

## MRBS Executive Meeting Minutes

Tuesday April 14, 2022, 7:00 p.m.

Virtual meeting via Zoom

**Present: Randy Deffett (Chair), Robert Watson, Vandra Masemann, David Fuller, Darija Dias, Paul Warner, Dianne Renwick, Tim Daciuk**

**Regrets: Sandra Burk, Lois Maxwell, Ken Scullion, Donna Halliday, Rod Tennyson, Volker Masemann, Ila Vaculik**

### Order of Business:

1. Call to Order – at 7:08pm
2. April 14th Agenda approved.
3. March 8, 2022 Meeting Minutes approved. Motion: Randy/David. Carried.
4. Announcements- None
5. President's Report – Randy
  - A. **To Do** March 8 Follow-ups (unless covered later in agenda):
    - a. Darija Dias has sent introductory messages to her classmates 2005-2007. MRBS Instagram has grown from 5 to 25 followers as a result.
    - b. Randy to present to Robert Watson a tentative operating & special projects budget- carry forward. **To Do** for next meeting.
    - c. Vandra- 2020 approved Minutes- carry forward. **To Do** next meeting.
    - d. Robert- shared our ideas to paint archives room door with Shannon Halliday (MCI student). Robert has not heard back from her.
  - B. Randy Visit with MCI Principal, Sandy Kaskens, March 29
    - a. Impressed with openness of Sandy and brought me on school tour.
    - b. **To Do** Follow-up Projects:
      - i. Fundraising for MCI history refurbishments. Sandy Kaskens to name project.
      - ii. Cenotaph Centennial Ceremony May 24, 2022 10:00am. MRBS to provide suggested ceremony agenda.
      - iii. Commencement Ceremony June 29, 2022 1:00pm; 240 graduates. MRBS to suggest guest speakers; future online fundraising option.
      - iv. MCI Open House 1<sup>st</sup> week December 2022. Promote in Sept. Musings & AGM. Open Archives Room for supervised visits & displays.
  - C. OMF April 5, 2022 (Vandra)
    - a. Presented to Sandy how OMF & MRBS are distinct organizations.
6. Communications Reports
  - a. Postal Mail- (Randy) none
  - b. Email- 2 emails: Alumni survey test & Shannon Halliday.
  - c. Database (Part I)- (Dianne Renwick & Paul Warner):
    - a. Thanks to Dianne for fast action to provide email Dbase for survey.
    - b. Paul checked website for new registrations; not automatically added to dbase & we don't get notification. Paul sent 3 new registrations to Dianne, to add.
  - d. Database (Part II)- (David)

- a. Alumni survey mass email distributed via Tim Daciuk's Mail Chimp account.
- b. **To Do** (Tim, Dianne, David): Populate survey email database into MRBS Mail Chimp account, once survey is complete. Steps:
  - i. Survey sent to 805 emails; alumni survey closes April 30.
  - ii. Follow-up work:
    - 1. Sort out 'soft' & 'hard' bounces.
    - 2. Remove emails that requested 'unsubscribe'.
    - 3. Survey has received 50 requests to join MRBS. Check who is already on MRBS dbase.
    - 4. Those who are not, contact to register as new members.
    - 5. Add new registrations that Paul collected from website.
  - iii. Provide updated database to David to load onto MRBS Mail Chimp.
- e. Website (David & Paul)- approved Minutes and survey link posted to site.
- f. Facebook (Vandra):
  - a. has noted a marked improvement in tone of posts.
  - b. George Barr April 30 funeral. Will provide feedback on his life.
  - c. **To Do** (Randy): will write message from MRBS at funeral (check with Dianne).
- g. Instagram (Darija):
  - a. Regular posts 2X/week: Monday Fun Fact & Friday Flashback.
  - b. **To Do** (Darija) Gain Facebook Group administrative access. Automatic posts from Instagram to FB Group will then be posted as from the MRBS.

#### Treasurer's Report – Bob Watson

- a. Book balance = \$1,592.82; bank balance= \$1,692.82.
- b. Amounts owed:
  - a. \$100 to Fabienne De Cartier (MRBS scholarship)- cheque stale-dated.
  - b. **To Do** (Randy) will e-transfer her the amount.
  - c. \$311.76 Vandra (Malvern Wear)
  - d. \$290.99 (David) (Malvern Wear)
- c. Change of Signing Officers- Robert, Sandra & Randy met TD Bank official, Rahul, March 29; could not complete changes.
- d. **To Do**: Sandra to finalize needs with bank & arrange new meeting.
- e. Funding Request:
  - a. **To Do** (OMF Ken Scullion & Lois Maxwell) to revise request form.
  - b. **To Do** (Randy) once received, complete request.
- f. Malvern Wear- Goal before summer 2022 is to sell 12 rugby shirts & hats.
  - a. **To Do** (Darija)- Malvern Shop on our Instagram; will promote.
- Motion: Robert/Randy. Carried.

#### 6. Archives- Vandra Nothing to Report

#### 7. Projects

- a. Alumni Survey Highlights (closes April 30)- Tim
  - i. 31 % response rate (good)
  - ii. Are you aware of the MRBS? 80% yes
  - iii. Are you signed up as a member? 60% yes
  - iv. Respondent source: Alumni 80%
- b. Outreach for Express Consent (Randy)
  - i. **To Do** (Randy) to present communication by next meeting; send once survey is closed.

- c. Website Design Project (David)
  - i. Illustrated and discussed website Themes; we chose our preference for David to start working from.
- d. Cenotaph Centennial Ceremony (Vandra & David)
  - i. **To Do** (Vandra & David) will create agenda & provide to Principal.
  - ii. Sandy needs one-month lead time to send out invitations.
  - iii. Sandy will create media release.
- e. Cenotaph Restoration (David)
  - i. Fundraising will begin with Centennial Ceremony.
  - ii. Security concerns of TDSB needs to be clarified to the MRBS.
- f. Commencement Ceremony (Randy)
  - i. Principal asks us to provide suggested names for a Guest Speaker, 4-5 people.
  - ii. **To Do** (Vandra & Darija)- post on Facebook & Instagram asking for suggested names as possible speakers. Postings will be consistent.
- g. Memorial Page (Randy)
  - i. Need to finalize website Theme first.
  - ii. **To Do** (Paul volunteered) to design Page and integrate with online obituaries (deceased DB = 260 + Donna Halliday has 188+ online obituaries). Will try to include Class year. Time Line: end of 2022 calendar year.

8. Other Business

- a. **New Project Proposal:** (Darija) Annual Hand Out of MRBS Brochure to MCI Graduating Classes. **To Do:**
  - i. Vandra & Darija design brochure, universal to any graduation year.
  - ii. Check with Donna Halliday for past brochure in Archive Room.
  - iii. Cost out print budget and submit to Robert Watson (can we afford?).
  - iv. Present for approval at Executive meeting.
- b. Motion for Proposal: Randy/Darija. **Approved.**

9. Closing of Meeting 8:40pm.

- a. Motion: David. Carried.

10. Next meeting: Tuesday May 10, 2022 7:00pm (Zoom Meeting).