

# CVPAF Board Meeting 201704

August 26, 2017 1:59 PM



## MINUTES OF THE **REGULAR MONTHLY DIRECTORS MEETING**

HELD AT FIREHOUSE WINE BAR (Suite 3 – 2763 Beverly Street), DUNCAN BC  
ON APRIL 21, 2017

PRESENT: Olivia Boudreau (President), Emily Clements, Judy Hogg, Michele Fry, Sarah Morden, Nikki McLarty, Jennifer Pelton, Sherie Robb

### 1. CALL TO ORDER

The President, Olivia Boudreau, called the meeting to order at 12:12 pm.

### 2. AGENDA

*It was moved, seconded and carried that the agenda for the regular meeting of April, 2017 be adopted with the addition of:*

*Update from the Cowichan Valley Music Teachers Association (under Reports)*

*Update on Paint Nite Fundraiser (under New Business)*

### 3. MINUTES

*The review and adoption of the minutes for the February meeting were deferred to the next regular meeting.*

### 4. REPORTS

1. CVMTA Update – Sherie Robb was in attendance with an update from the CVMTA, including a donation to the CVPAF of \$1500 out of the proceeds from their recent Wine & Chocolate Night. Olivia thanked the CVMTA for their donation, and requested that the Association let the CVPAF know if they have any upcoming concerts or events that would be appropriate to add to the list of 50/50 sales. Sherie exited the meeting at 12:25pm.
2. Treasurer's Report – Emily distributed the April Treasurer's report. Total funds currently available - \$1334.48. The CVRD has approved a grant-in-aid of \$8000, and the CVMTA Wine & Chocolate night donation of \$1500 is also expected in the coming weeks.
3. Fundraising Report – see New Business
4. Review Panel Update – Sarah reported that the Review Panel has a few applications that they will circulate by email once the CVRD and CVMTA funds are deposited. The

Review Panel will also be working on developing a second application form specifically for travel scholarships.

## 5. NEW BUSINESS

1. Sunfest Update – A draft communications strategy has been provided to Wide Glide Entertainment regarding their possible \$2500 sponsorship for 2017. We are awaiting acceptance and final confirmation. In developing the communications plan for that particular initiative, Michele also drafted a broader communications plan for the Foundation, and will be looking for feedback on that in the coming weeks. It will include an emphasis on digital communications, better organization/sharing of information through databases and integration across all communications channels.
2. 2017 Meeting Schedule – CVPAF meetings will be held on the following Fridays at the Firehouse Wine Bar at noon: May 5, June 2, July 14, Sept 8, Oct 6, Nov 3 and Dec 1. The AGM will be held on Tuesday September 12<sup>th</sup> – location TBD.
3. Grants Update – Sarah reiterated the CVRD grant in aid had been approved at \$8000. We are waiting to hear from North Cowichan.
4. Big Raffle – Olivia updated the Board that the Downtown Business Improvement Association will not be holding the Big Raffle during the 2017 Duncan Days event. Instead, Olivia sought the Board's approval to pursue discussions related to a possible fall event in the downtown, in collaboration with the DBIAS. The Board supported the request.
5. CPAC Ticket Surcharge – Michele Fry reported that the CPAC ticket surcharge program must be discontinued due to the CVRD's no-solicitation policy, which prevents staff from asking theatre patrons for a contribution to the CVPAF at checkout. There is an option to build in a small donation to the cost of the ticket.
6. 50/50 Update – Judy Hogg was in attendance and agreed to oversee the 2017 50/50 sales; she will connect with Emily to obtain supplies.
7. Newsletter – send any/all items to Michele, even small news items, photos, announcements, etc.
8. Paint Nite – Nikki will work towards a fall Paint Nite event, likely Thursday November 2<sup>nd</sup> at the Firehouse Wine Bar. The cost will be \$45 per person, with \$15 from each ticket going to CVPAF. We need a minimum of 35 people for the event to run. Opportunities to have feature cocktails or food menu items to increase the fundraising revenue may be explored with the Wine Bar.

## 6. ADJOURNMENT

*It was moved, seconded and carried that the meeting be adjourned at 1:12 p.m.*