

St Ann's Academy Parents' Association (SAPA)
Meeting Minutes from Jan 10, 2017

Present:

Peter Persad	Danielle Pilbeam	Wendy Gardner
Joanne Leggett	Mike Simpson	
Christopher Savage	Sarah Eshpeter	

1. Call to Order and Opening Prayer

Mike Simpson called the meeting to order at 6:40PM. Peter did the opening prayer.

2. Adoption of agenda - m/s Christopher/Christine. Carried.

3. Adoption of minutes - m/s Christopher/Danielle. Carried.

4. Administration Report

Joanne distributed a report, and highlighted the staff appreciation efforts from SAPA. Administration would be happy to have someone from SAPA at the Kindergarten and grade 8 orientation sessions. Grade 8 orientation are for either families new to the school, or entering grade 8 from lower grades.

5. Chair Report

No formal report. Danielle noted that she will be co-chair, but that Mike will chair the meetings in addition to being secretary.

6. Treasurer's report

Austin's bank statement, balance sheet and budget vs. actuals report as at Jan 1, 2017 were distributed. Outstanding actions:

- Administration to confirm balance in non-gaming account
- Signing authority changes need to be done - remove Jenn H, add Danielle

7. Old business

a) SAPA Handbook

It was clarified that the Dec 13, 2016 version of the SAPA Handbook must be approved by School Council (Joanne and Christopher to add to agenda for next week); then it goes to Superintendent of Schools and Catholic Independent Schools - Kamloops Diocese board of directors; then it can be deemed approved and posted on the St Ann's website.

b) Capital Improvements

Peter advised that Art McDonald could advise administration staff on capital improvements; Art used to work for SD73; Peter has Art's contact info.

8. Correspondence - none.

9. Funding Requests - none.

10. New business

a) Meeting process

It was agreed that paper copies are not needed for these meetings, to display content on screen and email things in advance. The following will be the process:

- Danielle will compile a list of SAPA members names and emails, send to Mike by Feb 1

- Austin to send Mike financials, and Danielle to send Mike an agenda about a week in advance of the meeting
- Secretary (Mike) will email SAPA members a reminder of the meeting, about a week in advance, including financial statements, agenda, and previous meeting minutes
- Once minutes are approved, Mike will send them to office admin staff to post on web
- Material to be displayed on-screen at meetings

b) Filling co-chair role

It was agreed to call for volunteers to fill the co-chair role, both in the weekly newsletter from office administration, and send an email to all parents/guardians who have attended a SAPA meeting this school year.

11. SAPA Committees - overall, these committees need volunteer support.

a) Scholarship Committee - Austin Williams, Wendy Gardner chair

Austin noted that the committee needs members, and needs to meet in January.

b) Bowling/Fall Event Committee - Christine Matuschewski chair, Christopher Savage, Danielle Pilbeam, Jennifer Harburuk, Claire Sullivan, Geoffrey Otto

Saturday January 28; three time slots 12PM, 1:30PM, 3:00PM; 14 lanes, 6 people/lane, allows for 1-2 games; \$7/game or \$12/2 games; newsletter sign-up form to go out this week; email to reserve or submit to teacher; Christine will organize the schedule. Joanne will give teachers a heads-up this is coming.

c) Spring Raffle - Danielle Pilbeam, Carol-Anne McQuarrie, Doreen Gowans, Heather Vohradsky
Danielle presented an event plan. Motion for prizes was to go with i) Sparkling Hills 1 night; ii) Kelowna golf and hotel; iii) up to \$1000 in electronics (combination of ipad minis, Chromebooks, gift cards). m/s Christopher/Christine. Carried.

Future ideas for spring raffle are Sun Peaks hotel/golf, Clearwater rafting, other local things.

d) Staff Appreciation - Heather Hegyi, Danielle Pilbeam, Sarah Eshpeter, Christopher Savage, Yohairy Checo, Jennifer Harburuk

Next staff appreciation event will be in February; consider during Catholic Schools Week Feb 6-10

e) Spring Carnival Committee - Sarah Eshpeter (not chair)

Danielle will compile a list of people to collect prizes. Tentative date is a weeknight (5-7:30PM) in early June. Wendy will assist Danielle with what needs to be done.

f) School Fence Project Committee - Carmen Sullivan, Jennifer Harburuk, Peter Persad

Peter expressed interest in working on this.

12. Other Business

Joanne noted that the Phoning Committee is eager to do something; it was suggested to phase that committee out for next year as class reps do the phoning or other methods for spring raffle.

13. Next meeting - Thursday Feb 16, 6:30PM (to avoid Valentine's Day)

14. Closing prayer and adjournment - 7:40PM.