

**Graduation 2012
Executive Committee Minutes
March 14, 2012**

Present: Patti Johnston, Dianne Rasmussen, Ronalda Busch, Debra Eberts, Angela Prior, Christy Rice, Sherie Mackenzie, Derrick Huschi, Wanda Burton, Kayla Busch, Decorating Committee members

Regrets: Ward Strueby, Renee Verge, Jackie Nestman, Gary Smith, Michelle Hagan, Yvonne Edmiston, Brynn Klippenstein, Kayla Busch, Taylor Stevenson, Jessie Eberts, Logan Rasmussen

Joint Meeting with Central Collegiate at Exhibition Grounds

1. Copies of proposed menu distributed.

George from Exhibition Grounds:

Decorating:

- Peacock will likely be able to get in Wednesday morning, possibly Tuesday afternoon.
- Ceilings need to be decorated first, then everyone needs to clear out to allow Ex. Staff to position tables. While this is happening no one else will be allowed in.
- Exhibition grounds will require a map from the decoration committee as we get closer to grad; the tables must run from North to South and there need to be crosswalks at the fire exits. Best to let George preview the map prior to finalization. Derrick stated Peacock has used the same map for the last 5 years in a row and will likely use it again this year.
- pre-assigned seating
- stage traditionally at north end of the hall and there needs to be enough room behind it for the buffet line to go around; this is non-negotiable
- Using a stage from Fifth Avenue this year; 32 ft across: almost 32 x 32 and roughly 2' high. There is a step for the front of the stage and it is lighted as well.
- Peacock will need to let Fifth Avenue/Butlers know when we would like the stage delivered or available for pick up and a Fifth Avenue person needs to be present for set up to ensure it is done correctly
- Peacock will do set up and Central will take the stage down.
- there is also another step available for the stage for use at the back or the side; wherever it is needed.
- George said, at full capacity, the facility seats 950 (Derrick said the number is typically a bit lower than this); Peacock will be 'maxed out' in terms of capacity
- George stated the turn over on Friday morning is very important and needs to be done in a timely manner. Peacock needs to be very diligent about getting our stuff out. There was discussion about partitioning off part of the facility after about 9:30 p.m. This would allow for things to start being moved out that is no longer needed for the After Grad; allow Central to maybe start bringing things in.
- Derrick said anything that is leaving, Peacock will have out before leaving Thursday night.

Food:

- Jeff from SuperMeats was present; needs numbers well in advance; will be able to provide those numbers once the tickets are sold (for food)
- need to decide on a serving time and ensure that it is doable; causes havoc in the kitchen if serving time is set for 6:45 (for example) and we don't begin until 7:15 p.m.
- menu stated paper plates, etc will be used. This is an error, will have 'real' plates and cutlery, not disposable.

Peacock met separately for a time and the following issues were discussed:

1. Emcee: Kyle Dalgarno was named as such at the last meeting, however Derrick pointed out that the Emcee introduces the grads during the Grand March, etc. This is also a family time and it's not fair to ask Kyle to be apart from his family for this portion and also not feasible for him to intro himself and take part in the Grand March. Kayla stated some of the Student Reps have discussed this and would like to potentially ask Jake Berthelet and Graeme Harrison to act as emcees. Dianne concerned this was not a group decision and Kayla clarified they will discuss as a group at their next Monday noon meeting with Mr. Strueby. Once this decision is made someone needs to approach Kyle and explain the change and reason behind it.
2. 'Stair keepers': Typically two Grade 11 males stand on either side of the stairs leading up to the stage and assist the girls on the stairs. Kayla suggested Tye Nordick and Omari Wilson (this was discussed between her and another student rep but again will not be finalized until the student reps meet with Mr. Strueby).
3. Linens: Patti said there was a bit of an issue with the Heritage and so we will not be using their table cloths but instead the Spa is donating them to us.
4. Photo Booth: Patti has left seven messages with no response; needs to drop off a cheque but can't reach anyone.
5. Scissor Lifts: RSC is donating two scissor lifts; Patti had originally told them the 27th but will see about potentially getting them for the 26th in the event we are able to get in on the Tuesday afternoon to begin decorating. Need to sort out expectations around pick-up and return as well.
6. Stage/Liability Issue: Derrick hasn't received a response from the lawyers as of yet; the Exhibition Grounds are waving all liability if we use the 5th Avenue Stage.
7. Photos: Dianne contacted McMasters; Derrick suggested talking to Mr Strueby about asking Lyle Johnson. Lyle has been taking a lot of photographs for Peacock this year and likely would be pleased to be asked and in turn, be at the Grad. If Lyle agrees to do so a free digital copy of the photo (this would be during Grand March) will be available to those who want one.
8. Grand March: May have to re-vamp this depending on the stage.
9. Tickets: Need to give notice to teachers asap so tickets can be set aside for those who would like to attend. Tickets are \$16.50 + GST. **This needs to be done within the week.** Tickets also need to be comped for Emcee(s), those who do replies (toasts), Principal, Vice-Principal (and spouses if they so choose), Board rep, CAC member. The students who help with the stairs are usually treated with supper (separate from the Grad; they either go out or pizza is ordered and delivered, etc.)
10. Fees: Set the next **fee collection date for March 27 from 6-7 p.m.** This is immediately before our next meeting. This will be the last collection date; after this a letter will be sent home with Grads who have yet to pay advising their fees are due (if they wish to participate) and will not be accepted beyond **April 19, 2012.**
11. Dianne Rasmussen made the following motion: **The Executive Committee will be pre-sold up to two extra tickets before they go back on sale for the second round.** This motion was seconded by Patti Johnston. All in favour. **Motion carried.**

Peacock and Central met jointly prior to the end of the meeting.

1. Decorations: The committees from both schools need to collaborate; Derrick advised the Central folks about the liability issue with using the Fifth Avenue stage. Derrick also stated he feels very confident that he will be able to convince SSBA of the quality of the stage (Central advised this stage was used for two seminars this summer with no issue; very stable, etc.) Derrick also let Central committee know Peacock has three chandeliers, straight string lights and draping. Typically turn off the lights down the middle set of the facility lights. AEP will let CCI know re: liability. Decoration committees will meet again.
2. Entertainment: Derrick contacted the hypnotist; same one booked for both events. Hypnotist requires two hotel rooms with two beds in each, Evian or Aquafina water, hot meals that can be bought out at \$60. Derrick will confirm with hypnotist as Central Entertainment committee spoke with them and they did not have Peacock as a confirmed booking. Phone number: 88-934-9766. CCI and AEP both have Touch Down Bungee, Gladiator joust, etc. Booked (not all same things but through the same company) so they will look at splitting delivery costs, etc.
3. DJ: Wayne Bucknall (sp?) Derrick will contact on behalf of both schools.

Next Meeting: Tuesday, March 27 at 7:00 p.m.