

**St Ann's Academy Parents' Association (SAPA)**  
**Meeting Minutes from May 9, 2017**

**Present:**

Wendy Gardner  
Lisa Anderson  
Christine Matuschewski  
Mike Simpson

Lisa Anderson  
Sherry Sanderson  
Peter Persad

Sarah Eshpeter  
Joanne Leggett  
Yohairy Checo

**1. Call to Order and Opening Prayer**

Christine called the meeting to order at 6:30PM.

**2. Adoption of agenda** - m/s Peter/Sarah. Carried.

**3. Adoption of minutes** - m/s Sarah/Peter. Carried.

**4. Administration Report**

Joanne distributed a report, highlighting upcoming graduation ceremonies and holiday dates for 2017/18 school year.

**5. Chair Report**

No formal report, Danielle and Christine have received the teacher funding requests and they total about \$14 000 so far for 2017/18. The executive committee (Danielle, Christine, Austin, Lisa and Mike) will meet before the next SAPA meeting to compile and present a draft budget.

**6. Treasurer's report**

Bank statement, balance sheet and budget vs. actuals as at May 2, 2017 were shown on-screen.

**7. Old business**

*a) Stage refurbishment*

Yohairy advised that she received detailed dimensions of the stage, but needs some help to prepare a detailed cost estimate. Key actions - Danielle to determine purpose and desired future use of the space by engaging with athletics, choir and school admin and considering safety; Yohairy, Heather and Sarah will prepare a detailed cost estimate.

**8. Correspondence** - None received.

**9. Funding Requests** - nothing formally submitted in writing. There was discussion about a verbal request from Mr. Cozetto about relying on SAPA funds for a music trip coming up this month. It was agreed that SAPA needs to enforce its existing policies: best practice is to submit funding requests by early May for the following school year; next best scenario is to submit a funding request in writing in the current school year and SAPA will consider it; and SAPA will not entertain verbal requests.

Peter moved that school administration should initiate the request for funding from teachers in mid-April, not SAPA. Seconded by Mike. Carried. To be included in SAPA Handbook amendments.

**10. New business**

*a) SAPA Handbook Review*

Christine's proposed edits to the Feb 16, 2017 that she emailed to Mike were shown on screen; some were agreed to, some were not. Motion regarding award of scholarships from February meeting, motion above regarding who initiates SAPA funding requests from teachers, and the proposed edits reviewed will be included in a DRAFT updated SAPA Handbook to be circulated with this meeting summary.

Next SAPA meeting will have further discussion about changing Appendix 1, the funding per student amounts. Any changes to this section would need to be effective for two school years in the future (i.e., come in effect for 2018/19, since budget requests for 2017/18 are based on current policies). Any amendments to the SAPA Handbook need to be approved by School Council and then the Superintendent of Schools and Catholic Independent Schools - Kamloops Diocese board of directors.

## **11. SAPA Committees**

*a) Scholarship Committee - Austin Williams, Wendy Gardner chair, Rosie Worsfold, Bonnie, Paula Nolan, Carmen Sullivan*

Wendy reported that there are 20 applications for the four scholarships. The Scholarship Committee will review them, meet tomorrow night and make decisions. The decisions will be communicated to the SAPA executive, and reported to school administration by May 16 and awarded on May 19. It is requested that a SAPA representative be present on the evening of May 19 to present the awards; Mike can do it if Danielle can't since there is no grade 12 SAPA rep.

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

No business to discuss.

*c) Spring Raffle - Danielle Pilbeam, Heather Vohradsky*

No business to discuss.

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

No business to discuss.

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

No business to discuss.

*f) Bazaar Committee - Joel Loehr*

No business to discuss.

**12. Next meeting - Tuesday June 13, 6:30PM including annual general meeting.**

**13. Closing prayer and adjournment - 7:25PM.**