



**Friends of Bishop Allen Academy**  
**Minutes of Meeting: January 22nd, 2008, 7 pm.**

**FOBA Members in attendance:**

**Students**

Ian-Jyzel Gallardo  
Joe McGrade

**Staff**

Don Walker

**Parents**

Krystyna Dix  
John Grassby  
Art Hileman  
Andrew Kwiatkowski

**1. Call to Order**

- a. Established Quorum under amended Constitution
- b. Prayer

**2. Adoption of Minutes of December 17<sup>th</sup>, 2007 Meeting**

- a. Motion by Andrew Kwiatkowski
- b. Seconded by Don Walker
- c. CARRIED

**3. Treasurer's Report (Andrew Kwiatkowski provided details on behalf of Treasurer)**

- a. See attached yearend summary
- b. Funds on hand of January 22, 2008 = \$8137.00
- c. Andrew reported that the Treasurer is still waiting on historical documents from previous auditor. Mr. Walker said he would speak to Mr. Wahbi Sr. about getting the documents.

**4. Chairman's Report**

- a. The Chairman initiated a lively discussion of project ideas for FOBA to consider. The following list summarizes those ideas:
  - i. Electronic Notice Board
    1. Two quotes were received for monitor, cabling, computer and software in the \$5-8000 range.

- ii. A digital lighting control board was requested by the Drama Department for \$1725.
- iii. New laptops and computer projectors were requested – as many as could be afforded. It was estimated that the laptops and projectors could be had for about \$800 each.
- iv. A photo gallery of school history, alumnae and other notable items should be established to give students and graduates a sense of community. Given that the school is only 20 years old this should be a straightforward exercise costing approximately \$750.
- v. FOBA should be spending some effort and resources on increasing the awareness of its existence among parents. A nominal amount of \$250 was suggested for miscellaneous communication materials.
- vi. A suggestion was put forward to produce a Safe Schools Brochure to provide students with handy information should they be exposed to situations that concern them. Further discussion on this idea suggested that this information could be included in the student agenda or distilled down to a wallet-sized card for students to carry around.
- vii. The idea for a mini-bus was discussed but the council felt it was too expensive an idea at this time.
- viii. The students asked that FOBA assist them in:
  - 1. Determining what the school colours are;
  - 2. Providing resources to help start showing those colours in different ways.

The students were challenged to come up with different ideas on how the school colours could be displayed.

- ix. Suggestions for site enhancements were discussed such as benches and additional trees.
- b. At the conclusion of the discussion of the various ideas a motion was put forward to fund the following ideas:
  - i. 3 Computer Projectors (without computers)      \$3000
  - ii. Drama Lighting Board      \$1725
  - iii. Various School Colours Projects      \$ 750
  - iv. Alumnae Photo Gallery Project      \$ 750
  - v. Electronic Notice Board \*      \$1750

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Total Budget    \$7975

*Note: The Electronic Notice Board Project will initially only involve the purchase of a monitor and will use an existing computer with PowerPoint presentations to determine the optimum layout and operation of a full system.*

- a. Motion to commit the above budgeted amounts for immediate purchase was made by Andrew
- b. Seconded by Joe.
- c. CARRIED.

## **5. FOBA Communications and Other Planning**

- A discussion was held about the need for the school (teachers, students, administration) to all be more aware of FOBA and its role.
- A communication plan needs to be developed to ensure the community is aware of the following:
  - i. Dates and themes of FOBA campaigns – “Annual or Multi-year FOBA Plan”
  - ii. Ability to use FOBA in different activities in the school
  - iii. Notes of appreciation to donors
  - iv. Discussion on items that have been purchased
  - v. Lists of desired items so that donors can understand the specific needs of the school.
- The communication plan should include:
  - i. Periodic Newsletters
  - ii. Inclusion of some FOBA communication element in every distribution by the school (e.g. mailings, report cards, Gr. 9 acceptance letters, mailing of student schedules, etc.)
  - iii. A commemoration board to recognize donors with categorization of donor support – should be done in connection with 20<sup>th</sup> anniversary celebrations.
  - iv. A standing wish list of items for potential donors to review to see if there are any items that could be donated to the school through FOBA.
- Don indicated he would mention the role and usefulness of FOBA at the next staff meeting. Andrew would supply him with a few notes to highlight to the staff.

## **6. Next Meeting of FOBA Council**

- a. To be held prior to the next CSAC meeting on March 4, 2008 at 6:00 pm
- b. Items to be discussed include: Status of project ideas; transfer of books to Treasurer; communication plan and overall FOBA plan; list of FOBA projects for parent review.

## **7. Adjournment**