**NORWOOD DISTRICT HIGH SCHOOL – SCHOOL COUNCIL**

**MEETING MINUTES**

**Thursday October 20, 2016**

**In attendance:**

Mary Lou Steinmann, Bernadette Vanderhorst, Bev Graham, Ian Beaman Lori Heffernan, Karen Guy, Leanne Caskanette, Karen Guy,

**Guests:** Jen Van Allen and Cheryl from HBPS.

**Regrets:** Sherrill Lloyd-Wardle, Cathy Galbraith, Janette Fluke, Abby Partington, , Penny Buchanan, Deb Chamberlain, Jennifer Stewart, Nicole Pedersen, Chris Leeper

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| **CALL TO ORDER** | Time: ~7:40pm |
| **APPROVAL OF AGENDA:** | NA: This meeting is solely to prepare for next week’s Social Media Night. |
| **Review of Action Items from Oct 13-16.** | Reviewed only those related to this event:   * Bullet #1: Complete * Bullet # 2: Complete * Bullet # 3: Complete; plus a mass email * Bullet # 4: Complete * Bullet # 5: complete * Bullet #6: not applicable to this event |
| **MINUTES OF October 13, 2016** | To be reviewed at next full meeting. |
| **Updates/ Numbers** | * Jen: 13 adults (12 for dinner; 8 kids for daycare) * Ian: 54 adults (10 kids for day care) * Bernadette (St. Paul’s): just went home Tuesday; 5 so far * Total about 80 so far. |
| Lessons Learned | * St. Paul’s grades 6, 7 and 8s getting some similar education locally which may have made parents decide not to enroll in our event. * More to come! |
| Kitchen/Meal prep. | * Students are ready for set up and take down. 5 so far. |
| Set Up in Gym | * Custodian has the plan * Table cloths.. some will need to be bought. Yellow and Blue * 3 classrooms 118, 114 and 113 available for the break out sessions. |
| Give Aways | * The smart phone wallets are all ready: blue, green and red. * Lori presented the inserts for the wallets that indicate who goes to which session at what time. * Need to be cognizant that families will likely want to be together so be careful handing out the inserts to individuals/families. * Jen and Cheryl will greet guests as they arrive. |
| Presenters to be thanked and prompt for feedback | * At the last of each session, someone (??) will thank the presenter and give them the gift card * Also prompt guests to complete the surveys. * Bernadette 113, Cathy G 114, Sherrill 118.   113: Michaelene Shannon (Mental Health Speaker)  114: Stephen Keller (Gambling)  118: Rich Nie (OPP) |
| Survey Questions | * In addition to what Ian already has.   + Comments to improve quality of future events. |
| How is payment arranged? | * Everyone to give invoices to NDHS who will coordinate pay outs. * All funding/grant cheques into a single account; including donated funds. * Each group (except St. Paul’s) will need to do their own reports back to the funder. * Each group (except St. Paul’s) will require copies of the invoices for their funder reports. |
| Miscellaneous | * ML to email Mr. Citro to see if he plans on attending. * Child Care: Holly, Nicole, Nicki, Melanie, Rachel, Ashely, Natalie, Sam   + If over flow, some can help Lori in the kitchen.   + Any extra chocolate milk can go to that area. * Couple of community partners will have tables set up. * Survey: Ian creating an on line survey as well as a paper survey * Each of schools to consider an item in their newsletters, may be able to use quotes from the surveys. * Chris from Tim’s to provide coffee (no timbits required) |