**CASSC Convocation Subcommittee Meeting Minutes**

*March 15, 2023* | *10am* |Zoom

**Members in attendance:** Joanne Sokolowski, Abby Richards, Shelley Strain, Cassandra Rayner, Catherine O’Brien, Deondrae Thompson, Mitchell Prost, Patricia Smith, William Kim, Trisha Gayla Pearce

**Meeting Minutes:**

Budget Review

* A review of the [2022-2023 budget](https://trentu.sharepoint.com/:x:/s/ConvocationCASSCSubcommittee/EZV2CXgSLT1KlLwLRDkzAxkBfwtzftltJ9QLhuc0LzYfrQ?e=nLe8gp) and anticipated 2023-2024 budget.
* Note that Peterborough and Durham are separate budgets.
  + They have slightly different fees, specifically with Student Convocation fees (Durham venue is much more expensive).
* Note that the carry forward is expected in our budget, as the fiscal year ends on April 30, but we purchase and pay for deposits for many vendors/items in June before April 30.
* Breakdown of various line items:
  + Memberships refers to our NAACO (North American Association of Commencement Officers) membership, which we currently have 3 individuals registered and they have access to online resources and attend meetings with other Convocation officers at various North American post-secondary schools.
  + Food refers to the lunches and snacks provided to volunteers on every Convocation day.
  + Contracting services revenue refers to the amount we get back from Commencement Flowers when they sell items during the ceremonies, this amount typically covers the cost of StageClip.
  + Regalia
    - We own all the hoods, with increasing enrollment each year, we are having to purchase more hoods for programs every year to keep up with number of graduates.
    - We rent the gowns from Harcourts, they hold, maintain, and clean all the gowns. They also hand out the gowns to each student in the Student Centre.
  + Gym rental refers to our rain plan, we have the gymnasium set up in the Athletics Centre for the entirety of the ceremony days in case of rain/inclement weather.
  + The cost of AV/livestreaming/recording will not drop, as the budget reads, like the carry forward note, last year we paid the deposit and the full fee for these services all after April 30, this year we will pay a deposit prior to April 30 fiscal year end. Overall, the AV fee is similar (respective to number of ceremonies) from 2022-2023 as it will be for 2023-2024.
* Budget Questions
  + [Shelley] Regarding volunteers who clean & fill all water bottles handed out to students, wondering if there may be budget room to provide them with a small amount of Trent Cash to use on the days of filling the bottles.
* Motion to Approve Budget
  + William 1st, Cassandra 2nd

Other Business

* The ceremony schedule can be viewed on our [website.](https://www.trentu.ca/convocation/schedule)
* Undergraduate graduating students must complete the [Application to Graduate](https://www.trentu.ca/registrar/records-registration/graduation) (myTrent > Academics > Forms > Application to Graduate – Undergraduate) by April 11th.
  + Graduate students please visit the [Program & Degree Completion webpag](https://www.trentu.ca/graduatestudies/graduate-program-degree-completion)e and contact [graduate@trentu.ca](mailto:graduate@trentu.ca).
* RSVP Form is live on our website. This year we have added fields the permit students to provide a preferred name to be read when they cross the stage. We are also asking for phonetic spelling in this form, which will aid our faculty who read names during ceremonies.
* Any student with accessibility needs or accommodations can reach out to us ([convocation@trentu.ca](mailto:convocation@trentu.ca)) to connect about how we can best support them on their ceremony date (this is also asked in the RSVP form). In addition, they are welcome to attend the Convocation walkthrough prior to their ceremony to get a feel for the stage and process.
* [Catherine – question] Will there be more master's gowns this year?
  + [Joanne] Yes, we have ordered plenty more Master’s gowns that will add to our existing inventory. Following this year’s ceremonies, Harcourts (regalia provider) will absorb our current Master’s gown inventory and they will hold, maintain, and clean them, as they currently do with the undergraduate gowns.
* We provide all regalia (gowns and hoods) for all graduates during ceremonies.
* StageClip is a service we provide to every student who walks the stage at a convocation ceremony. It is a short (1 minute) clip that includes you shaking hands with the Chancellor and it announces your name. This is sent to students, for no additional charge, about a week after their ceremony. We received feedback from students that they appreciate this, as they can send it along to family members who were unable to attend the ceremonies.
* [Shelley – question] As an institution registered with the Blue Box program, we need to report what materials we produce that could end up in a Blue Box.
  + [Joanne] We will provide you with our printing information once we have decided on such (ie. Programs).