

VMPA Board Meeting Oct 17/24 Minutes

Oct 17 /24 – 6:00pm

Welcome – Meeting Called to order @ 6:04 Pm

Sign in – Attendance taken (5 people in attendance)

Review/Adoption of Last Meetings Minutes

1) Current Fundraisers :

- a. Trivia Night- TOMORROW!! Oct 18/24
Concession, Door Floats, prizes, answer sheets, set up etc discussed
50/50 – Received Gaming License
Tickets @ Door - e-transfer or cash
- b. Bottle Drive - Nov 2/24, Jan 4/24 – Sign up Genius set up to sign up for
volunteer slots- **Filling Up, Driver and Collector slots still available.**

Pending- potentially switching the 25% of total money raised (currently going to Music Department) to go to VMPA general fund (Money goes to the kids either way)- **Not Discussed- Will review at November Meeting.**

Return it Express account- On going bottle drop off Account – Catherine will look into creating a VMPA Express account using our GMPA email address- **Will follow up with Catherine- Review at November Meeting**

- c. Worlds Finest Chocolates- Sept 16/24 – **Ongoing**
- d. Purdy's Chocolates- **Sept 4th – Nov 24/24**
- e. Poinsettias - **Oct 2- Nov 7/2024 – Delivery Nov 28/24 Hilltop / Order forms online @ Music Dept webpage**

Winter Market

Marketing Efforts (Message from Catherine)

My goal is to reach the wider community through various avenues beyond just social media. Public feedback indicates that many feel they miss out on event updates if they aren't on social media. To address this, I've reached out to several community platforms. Here's the current status:

- <https://www.973theeagle.com/> **973 The Eagle**: Market posted; in contact about a live radio presence for the market—confirmation expected next week.
- <https://www.harbourliving.ca/events/user-login/> **Harbour Living**: Market and trivia night posted.
- **Experience Comox Valley, Comox Valley Buzz, Comox Valley Record, My Comox Valley Now**: No posts as of Oct. 16.

Winter Market Overview

Based on feedback from past events, we've made the following adjustments for the Winter Market:

Winter Market Marketing Budget Discussed – Posters, Kidzone crafts, decorations, licensing fees etc. – 250\$ Budget Set

- **Vendors**: As of Oct. 16, 45 unique vendors are registered, with 20 having paid the \$30 fee. We're receiving new registrations daily. EMTs are successfully being auto-deposited into the new VMPA bank account gp.vmpa@gmail.com. Com (Thanks Lindsay!). There is a market specific email - vaniermarket@gmail.com for contact and inquires.
***Goal of 90 tables – Regan will order tables from Maintenance in advance and cancel order if needed.**
- **Admission**: Now by donation, non-perishable food donations are also welcomed for our local foodbanks. Proceeds will support the music department, yet we won't turn anyone away due to financial hardship.
- **Kids Zone**: A new feature aimed at creating a family-friendly atmosphere. A safe space for kids to be kids, while parents can have a leisurely holiday shop!

- The Child & Youth Development (C&YD) classes will help to provide educated supervision. We suggest a \$5 donation for entry (yet no one turned away due to financial hardships), with a percentage of profits shared with the C&YD students.- **Discussion that The C&YD will keep the 5\$ suggested donation fee to be absorbed back into the C&YD program. VMPA will not take a percentage of this.**
- We've partnered with The Crows Nest Artists Collective for interactive arts and crafts at no cost to VMPA.
- We'll also have games, a festive dance floor, and a strict sign-in/sign-out protocol to ensure safety.
- **Live Music:** We're hoping to bring back Rumble Jam Grooves to perform jazzy holiday tunes. **Compensation will be 300\$ + 50\$ gas card to be given to the Group**
- **Concessions:** Would love to explore options for warm food and drinks. Yummys & Gyros has kindly offered to donate food, and we're awaiting more details. I've also looked into food trucks, yet still waiting for Vanier's response on permissions-
- **VMPA board Decision to hold off on Food Truck vendors for now. Discussion of a VMPA run BBQ outside (hotdogs/ hamburgers hot chocolate propane fire pits smores to be discussed. Food Safe holders need to be at the BBQ – the entire time. Vanier has BBQ's available to use; Joanne has contact with Butchers Block for meat orders (more cost effective than Costco)**
- **Silent Auction- Vendors to donate a silent auction item as part of registration requirements – More information to follow**

Volunteer Needs

We will need volunteers for several shifts and roles, with recommendations outlined below. Students volunteering can now earn work experience (C&YD students) and volunteer graduation credits! We just need a board member to sign off—this is a big step forward for student participation!

