



## MINUTES

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May 16, 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. Treasurer update on ticket sales & budget – Jon Lee

- 172 tickets sold - target and budget is built on 200 ticket sales. DAG Ticket sales will close on May 29<sup>th</sup>.
- \$191.31 from Return It Depot
- \$257 from BC Liquor Distribution Branch

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

- Dinner/Dance ticket sales are open to May 23<sup>rd</sup>. DAG ticket deadline is May 29<sup>th</sup>. Once both ticket sales close, the school will cross reference to ensure that all students planning to attend DAG have also purchased their dinner/dance ticket. Students cannot attend DAG if they aren't attending the dinner/dance.
  - Communication was sent out from school regarding grad activities and expectations.
  - Monday, June 26<sup>th</sup> bag check will take place outside the school from 9:30 am – 12:30 pm and 3:30 pm – 6:30 pm.
  - Capstone presentations and students requiring time for "I" removals will also take place June 26<sup>th</sup> and will require access to the school. This
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will affect decorating which will start at noon. Capstones will be held in the gym and hoping admin will allow for decorating in C wing.

- Rental agreement and insurance forms done.
- DAG timeline for students will be sent out shortly and again closer to the date. Communication will include information about bag drop, what to bring, expectations etc.
- Working on a detailed schedule of activities, volunteer information, entertainment requirements etc to have a clear master document compiling all information.
- Implications of recent fire – damage to boys' bathroom, girls' washroom below and library. All repairs should be completed by DAG. Recent activities will also require additional attention regarding fire evacuation procedures/plan, ensuring that Event Hosts are aware of monitoring fire pulls during the event to mitigate potential for fire/false alarm. This will include a walk through with key volunteers, Mr Johnstone and fire officials.
- June 19<sup>th</sup> 7-8 pm - Have decided to limit the volunteer orientation night for those committees that require on-site orientation only. For example, one committee member for the decorating committee. Please let DAG Chairs know if you want to include your volunteers at this event.

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

- **Decorating** – Dionne McFie
    - The school fire affected capacity to complete some projects. The room where projects were being completed is no longer available due to the fire – looking for an alternate room.
    - Decorating committee will meet this weekend to complete additional projects.
    - Still looking for large plants (ideally artificial) to fill some space.
    - Decorating parties at McMath – Tuesday, May 23<sup>rd</sup>, June 1<sup>st</sup> and 13<sup>th</sup> at 6 pm. Everyone welcome to attend.
    - Toiletries baskets – DAG Chairs to gather items for the 3 bathrooms – deodorant, mouthwash, contact solution etc. so that students don't need to bring these items into the event.
  - **Red Carpet & Entertainment** – Dionne McFie & Paige Northrup
    - Have followed up with all entertainers and suppliers to confirm bookings. We have reserved funds to extend bookings for tattoo artists in the event that this activity is very popular and students want to participate.
    - Volunteers for set up and decorating confirmed.
  - **Transportation** – Laura Grant – no update
  - **Bag Check** – Jessica Johnston
    - Coat racks – looking to track down adequate racks. There are 3 in the storage bin
    - Hangers, garment bags etc – These items should be brought by students but many forget. Suggestion to source these items from clothing stores, dry cleaners
    - **Action – Please let DAG Chairs know if you have coat racks/coat hangers to lend to the event.**
  - **Security** – Lesley Lawson
    - Need tshirts to designate which adults they ask for information and/or provide oversight for emergencies etc. Need 6-9 shirts and would like
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the shirts to say "Hosts". Dionne to get a cost from her neighbour for screen printed shirts. Alternative would be Crikut or iron on transfers.

- Genesis has been confirmed and payment will be made by the end of May. 3 guards have been hired.
- Still need minimum 5 additional volunteer hosts (non-grad parents).
- **Food** – Theresa Kent
  - Having good success securing donations in line with previous years.
  - Steveston Built has agreed to a donation- need to confirm details
  - Pure Water Shoppe will loan us 2 water coolers – need to confirm # of bottles of water.
- **Donations and Fundraising** –Karen Lin & Yudi Deamer – no update.
- **Volunteers** – Trudi Beutel
  - Sign up for volunteers has been steady. Have been using IG, WAAG and direct emails. Encourage grade 12 parents to reach out to parents from other grades to sign up.
  - Committee chairs will receive list of volunteers in your area
  - Template letter outlining responsibilities will also be provided
  - June 19<sup>th</sup> – committee chairs can decide if they need this on-site meeting for some/all volunteers and communicate this directly with their group.
- **Take Down** – Jon Lee – no update

**Reminder that anyone donating items that they wish to have returned LABEL the items with name and phone number and have the item added to the Borrow List spreadsheet sent to all committee chairs.**

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**Next meeting Tuesday, May 30<sup>th</sup> at 6 pm in McMath Staff Room.**