

Welcome / Sign in Meeting called to order 602pm (5 people in attendance)

- 1) **Review and adoption of last meetings minutes-** Haley read the min from November 13/25. Lindsay motioned to accept the minutes. Sayre seconded.
- 2) **Review of past fundraisers**

Trivia Night- : 60 people ~50/50- \$81

Door- \$645 ;Concession- \$172

For a total of \$ 918

Minus hall fee of (127.50) and Concession cost 110\$ **Total = 680.50**

Not too bad for a fun little evening!!

Things to look at with trivia going forward- more advertising, change up style (family feud style), change venue back to MPR?

Bottle Drive- Nov 2/25- 1050\$ To clarify - VMPA is holding the student's portion of their money in trust for when students request the funds- Regan is keeping track of the students portion

Christmas Market- \$1763.47!!! (1057\$ concession + 1415\$ admission and merch table) Total from table fees was \$2,600 on the nose!

After expenses **Grand total was 3485.00\$\$**

- Discussion regarding merchandise sales, costs, profit margins, cost and mark ups, which items were hot and which items were not.
- Paint kits were not a big seller and donated to a "Lilly House dinner fundraiser" for the kids to have activities to do.

Silent Auction – 580\$ - only ½ of the baskets sold. ? starting bids were marked too high. We will try a raffle at the next market to see if it is less labor intensive with increased ticket sales.

Winter Concert 50/50- 197\$ – GER Submitted Dec 10 2025

Bake sale+ Donations= 430\$

Total of 627\$ at the winter concert Thank you for all the volunteers that brought Baking and helped out with this evening! It was a great success!!

Grocery Bagging- Old Farm Market — December 13/25 **Total 923.00**

3) Fundraisers in the Works

a) West Coast Seeds - January 6-February 4/2026



West Coast Seeds

"West Coast Seeds is proud to provide fundraising opportunities for schools and organizations that gives back 40% of the packet price. We believe that our fundraising program provides a healthy alternative and environmentally friendly option with a choice of our best-selling varieties of vegetables, herbs and flowers. "

Each music student will earn 40% of the price of each seed package sold and will go directly their fundraising account for the upcoming travel opportunities.

If you decide to order:

- Ordering opens January 6 and closing on January 26, 2026
- Go to the [West Coast Seeds Fundraising](#) website to view the online catalogue, including product photos, product descriptions and detailed growing information.
- Each customer will order directly from the fundraising site and it needs to be the fundraising site! They will be asked to create an account (name/email) and then they can proceed to shop.
- Once their cart is ready to check out...
 1. Select GP Vanier Music Department (Organization)
 2. Enter Name of Student <-- This is important if you wish to receive credit for the order!
 3. Add their phone number
 4. Yes, customers do need to include their address HOWEVER items will NOT be shipped to them but to Vanier.
 5. Add payment method and transaction is complete.
- Only the seed packages on the fundraising website will qualify for the 40% profit. Any orders from their main website will not qualify and will be subject to additional shipping charges.
- When the bulk order arrives at the school, we will sort and distribute to students who participated so they can deliver the orders to their customers.

b) **NEXT Bottle Drive - [January 31 Sign Up](#)**

Funds will be divided into Student Volunteer Accounts (75%) and the VMPA (25%). The 75% will be divided evenly amongst those who worked the Bottle Drive including adult volunteers. We cannot run a bottle drive without adult helpers!

c) **Bottle Return (Account #530) - ON GOING**



Do you have a bunch of cans and bottles taking up space in your garage AND you'd like to help out the Vanier Music Department? Head over to the Courtenay Bottle Depot and add your return funds to our account. Simply ask to have the return profits put into **Account #530 Vanier Music Department** and know that we sincerely thank you!

EXPRESS DROP OFF OPTION:

Labels can be printed at any Return-It Express location using our registered phone number 250-337-8729.

1. Bring your unsorted containers in sealed, clear or transparent bags up to 90-litre capacity to an Express site.
Tip: put only a maximum of 12 glass bottles in each bag to prevent breakage.
2. Use the phone number registered with our account to log in at an Express Kiosk. **250-337-8729**
3. Print your tags, tag your bags, and leave them with the bottle depot.

Comox Valley Waste Management Recycling Program- Sayre has reached out to contacts! We are in the cue for our rotation pick up mid February!! We will need volunteers with trucks/trailers to pick up from the Comox Valley Waste Management Centre

Will keep you posted on dates and times for pick up.

d) **World's Finest Chocolates**



Mrs. Livingstone

There are a few boxes still available – See

e) Spring Market- Tentative Date April 11/26

Regan will check to see if the Gym is available

Previous Market profits:

Spring market 2024 \$3885

Winter Market 2024- 3807\$

Spring Market 2025- 3200\$

Winter Market 2025 -3485\$

Discussions:

- **Extending vendor applications to businesses** wanting to showcase their services/products.



