

LCHS Graduation Prom Committee

Meeting Minutes

December 11, 2025

Present: Shauna Balehowsky, Tasha Blumenthal, Veronica Robertson, Christine Altstadt, Kim Barry, Miranda Carew, Malissa Huillery, Cindy McRae, Ian

Next meeting: January 15, 2026 @ 6:30 pm

I. Overview of Financials of Ohpaho School Prom

- Attached
- Students and guests were charged \$35 each
- Budget is significantly less than our previous budget that included the banquet
- We would need to budget for 350 people plus volunteers

II. June 6th is Ohpaho's Prom date

- Initially we were planning May 30th for the prom date, but this conflicts with rodeo weekend. Discussed pros and cons of alternative dates including after school ends and during Diploma exams. Decided on June 13th at 7:30 pm.
- The administration prefers that prom be held outside of the school to reduce liability, need for security, etc.
- **Tasha B** to contact LRC to see if the curling rink is available June 13th to host prom.
 - o Completed. June 13th is available. **Lisa Smith** to transfer contract to current committee member, cancel banquet bookings etc.
 - o Silent Ice Center was mentioned as an alternative venue
 - o Notes from Tasha's conversation with LRC
 - The capacity is roughly 800 banquet style so we will be well within the capacity limits with a dance style format.
 - The fee will be \$66/hour so they will likely charge us for a full 24 hours (\$1584) to allow set up and take down.
 - We have to set up and tear down within the 24 hour booking time so they would likely give us access from 7 am on Saturday, June 13 to 7 am on Sunday, June 14.
 - They do have tables that we can utilize but they are limited. There are 62 round tables available, we would have to set those tables up as well. They do not have cocktail tables, etc.

- They do have piping and draping as well but it would be best to connect with Infinite on their provisions to make things streamlined.
 - I asked about the grant and contract and because it is in Lisa's name, Chelsea will contact Lisa as the contract holder to make the changes to cancel the May 23 booking and add the June 13 one. She will confirm with Lisa if she wants the contract holder to be transferred to Shauna.
 - She asked what type of set-up we would utilize and I suggest no stage, dj, food and drink stations throughout with Kosmos likely catering, potential photo booth area and tables/chairs seating around the peripheral.
 - She specifically asked about the use of a fog machine based on their experiences with the Teen Takeover. If we utilize a fog machine, we will have to have more parent supervisors as they have had fights break out during fog machine usage when the room is dark and visibility is limited.
- Discussion regarding grant from the city (also noted in Tasha's follow up above). Will we still qualify with changing our booking? TBD

III. Delegate Volunteer Roles

- Decorating – **Amanda** previously indicated interest. **Shauna** requested a response via email to confirm.
- Ticket sales – handled through powerschool. Price to be determined closer to the date of the ceremony.
- Fundraising – **Miranda** volunteered, **Veronica** indicated she would assist.
- DJ – may be included with Infinite Rental, **Shauna B.** requested a response via email for recommendations after meeting concluded
- Secretary position will rotate based on who can attend between **Malissa Huillery, Tasha Blumenthal and Kim Barry.**

IV. Fundraisers

- Growing Smiles winter campaign – raised \$1500 (there needs to be a better system for order pickup, more communication to ensure items aren't left at the school for staff to handle).
- Growing Smiles spring campaign is usually large
- Wilhawk Beef Jerky – will be next fundraiser
- Grad signs

- Mom's Pantry
- No Frills Grocery bagging – date may be spring break? TBD
- Bottle drive
- Donation request letters – **Shauna B** to find template
- **Christine A.** inquired about selling Bear Trax as a fundraiser. She will contact them to determine viability.

V. Grad Wear

- Vicki Lidkea has asked for designs from Icon Merch
- Student Grad committee will choose final designs
- Profit from these sales goes to the grad ceremony

VI. Other items

- **Ian** will contact Kosmos about change in banquet to appetizers and will give us the options at the next meeting
- Next student meeting is January 13th

VII. Next Meeting

Thursday January 15th at 6:30 pm in the staff room