I've prepared a SignUp Genius form, which can be adjusted as needed.

<https://www.signupgenius.com/go/805094DA4AA28A0FA7-52426380-winter#/>

We do need to figure out how earnings will be divided. Recommendations??

- Friday Evening 6 students, 3 parents
Setting up tables/decorations within the market
- Morning Setup: 12 students
Assisting vendors with unloading vehicles. Setting up market displays, etc

- Silent Auction: 3 students, 2 parent
Vendor auction item collection, displays, and public assistance
- Concession: 3 students, 2 parents
- Door Admission: 2 students
Spreading happiness and smiles to greet the public. Accepting donations, whether cash or non-perishable
- Kids Zone Entry: 2 students, 1 parent
Maintaining safe entry. Parent sign in/out sheet
- Kids Zone Attendants: 16 students, 2 parents
Child & Youth Development student only. Providing a fun, safe space for children, assisting with crafts, games and dance parties
- Decorations: 4 students, 2 parents
Set up or take down. Making/borrowing decorations would be wonderful! Message us to coordinate!(Does Vanier have holiday decorations we can use?)
- Afternoon Takedown: 12 students
Assisting vendors with loading vehicles. Decorations and displays away
- **. NEED ADDITIONAL VOLUNTEERS for BBQ if we decide to go forward with this.**
- **Additional Winter Market Meeting – scheduled for November 7th 2024 @ 7pm via Zoom (Joanne will look into a district zoom account access for us to use)**

2) Fundraisers in the Works

- a) Coffee- Coffee- World Community Coffee- Potentially for around mothers day/Easter- Lindsay will look into this
- b) Grocery Bagging- Grocery Bagging- Old Farm Market – we have a good connection; they invited us back and were happy to help support the Vanier Music student. – No Date set- Would anyone like to take this role of organizing and setting a date (hopefully before Christmas)
- c) Raffle- Raffle – Successful last year.
- d) Beer and Burger- Beer and Burger Night- successful last year at Chances– good year end wind up event
- e) 2nd Triva Night - **? different venue with alcohol sales- Lindsay and Joanne have their “Serving It Right”**
- f) Gunther meat packages- Catherine will look into this

- g) Happy Hippo- Happy Hippo- On going throughout the year- Joanne will organize 30% profit (when people purchase using the VMPA “discount code” – **Joanne sent email request – awaiting to hear back**
- h) West Coast Seeds

3) Other Business

- a. PAC gaming grant 20\$ per kid – **Vanier PAC treasurer hopes to have the budget by the November 2024 meeting. No information on this topic was presented at the Oct PAC Meeting.**
 - **Question raised about PAC and Vending machine profits**
MusiCounts Band Aid Program- Early Bird Deadline Oct 29/24
- b. Sandwich Board- **Sayre will go ahead with ordering the sandwich board. JPEG image to be sent to him – Design to be easy – G.P. VANIER MUSIC DEPT EVENT**
- c. Gaming Licenses
- d. Banking- **Aprox 9000\$ in our account (Grayson has not cashed his cheque yet)**
Can we use Vanier’s address on Bank account? – **YES!! Joanne received confirmation from Carrie McVeigh Secretary Treasurer for SD 71 – Confirmation will be received in writing and distributed to appropriate people.**
- e. **Email addresses of parents that have consented to receiving emails from VMPA has been received-** Group email will be created (Haley)
- f. Use of VMPA email address – **Haley would like to upload all VMPA documents to the email addresses google drive for all executive board members to have access to if needed.**

4) Next Meeting – Nov 21/24 6pm Vanier Music Room

