



## AGENDA

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April 25, 2023 | 6:00pm | McMath Staff Room

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### Committee Chairs

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Carolyn Fernie & Nicole Snidanko, DAG Co-chairs  
Lisa Cowell, Secretary  
Jon Lee, Treasurer & Take-down  
Dionne McFie, Decoration  
Dionne McFie & Paige Northrup, Red Carpet & Entertainment  
Trudi Beutel, Volunteer Coordination  
Akber Dhanjee, Lighting & Parking  
Laura Grant, Transportation  
Lesley Lawson, Security  
Jessica Johnston, Bag Check  
Theresa Kent, Food  
Karen Lin & Yudi Deamer, Donations

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### Item

#### 1. Land Acknowledgement

Welcome everyone and thank you for being here this evening. We would like to begin by acknowledging the ancestors and knowledge keepers of the area.

#### 2. Welcome and approval of the April 4, 2023 minutes

#### 3. DAG updates from Co-chairs – Carolyn Fernie & Nicole Snidanko

- 9 weeks until the event!
  - Lots of work happening behind the scenes to handle administrative tasks
  - Sign up Genius is open and reminders have been useful in recruiting volunteers. Still looking for volunteers (not grade 12 parents) for overnight shifts especially.
  - We have received some donations and discounts for food
  - Decorating committee has hosted one decorating party event – great turn out.
  - Online donations – have sent an email to Mr Johnstone to request this, but haven't had a response.
  - We are still waiting for school to release dinner/dance tickets.
  - A document will be distributed to all students regarding what to expect, what to bring, what not to bring. This will be helpful for bag check and security.
  - Also working on an event set up and timeline document to track the details for event execution. DAG Chairs will send out request to
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## Item

committee chairs to complete their section regarding deliveries/pick ups/timelines.

- Will also draft a communication document for volunteers so that they know what to expect and demonstrates respect for their time. We want to ensure that everyone feels appreciated. Every volunteer will receive communication regarding their committee, their responsibilities, and who they report to.
- Committee chairs – please review your binder to ensure you haven't missed any gems of ideas. Also, please update binders to add information regarding your planning for future years.

### 4. Ticket Sales & Budget Update – Jon Lee

- We have secured just over \$22,000 with a goal to raise \$29,000
- 164 tickets sold – 102 fully paid, 62 partially paid
- Expenses are expected to be around \$26,000 with costs for food and entertainment having some variable costs depending on number of attendees etc.
- Don't forget to take your recyclables to Return it Depot – at Express Kiosk, use phone number 604-627-2023 (date of event 6-27-2023)

### 5. Updates from Committee Chairs (if available):

- **Decoration** – Dionne McFie

Things are coming together.

There is a work party immediately following this meeting. **Next work party May 11<sup>th</sup>.**

Waiting for balloon store to re-stock white balloons and will need a small supply of helium. Suggestion to connect to a local realtor who may have a portable tank.

**Looking for warm white outdoor lights for décor.**

- **Red Carpet & Entertainment** – Dionne McFie & Paige Northrup

Everything is booked and projects for Red Carpet décor are assigned and well in hand.

- **Transportation** – Laura Grant

Waiting for ticket sales to close and will work closely with the school to coordinate bus assignments based on table assignments for the dinner/dance. Discussion regarding who is accountable to check bags/purses that are taken to the dinner/dance downtown. **Chairs to follow up with Mr Johnstone.** Request has been submitted to the City of Richmond to borrow traffic cones to direct traffic.

- **Bag Check** – Jessica Johnston

Have ample volunteers for Monday bag drop.

Adjusted timeline for Tuesday night volunteers to 11:00-12:30 only. Will have a small number of volunteers (non grade 12 parents) supervising the bag check rooms through the night. Medication will be stored in the office.

**Need to arrange coat racks and hangers – anyone with access to these items should connect with DAG Chairs**

- **Security** – Lesley Lawson

Changing name of committee to Event Host to encourage volunteers to view their role in a positive way. The role of the volunteer is not to “police” the students, rather to oversee the event and offer directions etc.

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## Item

- **Food** – Theresa Kent  
Enough supplies on hand for plates, cutlery  
**Looking for the following:**  
**4-6 large coolers**  
**8-10 tongs**  
**Coffee urn**  
A parent of a grad has offered to make 200 theme-based cookies for her cost (\$100). Lisa to connect her to DAG Chairs for follow up.
- **Donations and Fundraising** –Karen Lin & Yudi Deamer  
Donation request letter and google doc to track donation requests will be distributed by email to committee members.  
Please enter contact information so that a thank you letter can be sent.  
**Lisa to draft a thank you letter.**
- **Volunteers** – Trudi Beutel  
Suggest that all volunteers wear name tags.  
Volunteers will be issued parking passes to allow them to park across the street (once approved by Wisteria Place/Buddhist Temple).  
Volunteer sign up is live. Reminder sent today resulted in 15 additional volunteers sign up.  
The document will be monitored, and updates will be sent to committee chairs.  
Another reminder and IG post will also go out in the coming weeks.  
  
**Volunteer meeting – June 19.** All committee chairs are requested to attend (if needed).
- **Take Down** – Jon Lee  
Will work with Dionne to inventory what needs to be saved, returned etc.  
Still looking for a few volunteers.

**Next meeting – May 16<sup>th</sup> at 6 pm**

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