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| **Leadership Meeting Agenda – April 13, 2015** |

**This agenda was prepared by:** Reece

**The meeting will be chaired by: Reece, Matteo, Francesca**

**Read-Only Items**

MUGSHOTS

Jessie Miller Field Trip Forms-This Thursday!

Ticket Sales- Is the dance cancelled or nah? Might sell more make cut-off on Tuesday

Ms. Fujiki will get all her International students. Alyana went to 8-10 classes (Block D) to advertise the dance.

Options: Cancel, wait another day

**Event Planning:**

**1. The Decade School Dance**

**Who:** Students and staff

**What:** The Decade School Dance

**When:** Thursday April 16, 2015

**Where:**Atrium

**Goal:** To spread school spirit, celebrate the hard work of students, and enjoy with friends while celebrating Byrne Creek’s 10th Anniversary

**Logistics-** Sonya, Matteo, Harmony, Reece

**Questions for discussion:**

* Any updates from Mr. Axford? (Matteo) No discount
* Leo Club coat check. (Stevens) 25 cents per person
* Are there any updates on the photobooth? (Matteo) Once we book it non-refundable. $285 w/o tax
* Are we going to have free drinks? $100 budget
* Are we going to sell food? No
* DJ: price was different ($525)
* Moving van ($100)
* Professional DJ $800

Who can sell tickets?

 Tuesday, April 14-

Wednesday, April 15-

Thursday, April 16-

**To-Do List:**

* Updates on equipment (Matteo)
* Confirm Security (CONFIRMED!)
* Confirm photobooth (Angelica)
* Create a list of teachers to ask for supervision. Ask them on the same day in person. (Sonya)
* Activities and games. (Just Dance-Nicola/Danakin) (Karaoke-Angelica)
* Teacher Supervision (Sonya, Matteo, Reece)

**Decorations-**Jorry, Alyana, Francesca

* Colour schemes are: silver, grey, gold, navy blue, white, sparkle
* Decorations are: streamers, balloons, silver tassels and leftover stars on the walls, Paper Lanterns
* Setting up for decorations will happen the day of. Set for hanging tassels on Wednesday (April 15)

**Questions for discussion:**

* Are we having a balloon drop and a confetti bomb?
* Is the DJ Set-up enough for decorations?

**To-Do List:**

* Finalize lay-out (Alyana)
* Check storage (DONE)
* Buy decorations (in the process)
* Updates from Mr. Klassen about balloon drop and confetti bomb. (Sonya)

**Publicity-** Julia, Angelica, Ishan

**Questions for discussion:**

* Is advertising effective right now?
* Should we have another media blast?
* How else do we want to promote the event?

**To do list:**

* Share the video. Word of mouth.
* Find a way to get the banner up in the entrance of the school.

**2. Byrne Creek’s 10th Anniversary:**

**Who: Byrne Creek Community**

**Where: Byrne Creek Secondary School**

**When: May 14, 2015**

**What: Byrne Creek’s 10 year Anniversary**

**Goal: To celebrate Byrne Creek’s 10th Anniversary, provide a fun-filled day filled with spirit and celebration**

**How:**

\*Break off into Committees

**History train**

* **Goal:** To visually see how far Byrne Creek has come 10 years after it has been established.
* We are going to do it in C-wing.
* 1 section of the train for each year
* Do we want to make it permanent, or just paper?
* By when do we want to see it?
* Ms. Jansen can provide photos
* What achievements do we want to see?
	+ - Basketball team at provincials, becoming a community school, first play, display uniforms from the first year, whole child award.
			* Where can we find out more about Byrnes past events?
		- Fun facts about Byrne Creek. The year book used to be in black and white because we couldn’t afford it.
			* Where can we find out more fun facts about Byrne?

**Photos**

* We decided that the photos will be compiled in a Powerpoint.
* The slideshow will be projected in the TV screens throughout the anniversary week.
* Who can help compile and edit?
* Who else can we ask for pictures from previous years?
* What else do we want to add?

**Teacher Mug Shots**

**Goal:** To present the teachers and staff of Byrne Creek in an entertaining way

**Question for discussion:**

* Where do we want to see the mug shots? All over the school? Posting them in the gym during the assembly.
* When do we want these up?
* Do we want colored pictures?
* Matteo will compile and edit the pictures.
* **Alumni Video**
	+ Timeline:
		- February: organize and contact all alumni
		- March: Film all alumni ( or they can film themselves and send it to us)
		- April: Form and edit video with the help of media arts
		- May 1: video should be done
		- May 1 – 14 : 2 weeks to review and do any last minute editing
	+ Which alumni do we want to contact?
	+ How will we contact them? (Ms. Falsetto has been in contact with them.
	+ Ask media arts if they would be willing to help us with editing.
* **Assembly : (Who are we today?)**

**Goal:** Celebrate the 10th Anniversary of Byrne Creek

**When:** May 14, 2015

**How:** 5 Block Day (Double block B)

**Questions for discussion:**

1) What kind performances do we want to see?

* Contact band and dance company
* Are we having auditions?

2) Video

 -Interviews with admin, teachers and students

 -The ‘Originals Interview’

 -Past graduates, teachers and admin. (Mr. Rawnsley)

 -Teacher flash mob

 -Include Whole Child Award

 -Time lapse

3) Gym decoration:

 -What pictures – ask the picture committee for pictures

 -Mug shots

4) How do we want to structure the assembly?

 -one assembly for the whole school

 -How many performances do we want to see?

 -Come up with an ideal show order.

 -How do we want to include the following ideas?

 Time capsule, Hall of Fame

**Wrap Up:**

**The next meeting will be held on: Monday, April 20**

**Agenda will be prepared by: Matteo, Francesca, Alyana**

**The meeting will be chaired by: Matteo, Francesca, Alyana**