

**St Ann's Academy Parents' Association
Meeting Minutes from Sept 20, 2016**

Present:

Jenn Harabuk
Austin Williams
Danielle Pilbeam
Heather Hegyi
Christopher Savage
Heather Vohradsky
Shawn Chisolm
Christine Matuschewski

Candice Basko
Doreen Gowans
Carol-Anne McQuarrie
Anupreet Sharma
Sarah Eshpeter
Paula Nolan
Ronessa Alfeche
Carmen Sullivan

1. **Call to Order and Opening Prayer** - 6:33PM
2. **Adoption of agenda** - m/s Chris/Anupreet. Carried.
3. **Adoption of minutes** - m/s Austin/Danielle. Carried.

4. Administration Report

Principal Chisolm highlighted positive feedback from splitting up meet the teacher (Sept 8) from the BBQ and speaker (Sept 12). Good feedback on speaker. Walkathon assembly held, pledge forms are out to students already.

5. Chair Report

Jenn reported that the BBQ was well attended, ice cream table was a hit. Poster is up in hallway about SAPA. Legal name is still PSG, but branded as Parents' Association. Want to extend reach to broader community. Want to have a larger role in fundraising this year; take pressure off individual teachers. Fewer, but bigger events to raise funds and distribute more effectively.

6. Treasurer's report

Austin reported there is \$34 017 to date, doesn't include this year's Gaming funds yet. It is entirely gaming funds. Most applications are in progress; expect \$9000 from BCLC in next few weeks. Proposed budget has no major surprises - consistent trends over last 5 years. Highlighted items...don't know if they are continuing. Mr. Chisolm assumes that the highlighted items will proceed. Some funding requests are missing. Consistent with SAPA policy for overnight travel, and BCLC regulations. Can amend budget at future meetings by adding new line items. Question - sports team travel - hard to budget for, as it depends on success of teams. SAPA has said each team can use 2 nights, \$20 - therefore the \$4800 might be low (6 teams in basketball alone) - Mr. Green will provide a more accurate estimate.

Can disperse all our funds on extra-curricular activities. It all must abide by BCLC regulations. Can't use on anything curriculum based. Can't spend money on something that doesn't have a connection to future gaming funds. This year, two streams are sought - gaming activities; also raising funds that are unrestricted which opens our ability to fundraise.

The budget as presented was amended to add the following:

- Parent teacher appreciation night \$1200
- Fall and spring fundraising events - fall event \$500, spring event \$1000

MOTION (Austin): Approve the budget as amended at \$23 650. Christine seconded. Carried.

7. Old business

a) *Classroom reps*

Missing Grade 7 - Jenn will work on it.

8. Correspondence - only funding requests; dealt with above.

9. New business

a) *Concert fundraiser*

Billy and Elton tribute band - Oct 21. We have to put money up front, non-gaming funds. Would be at Coast hotel. Expensive, but could make money. 200 tickets is break-even. Expenses \$8000. Pros: community engagement; significant revenue could make \$10K; great show. Cons: original date is Oct 21 - could be negotiated; risk of paying invoices outside of gaming funds; Kamloops is a tough market - Jan at Kamloops Live spoke about recent tribute bands; Roy Orbison only 105 tickets; Larabee live 13 tickets and cancelled; both did significant marketing and they still flopped. Just booked a Fleetwood Mac tribute band in October, and another one in November. Shawn spoke with band, could move to a later date. We need \$8000 non-gaming (currently \$0) and brainstorm.

Principal Chisolm will share a list of charities that the Diocese supports so that SAPA can explore partnership opportunities.

MOTION (Austin): SAPA must raise \$4000 of non-gaming funds no later than Feb 20 in order to proceed with a tribute fundraising concert. Christopher seconded it. Carried.

b) *Parent survey results*

Danielle reported a 75% response rate. Top items were family bowling, spaghetti dinner, fitness social, comedy night, and teacher chili cookoff. Also playground, school beautification, and parent education (all fundable by gaming). All are eligible with gaming funds. Also trying to eliminate little fundraisers with lots of effort, and have fewer, bigger events.

Jen noted that SAPA needs to improve communication of what SAPA is doing. Exploring multiple communications methods - email, facebook (school, SAPA) or text.

c) *Handbook / Terms of Reference*

Mike circulated a draft outline, and explained the purpose is to have all details about how SAPA operates in one place. Mike collected some feedback and suggestions; it will be circulated to SAPA members for them to send feedback to Mike before the next meeting, and fill in any gaps. Keep on agenda until December, aim to be complete by then.

Principal Chisolm said that the Diocese registered the PSG as non-profit and does the annual reporting to the Registrar of Companies.

d) *New Society Act*

Jenn attended a Chamber of Commerce talk about the new provincial *Societies Act*. As discussed under Handbook above, this is covered by the Diocese.

e) Community Enhancement Funding

Thinking of putting doves for the fence along Columbia Street. Jenn will put a proposal for Valleyview Lions Overlander club. Agreed.

f) SAPA Facebook Page

Sarah reported that the school wasn't selling the uniforms any more. Some parents have to buy more uniforms. Suggestion to make a Facebook page for SAPA as an avenue for people to buy/sell uniforms and to raise awareness of SAPA. This would be separate from the school-run donation of old uniforms, where new purchasers spend \$2 per item.

Principal Chisolm will talk to the school IT person about a proposed Facebook page. Membership is an issue. Shawn will get back to Sarah on this.

10. SAPA Committees

a) Scholarship - Austin

The only active committee. Scholarships are awarded - they have 1 year to use the funds. Policy is not clear on one applicant winning multiple scholarships. Austin proposes if one person wins one, they are ineligible for others. Should make decision before February. Challenges are financial need; not a documented criteria, but couldn't evaluate on that. Need committee members; 10 PPP hours to participate on the committee.

b) Other committees: hoping to strike tonight. See sign-up sheets.

- Fall fundraiser
- Raffle
- Spring Carnival
- School Fence Project
- Staff Appreciation

Christmas Bazaar committee - need to connect with them; this could become a SAPA event.

11. Fundraising Development

Not discussed - tabled to next meeting.

12. Closing prayer and adjournment - 7:55PM.