on Sept 15: **\$7,403.49**
- Fundraiser raised approx. **\$7,104.30**; 95 tickets sold at \$60 each (\$5700), 1,212 drinks at \$12 each (\$2,544), expenses \$1,600.
- Heads or Tails game: 67 tickets at \$10 (\$670), \$170 payout (26%), \$500 added to fundraiser
- Bank balance after deposits: **\$14,507.79**
- Square Terminal purchased for **\$448.94**; motion to reimburse; essential for future fundraisers.
- Hospital Auxiliary Fundraiser **\$500**, brought by Christine Schreiber.

Event Planning: Dance Party, Grad Night, and Logistics

- Square device purchase approved; enables mobile payments; not possible with \$60 model.
- Runway Revival event raised **over \$7,000** acknowledgement key business supporters.
- Gift wrapping fundraiser yields **\$700-\$800** in past, but required high volunteer effort; recent years less profitable. Plan to scrap this fundraiser for this year.
- Comedy Night fundraiser postponed from November 8 to **April 18, 2026**; due to scheduling conflicts.
- Much Music Dance Party planned for **February 14, 2026**; venue booking for Dwight Hall pending; projected as **\$15,000** fundraiser.

Grad Night Activities, Food, and Vendor Coordination

- Approved \$12,828.09 for activity rentals (LED mini golf, inflatable races, tabletop games) with deposit due January 2026.
- Venue: renting entire complex; including rink, warm rooms, concession, plan includes DJ, casino, and extended event hours.
- Discussed corporate donations; letter template available; targeting companies like Nintendo, Apple, Microsoft, Sony, for prizes.
- Exploring options for setup/decor/food: hire Point Group (approx. \$15,000), parent/ student setup, or use concession/local vendors for cost savings.
- Considering grade 11 parents for teardown in exchange for donation to next year's grad; decision tabled for further discussion.

Parade, Community Access, and Final Decisions

- Applied for City grant-in-kind to waive Complex rental fees for grad event.
- DJ service hired for \$999 plus GST; includes full equipment, insurance, and discounted rates.
- Standard photo booth rented for \$399 plus GST; includes props, instant prints, digital copies, and volunteer attendant.
- Four blacklight panels with stands rented for \$199; glow stocks and neon decorations planned.
- Parade discussed as optional, very complex to organize, not committee responsibility; requires permits and insurance.

Action Items

Book the Dwight Hall for Much Music Dance Party on February 14th.

Co- Vice President to follow up with City in regards to confirming we have the building booked and deposit placed.

Connect with School Board about renting buses.

Renting buses and finding qualified drivers for the Much Music Dance Party to provide safe rides home to attendees.

Activate Registration

Activate the registration form on Google Docs, create QR code, and blast it out on social media.

Registration

Decide on an early bird discount or prize drawing incentive for registration and payment before a set deadline. Set registration early bird deadline to the day after next meeting.

Next Meeting

Check with Mr. Edwards (Secretary Heather Raffin) to confirm library book for November 17^h meeting.

Thank You!

Thank you to the **Grad Volunteers** Vada Williams, Raelyn Zakkour, Mia Thomson, Makenna Cook, Esiana Hargrove.

Parent Volunteers Terri-Lynn Parsons, Jolene Palmquist, Terri Cramb, Lindsay Zakkour, Aja Plows, Cherie Clark.

Huge Thank You Nicole Fraser - Westerly Studios, Janette Merrick - The Knack, Wendy Kinley, Theresa Pagani - Lavish Hair Salon, Tanya Close - Fits to a T, Melissa Fraser - River City Coffee, as well as Simply Bronze and Bloom Therapy.

Without these businesses, this event would not have happened thank you for the gracious donations and the countless hours they put into making this event happen. Remember this holiday season shop local these businesses also employ our graduating students.

Brian Palmquist! Donating the dumpster to clean out the storage lockers!