

**St Ann's Academy Parents' Association (SAPA)**  
**Meeting Minutes from January 9, 2018**

**Present:**

Danielle Pilbeam  
Christine Matuschewski  
Mike Simpson  
Yohairy Checo  
Sherry Sanderson

Maria Lorraine  
John Hondzel  
Paula Nolan  
Byron Green  
Sara Thomson

Anu Sharma  
Heather Vohrodsky  
Tracy Christianson  
Jessica Hibberd

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

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

**2. Adoption of agenda** - m/s Sara/Tracy. Carried.

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

**4. Administration Report**

Byron showed a report on screen, and highlighted upcoming grade 8 and kindergarten information meetings Feb 15 at 6:30PM, Catholic Schools Week Feb 4-9, Blazers game Feb 12, and the development of a school app for smartphones. Danielle will represent SAPA at the kindergarten information meeting, and Christine at the grade 8 meeting.

**5. Chair Report**

No formal report; working on playground fundraising. Using "the square" to accept electronic payments just before Christmas break was successful. \$68 808 has been raised to date. After the December 12 SAPA meeting, there was clarification that charitable tax receipts will be issued for purchase of a paver or a donation. Possible expanded scope to be discussed in February, and when to order to be discussed in March.

**6. Treasurer's report**

Finance summaries for revenue and expenses to date were shown on screen; see *Dec 2017 Rev detail.pdf* and *Dec 2017 Expense detail fn.pdf* distributed with these minutes.

**7. Old business**

*a) Kamloops Kitchen Hacks*

Two people signed up to date; Danielle and Christine will promote it more. To begin Jan 18.

*b) Epicure Fundraiser*

Not gone to School Council for approval yet. Christine and Lisa to coordinate with Joanne add to next School Council agenda to make a presentation, or at minimum submit a written request.

*c) Parent Participation Hours*

Chairs (Christine and Danielle) need to sign off on SAPA related volunteer hours. Due to confusion this year, all class reps will get their 20 hours. To be updated in SAPA Handbook.

*d) Electronic Payment Capability*

December action not completed. Paula will draft a letter from SAPA, to be reviewed and finalized in February, making the case for the school to accept electronic payments.

*e) Teacher Gifts including collection of fees*

The following will be clarified in future for class reps through a letter and in the SAPA Handbook: there is no requirement to coordinate collective gifts for teachers; if the class rep proceeds with initiating a class gift, there is neither a requirement for parents to participate, nor a minimum donation amount; class reps are not to rely on office admin staff to collect funds.

**8. Correspondence - None.**

**9. Funding Requests - None.**

**10. New business**

*a) Parent Survey of SAPA Priorities*

Update last year's survey at the May SAPA meeting, review questions, make it electronic with paper copies available if preferred, and distribute by early June at the latest. Also survey teachers for updated favourite things. To drive priorities for 2018/19 school year.

**11. SAPA Committees**

*a) Spring Raffle - Heather, Danielle, Tracy* - Normally the draw is at the talent show on the last Friday before spring break, however this year the talent show is Wed March 7. Committee will determine whether dates can be shifted to accommodate a draw that early. Budget of \$3000 for expenses is already approved. Prize ideas suggested include Sparkling Hills getaway, a large paver for the playground, Shane Giorio, RMT for massages, and a Chromebook. Key steps for committee in next month: acquire prizes; seek licence; print, assemble and distribute tickets by February 19 at latest, though it was suggested earlier as Valentine's presents.

*b) Playground Corporate Sponsorship* - See *Dec 2017 Rev detail.pdf* for details; a total of \$19 200 has been raised through corporate sponsorships; total amount \$68 808 for playground.

*c) Legacy Playground Pavers* - 75 of target 150 have been sold; current deadline Feb 1, 2018.

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

*e) Scholarship* - Paula Nolan will chair the committee with Tracy Christianson and Sara Thomson participating.

**12. Closing prayer and adjournment of meeting - 7:35PM.**

**13. Next meeting - Tuesday February 13, 2018 at 6:30PM.**