- **Adding a plant sale**

We're looking for a Plant Corner Coordinator

We also need your plant donations. Any plants/runners/ cuttings etc. Pop them in some dirt and bring them down!!.

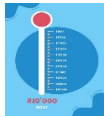
Please contact the VMPA if you would like to help out at the Spring Market in any way. Email: gp.vmpa@gmail.com

- Concession
- Raffle
- Square Machine – purchase and/or if we can attach the square reader to our VMPA bank account.

f) Beer and Burger-Shelved

g) Happy Hippo -Shelved

h) Thermometer Drive-Shelved



- 4) **Financial Update**– Verbal financial report given by Lindsay. Written financial Report completed by Haley. (If anyone would like to see the financial report from Sept 2025-Jan 2026 please reach out to the VMPA email gp.vmpa@gmail.com)

Sayre drafted a set of proposed e-transfer rules for accounts payable as follows:

We will plan to vote on adopting these rules into our constitution and bylaws at the next Board meeting on February 12, which will be held via Zoom.

Section VII - Financial Matters

8. E-Transfers for Accounts Payable

To maintain financial control and transparency, the following rules apply to all e-transfer payments:

1. Two approvals required
Every e-transfer must be approved by two authorized signing officers.
2. Written record required
Proof of approval (email, PDF, or accounting system record) must be kept with the financial records.
3. \$1,000 transaction limit
E-transfers are limited to \$1,000 per transaction. Any amount over this requires Board approval.
4. Shared banking access
All signing officers must have access to the organization's banking and e-transfer information. Passwords to change upon each subtraction of signing officer
5. Within approved budgets
All payments must stay within Board-approved budgets. Anything outside those budgets requires Board approval.
6. Monthly review
Financial activity, including e-transfers, will be reviewed monthly at Board meetings.

5) Other Buisness

- Bursary Donor Form- Reviews and email sent to Shannon Kay: Booklet description changed slightly; Contact information changed to VMPA board
Bursary applications now live- Closing End of Feb/26
 - GPEB Class D Ticket Raffle Self-Assessment – GBC ID: 770163 – Vanier Music Parents Association- Audit completed online Dec 11/25 by Haley ; GER Report for winter concert 2026 submitted – 197\$
- Raffle April 11/26 (once confirmed) and 50/50 Year End Concert June 2/26 – Haley will apply for licenses.

- Year End Concert- June 2/26 50/50+ Bake Sale
- AGM – May 14th 2026/27 Nominations/Vote of VMPA Executive Board 26/27

We have some executive positions opening – Please consider taking on a position. No experience needed, just willingness to help!

All positions last for a 1 year term

Current Board :

Chair - Sayre Neufeld – Potential Vacancy

Vice - Noelle Humphrey – Vacant

Treasurer - Lindsay MacPherson – Potential vacancy

Communications Coordinator - Cat Lavigne – Running

Secretary - Haley Neufeld – Vacant

Descriptions for these positions below: (as per the VMPA constitutions and bylaws) If anyone is interested to read the whole Constitution and Bylaws for VMPA- please contact any board member to request this information.

Section VI - Duties of Executive

1. Chairperson

- a) Convene and preside at all membership, special and executive meetings.
- b) Take action or ensure that association activities are aimed at achieving the purposes set out in the constitution.
- c) Consult with members.
- d) Be a signing officer.

2. Vice-Chairperson

- a) Assume the duties of the chairperson in the chairperson's absence or upon request.
- b) Be a signing officer.

3. Secretary

- a) Shall record, prepare and distribute the minutes of the general, special and executive meetings.
- b) Ensure that an agenda is prepared and presented.
- c) Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
- d) Issue and receive correspondence on behalf of the council.
- e) Ensure safekeeping of all records of the council.

4. Treasurer

- a) Be responsible for the report of banking accounts and ensure that proper financial records and books of accounts are maintained.
- b) Be a signing officer
- c) Report on all receipt and disbursement at general meetings.
- d) With the assistance of the executive, draft an annual budget.
- e) Ensure that all signing officers have access to all the financial records and books of accounts in the treasurer's absence.
- f) Apply and report on all gaming licenses.
- g) Ensure all funds of the association are properly accounted for.
- h) Have the financial records and books of account ready for inspection.
- i) Keep original and electronic records to date.

5. Communications Officer

- a) Social media management.
- b) Email campaigns - work closely with the secretary when maintaining email communication with guardians.
- c) Event promotion, collaborate with event/fundraiser organizers and teacher to understand goals and key messages.
- d) Be the point of contact for public outreach.
- e) Visual Content Creation.
- f) Maintain brand consistency.
- g) Light administrative support.

6) Upcoming Travel band trips-

Feb 25-26 – Band 8 Victoria Trip

April 30-May 3 – Jr. Band Trip to Sun Peaks

May 19-24 – Senior Band Alberta Trip (Calgary/Drumheller)

- 7) Next Meeting** –Feb 12th 2026 Via Zoom –
Link to joined will be emailed out prior to the meeting