

**St Ann's Academy Parents' Association (SAPA)
Meeting Minutes from December 12, 2017**

Present:

Lisa Anderson
Christine Matuschewski
Mike Simpson
Sarah Eshpeter

Sherry Sanderson (to 6:55)
Melissa O'Neill
John Hondzel
Joel Loehr (from 6:45)

Joanne Leggett
Sara Thomson

1. Call to Order and Opening Prayer

Christine welcomed everyone, called the meeting to order at 6:30PM, and did the opening prayer.

2. Adoption of agenda - m/s Mike/John. Carried.

3. Adoption of minutes - m/s Mike/John. Carried.

4. Administration Report

Joanne distributed a report, and highlighted boys Tier One volleyball team success as City champions, the Bazaar and the efforts by Joel and the committee. Any concerns about Chromebook requirements for high school students in 2018/19 should be addressed to School Council.

5. Chair Report

No formal report; working on playground fundraising. Sponsorships and pavers are coming in. Paver deadline is Dec 21, 2017 but may be extended again in 2018. Pavers are not an item that can have a charitable tax receipt issued, but donations are. Clarification is needed regarding a charitable tax receipt not being issued for a paver in the original brochure distributed. ACTION item - Christine to email to all parents/families to clarify any misinformation about charitable tax receipts for pavers, and a reminder to buy a paver or make a donation; there will be another opportunity in 2018; AND put it in the SAA Weekly.

6. Treasurer's report

Lisa reviewed the finance summaries for revenue and expenses to date on screen; see *SAPA finances 12 Dec 2017.pdf* distributed with these minutes.

7. Old business

a) Kamloops Kitchen Hacks

No discussion - carry forward to January. Confirm Danielle Syke's availability, develop and post sign-up sheets, confirm participation (see 14 Nov 2017 minutes for details).

b) Epicure Fundraiser

Not gone to School Council for approval yet. Christine to coordinate with Joanne add to next School Council agenda.

8. Correspondence - None.

9. Funding Requests - None.

10. New business

a) Parent Participation hours

SAPA class reps need to be reminded that if they want their PP hours, Danielle and Christine need to sign off on their PPP cards. Roles are attend meetings, communicate with other parents in the class, and coordinate class gifts (including receiving funds) - see SAPA Handbook. ACTION - Christine to remind class reps.

b) Electronic Payment Capability

Many parents would like to have electronic payments. ACTION - Danielle or Christine to ask for a decision by School Council to enable electronic payment by something other than cheques, by Friday 15 December 2017. CISKD Board is resistant due to staffing issues.

c) Collection of fees for teacher gifts

Office staff collecting money for teacher gifts is a challenge in case money goes missing, and keeping track. Class reps could accept e-transfers or cash directly; some classes don't use the office staff. There are some corrections for future years: not a set amount, it's what people want to donate; don't request the office to receive the funds, it's up to the class reps to receive and manage; and circulate teacher's likes and dislikes well in advance. To be discussed in more detail at next meeting.

11. SAPA Committees

a) Playground Corporate Sponsorship - \$15 600 has been received in corporate sponsorships and donations so far.

b) Legacy Playground Pavers - several have been sold, a reminder will be sent out (see above).

c) Bazaar - Joel provided financials on the event and a spreadsheet with comments and recommendations. Net profit \$3825.70. Many volunteers are needed for next year to shadow experienced ones.

d) Spring Raffle - Heather Vohradsky - not discussed.

e) Staff Appreciation - Complete for 2017/18.

f) School Fence Project - not discussed.

g) Scholarship - not discussed. Needs to be discussed in January to appoint committee.

12. Next meeting - Tuesday January 9, 2018 at 6:30PM.

13. Closing prayer and adjournment of meeting - 7:50PM.