

St Ann's Academy Parents' Association (SAPA)
Meeting Minutes from March 13, 2018

Present:

Christine Matuschewski
Mike Simpson
Yohairy Checo

Sarah Eshpeter
John Hondzel
Sara Thomson

Tracy Christianson
Melissa O'Neill (to 7:00PM)
Danielle Pilbeam

1. Call to Order and Opening Prayer

Christine welcomed everyone, called the meeting to order at 6:35PM, and did the opening prayer.

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

3. Adoption of minutes - m/s Sara/Tracy. Carried.

4. Administration Report

None, no administration staff were present.

5. Chair Report

No formal report; last month's focus was spring raffle and playground; details below.

6. Treasurer's report

Finance summaries for revenue and expenses to date were shown on screen; see *SAPA Feb 2018 Financials.pdf* and *SAPA Feb 2018 expense detail report.pdf* distributed with these minutes.

Fundraising for the playground is at \$82 720.70, which is \$12 177.50 above the required amount including contingency; if the contingency is not required, approximately \$18 000 would be surplus funds. Any surplus funds would be deducted from the \$25 000 that SAPA contributed, and would return to SAPA. It was agreed to keep the funds in the bank until the 2018/19 budget is created with input from a parent survey (see below), and in case there are any surprises with playground build.

7. Old business

a) Epicure Fundraiser

Lisa got approval from School Council to do an Epicure fundraiser, and it will commence in April.

b) Electronic Payment Capability

Letter was submitted to the CISKD Board of Directors in early March, signed by SAPA co-chairs. See *SAPA Letter - Electronic Payment Letter to CISKD.pdf* distributed with these minutes.

c) Parent Survey of SAPA Priorities

A committee consisting of Sara Thomson, Sarah Eshpeter, Yohairy, Christine and Tracy will liaise with Byron and Joanne, draft a survey (make it electronic with paper copies available if preferred), present for approval at May SAPA meeting, distribute it immediately after the May SAPA meeting, have it close in early June and have results compiled to inform the 2018/19 budget which will be drafted at the June SAPA meeting. Committee to consider prizes/incentives for participation, a separate survey for elementary and high school, and priorities for funding and input on fundraising activities.

In addition to the survey, the following was discussed: utilizing the survey results to create a 3 year fundraising plan; coordinating different fundraising activities with the school; communicating to parents why some fundraising is done by the school, some by SAPA, and some for specific projects (i.e., Tanzania, Italy trip); and which fundraising activities need approval.

d) Playground - Expanding Scope

Expanding scope of the playground with the “twister” is not feasible given the space requirements and the limited space available. Old playground will be demolished weekend of June 9-10, and new one constructed weekend of June 16-17. Some volunteers are committed, may need more - to be determined in May or early June.

e) Paint Night

Heather will bring detailed cost options to the next meeting for a Mothers’ Day event involving kids, possibly involving Kamloops Arts Society or a TRU fine arts student.

f) Extra Prizes

Extra prizes from the spring raffle are Whitecaps tickets and a Bluetooth clock radio; they could be used for a high school fundraising event. Tracy and Shawn to follow up and explore options.

8. Correspondence - None.

9. Funding Requests - None.

10. New business - None.

11. SAPA Committees

a) Spring Raffle - 2536 tickets sold of 3500 printed; prizes cost \$2100, less than \$3000 budgeted; \$10 576.39 raised for SAPA; prizes were drawn on March 9. Danielle will do up a summary of how to do the raffle for inclusion in the SAPA Handbook, for future organizers to use.

b) Playground Corporate Sponsorship - not discussed in detail.

c) Legacy Playground Pavers - final reminders for pavers will go out to parents this week, with a final deadline of April 6. See printed poster in hallway of elementary for pavers to date.

d) School Fence Project - not discussed. Christine will follow up with Mr. Cuzzetto about creating doves with the woodworking class in the spring.

e) Scholarship - Paula Nolan will chair the committee with Tracy Christianson and Sara Thomson participating. Paula to follow up with Joanne Leggett about the applications.

12. Closing prayer and adjournment of meeting - 7:30PM.

13. Next meeting - Tuesday April 10, 2018 at 6:30PM.