

## MRBS Executive Meeting Minutes

Tuesday October 11, 2022 7:00 p.m.

Virtual meeting via Zoom

**Present: Randy Deffett (Chair), Sandra Burk, Robert Watson, Vandra Masemann, Dianne Renwick, David Fuller, Rod Tennyson, Paul Warner, Ila Vaculik**

**Regrets: Darija Dias, Lois Maxwell, Ken Scullion, Donna Halliday, Volker Masemann, Tim Daciuk**

### Order of Business:

1. Call to Order 7:05pm
2. October 11 Agenda approved. Motion: Randy/Sandra (as amended- started meeting by discussing Sections 5,6,7,11 first). Carried.
3. Sept. 13, 2022 Meeting Minutes approved (as amended). Motion: Randy/Rod. Carried.
4. Business Arising from Sept. 13- Outstanding matters included in this agenda.
5. President's Report – Randy
  - a. Visit with MCI Principal, Sandy Kaskens. We discussed:
    - No MCI Open House Dec. 2022- excavation of school front to start October.
    - Spring 2023 120<sup>TH</sup> Reunion- MCI Open House and Pub Night
      - a. Saturday 1-4pm. Sandy agreed to any Saturday in May, except long weekend, nor June. Never discussed April.
      - b. Sandy initially thought most volunteers would come from MRBS. We definitely need student volunteers too.
      - c. Open House centered around Decade Rooms.
      - d. Students may staff Decade rooms, supervise registration books.
      - e. Hallway booths: MRBS, souvenir sales, Cenotaph Restoration.
      - f. School elevator only goes to first floor.
      - g. Did not discuss more organizational details.
    - MRBS AGM, Musings & In Memoriam web page.
    - Remarkable Malvernites Project-
      - a. Sandy not in favour of naming rooms for individuals.
      - b. Discussed concept to honour Malvernites who lived remarkable lives, as introduced in 2021 AGM.
      - c. Sandy enthusiastic for such a hall display. No special TDSB approvals needed.
      - d. Could involve alumni and become an annual Fall event.
      - e. **To Do (Randy)** write proposal for further discussion.
    - MCI Remembrance Day Ceremony will happen, details not complete.

- b. Annual General Meeting (AGM)
  - i. **AGM Saturday November 12<sup>th</sup> 2022 1:00pm-3:00pm on Zoom.**
  - ii. Musings includes link to register and Call for Nominations.
  - iii. **To Do (Sandra, Vandra, Darija)** Post social media Call for Nominations, now.
  - iv. **To Do (Randy)** Write & assemble AGM Report and Agenda.
  - v. **To Do (David)** 1. Review Musings AGM registration link. 2. Once AGM Report received from Randy, email link to registered attendees.
  - vi. **To Do (Executive & Committee Chairs)** Send your completed report to Randy, well in advance please.
  - vii. Randy will administer Election.
  
- 6. Fall Musings Technical Requirements- Dianne & David
  - a. Master database membership:
    - i. Active: 980 with email, 458 postal mail only.
    - ii. Inactive ('no permission' list): 1,008 members.
    - iii. **To Do (Future Randy)** Project to increase 'no permission' members giving consent for outgoing communications.
  - b. David will mass email Musings from MRBS Mail Chimp account.
  - c. Dianne will send David email list with all information included.
  - d. **To Do (David)** New online donation icon will be ready for launch: bigger, more noticeable; as graphic, not text. Not ready as of meeting time.
  - e. Donation landing page includes CanadaHelps and other choice.
  
- 7. Fall Musings (Mass Email Distribution)- Paul & David
  - a. Website postings created:
    - i. In Memoriam Page
    - ii. Commencement Brochure- Darija will provide clearer copy to post.
    - iii. Photo of Archives Room Painted Door.
    - iv. Reduce # of Minutes on Home Page 'Recent Posts' (most recent only).
    - v. Keep alumni survey upfront and easy to find.
  - b. Mass email launching with teasers and link to website posted Musings.
  - c. **To Do- (Darija & Sandra)**- Cascade social media posts, 2 days after launch.
  
- 8. Fall Musings (Postal Mail)
  - a. **To Do (Randy)** Visit Staples to get printing estimate.
  - b. Vandra & Sandra completing preparations for envelope stuffing.
  - c. Volunteer 'stuffers': Sandra, Robert, Rod, Dianne, Lois.
  - d. Tim providing printed labels & Donna MRBS envelopes.
  
- 9. Communications Reports
  - a. Postal Mail- Vandra: none
  - b. Email- Robert: 4 received. 1940s MCI ring offered to us for \$150. No funds, we declined.
  - c. Website Postings- **To Do (Paul)**: Once In Memoriam Page posted, remove 28 deceased members from public members' list (marked with '\*').
    - i. **To Do (Future Randy)**: Improve Public Members' List on website.

- d. Website New Host- David:
  - i. Best to complete new host implementation and website modernization at same time.
  - ii. **Reality Check from Randy- We agree both projects are vital and completion cannot be delayed past this conservative date. New host & website modernizations fully operational by **January 31, 2023**.** If we finish sooner, great! No over promise & under deliver.
  - iii. Questions:
    - 1. Expect refund from current host, Blue Host, we paid in advance. Refund goes to Vandra.
    - 2. Domain owner does not change. We will check if we can & is there value to add co-owners.
    - 3. All portals will change but email addresses stay the same.
    - 4. Can we transfer data to new host? Not sure.
- e. Social Media- Sandra:
  - i. Totals: FB Group = 1,007; FB Page= 379; Instagram= 44.
  - ii. Sandra having FB (Group & Page) problems posting as administrator, or herself & people are able to join without approval.
  - iii. **To Do (Sandra):** Investigate issues & how we may move from Public to Private group.
  - iv. **To Do (David)-** Implement automatic posting of website content to FB Group and FB Page.
  - v. **To Do (Future Randy)-** Convince our 1,386 FB subscribers to voluntarily register as members on website, with their full information as on our registration page. Presently 249 FB subscribers registered.

10. Treasurer's Report – Robert

- a. Bank balance and book balance= \$1,889.29.
- b. Money owed to Donna = \$85.48 for envelopes and archives supplies.
- c. Estimated balance after Fall Musings complete= \$700 to \$750.

Motion to accept Treasurer's Report: Robert/Sandra. Carried.

11. Other Business- Dianne

- a. 2023 Reunion Pub Night- Balmy Beach Canoe Club response to our booking for Pub Night is encouraging, but they will not confirm a booking date yet. May booking is not likely; April is most likely. Stay tuned.

12. Meeting closed 9:23pm

13. Next meeting: Saturday November 12, 2022 1:00- 3:00pm (Zoom Meeting).