

**St Ann's Academy Parents' Association (SAPA)**  
**Meeting Minutes from January 14, 2020**

**Present:** Mike Simpson, Heather Vohradsky, Patrick Niwa, Stephanie Baird, Crystal Chartrand, Joel Loehr, Lauren Phillips, Rosie Caputo, Binny Gupta, Ana Avila, Lisa Anderson

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

Mike welcomed everyone, called the meeting to order at 6:30 and Patrick lead the opening prayer.

**2. Adoption of agenda** – m/s Rosie/Joel - carried.

**3. Adoption of minutes** – correction to who's running paint night. m/s Lisa/Lauren – carried

**4. Administration Report**

Mr. Niwa reported that he gets emails from staff expressing gratitude to SAPA, such as for the grade 6/7 Harper Mountain ski trip, support for the volleyball team, and the high degree of organization for the spring raffle noted by the front office staff.

**5. Presidents Report**

Mike suggested that existing SAPA representatives step up to fill the vacant vice president and secretary roles in an acting capacity until the AGM in June. Joel volunteered to be acting Vice President. If anyone is interested in acting as secretary, let Mike know via email or phone. Lisa confirmed that she will not stand for treasurer after this school year.

**6. Treasurer's Report and Report on Completed Activities**

Lisa reviewed the revenue and expenses to Dec 31, 2019 shown on screen (copy circulated with minutes). It was confirmed that when Knights of Columbus provides funds with a specific purpose, that is not over and above the amount already budgeted for that specific purpose.

Lisa requested again that Mr. Niwa follow up with finance staff to provide her with reports on the non-gaming account managed by the school. Joel noted that the revenue from the Bazaar in the non-gaming account will be higher than reported.

**7. Old Business 2018/19**

*Doves* – a buddy event in spring to be arranged.

*Strategic plan* – Advancement officer to advance

*Alumni event* - Advancement officer to advance

*Parent/ Student education event* - Advancement officer to advance

**8. Correspondence:** None.

**9. Funding Requests:** None.

**10. New Business:**

*SAPA Handbook* - Mike has initiated an update to the SAPA Handbook with appendices containing procedures that Lisa has created over the past several months (back to school ice cream, silent auction. Forthcoming additions will be spring raffle procedure (after the raffle is complete) and criteria for the arts scholarship. Mike will circulate it likely in April after edits are complete. Comments and a fresh set of eyes are welcome.

*New Fundraising Idea* – Jennifer Wallace had sent a Tupperware fundraising idea. It was agreed to not pursue any further fundraising initiatives this school year, for fear of donor fatigue. The intent of SAPA fundraising is leaning towards fewer fundraising initiatives but targeting higher amounts of funds raised. This may be reviewed when budget planning for 20/21 at the May and June meetings.

*Arts Scholarship* – criteria need to be created for the newly created arts scholarship. Rosie will work with Mr. Potocki and Ms. Spina to draft criteria for the February SAPA meeting.

## **11. Committee reports**

*Spring Raffle* – all prizes are set. Licence in place. Committee in place. It was agreed at the December meeting by Mr. Niwa that for every book of tickets sold beyond the first one, a family can earn 1 PPP hour. Call for volunteers to sell at scheduled events has been issued. Incentives will be provided for students meeting early sale of all tickets. Draw date March 11. Mike will ask Mayor Christian if he can do the draw.

*Staff Appreciation* – discuss again in May for a June event.

*Paint Night* – Jennifer Harbaruk is planning the next event, to be held in spring, with parents and children and possibly in the school gym.

*Scholarship* – Rosie and Lauren volunteered for the committee, to be initiated in April.

**12. Closing Prayer by Joel and adjournment at 7:30 pm**

**Next SAPA meeting - Tuesday February 11 @ 6:30 pm**