

# **Don Mills Middle School Parent Council**

## **Meeting Minutes Wednesday, December 13, 2017**

### **Attendance:**

Carla Robbins (Principal)  
Lisa Pennycook (Co-chair)  
Mathew Sherman (Co-Chair)  
Adrienne Goddard

### **General Discussion**

- Process for posting minutes going forward:
  - Secretary shares minutes with Matt and Lisa for review/ changes
  - Matt/ Lisa approves and shares with Carla for vetting
  - Matt posts minutes and shares link directly with Primary Council

### **February 8 2018 – Family Night Event Planning**

- Coordinate payment for Tribal Vision (Lisa)
- Create Google Docs folder so all Council members can edit/ provide feedback for Family Night communications (Matt)
- Modify 'Save the Date' email based on group discussion (Lisa)
- Dec 15 - send out 'Save the Date' email
- Assign a primary Council member as point person for each volunteer group:
  - Tribal Vision Handler (Lisa)
  - MC (Matt & Lisa)
  - Donations Coordinator (TBD + Finalize donations request letter)
  - Pot Luck Coordinator (Adrienne)
  - Set-up/ Decoration Committee Leader (Valerie Verheyen)
  - \$5 Plate Sales (TBD)
  - Clean up Committee Leader (Matt Sherman)
  - Marketing posters (Carla will solicit students for this, possibly offer a prize)
  - Carla to appoint 10 students to help out on event night
- Dec 21/ 22 send hand out home with more details on Family Night event
- Create online sign up for event volunteers/ prize donations/ pot luck submissions, including point person contact info (Matt)
- Jan 10 – send email asking for volunteers/ prize donations/ multicultural dishes
- Jan 16 – send hand out home with survey of attendance/ would you like to volunteer/ will you bring a dish? Return by Jan 22 for prize draw
- Consider door prize to encourage attendance
- This is a bring your own cup event, opportunity to sell DMMS water bottles
- Consider selling recipe compilation for \$3 (Adrienne)

### Upcoming Events

- Feb 8 – Family Night w/ Tribal Vision Dance and potluck dinner
- May 10 - Arts Night
- June tbd – Home Alone Workshop

**Next Meeting (RESCHEDULED): Wednesday, January 10 @  
7pm  
ALL PARENTS WELCOME**