

St Ann's Academy Parents' Association (SAPA) Meeting Minutes from October 13, 2020

Present: Mike Simpson, Patrick Niwa, Joel Loehr, Anu Sharma, Rosie Caputo, Lauren Phillips, Sherry Sanderson, Charlene Croukamp, Shanon Guglielmini, Amita Malhotra, Chad Belbin, Crystal Chartrand, David Takahashi, Katherine Watson

1. Call to Order and Opening Prayer

Mike welcomed everyone, called the meeting to order at 1831 and Patrick led the opening prayer.

2. Adoption of agenda – m/s Chad/Amita – carried.

3. Adoption of minutes – N/A

4. Administration Report

Mr. Niwa relayed that with the changes during this school year due to Covid and a lot of learning has moved to online, there are a lack of cameras and cords for zoom meetings and whatnot; may need SAPA's help to fund these tech items. Focus is how to promote and maintain school community; communication is key, ie: pumpkin patch to promote school community.

5. Presidents Report

Mike showed ppt to demonstrate the purpose of SAPA (in handbook, online), which is to assist school admin and school council. Six main objectives discussed; collaborate, foster school spirit, raise funds, distribute funds, balance distribution, and manage and administer SAPA scholarships. Membership composition includes the executive; president, vice president, treasurer, and secretary, and other positions. Meetings are held the 2nd Tuesday of each month. Resources are found on the St Ann's website, meeting minutes are posted online, and from the SAPA handbook. Roles of members/class reps; communicate to and from parents, volunteer, organize/delegate parents, coordinate glass gifts, president signs off on PPP hours (online PPP cards available). The council is now referred to as the School Committee; is defined by the board. It is to assist/provide another point of view on how the school is run, is another voice, and can enhance programming/resources.

6. Treasurer's Report and Report on Completed Activities

Budget for 2020/21 – discussion around likelihood of spending it

Joel relayed there will be a focus on less fundraising events this school year. Current balance of gaming account is \$53,813. Also working on changing signing process. \$1,000 was recently deposited into bank account. May be difficult to spend the budget this year; may be less than 50% spent.

***Action item** – check next month on letter re: decision from gaming.

Covid is impacting our ability to fundraise; however, need to spend the funds in the next 12-14 months. The ministry may give leniency as to when the funds are spent. Query: look at PA system we've been discussing. Bigger projects are a good idea. Mr Niwa relayed that we need to be fiscally prudent; surplus has to get us through the next few years. Plan is to proceed with some of the fundraising events we have. If we do not meet the fundraising goal, we have money in the bank.

Scholarships and process/timing to give cheques to students

Current process: student forwards proof of registration and cheque is issued to post-secondary

institution. Idea: give the student a cheque when they win the scholarship.

***Action item:** Rework scholarship process. Rosie is to make some changes. Will discuss at November meeting. Need to identify philosophy and clarify questions.

7. Old Business

Dove projects – Patrick will bring forward to Katherine Brent

Fiscal year – started July 1

8. Correspondence: none for SAPA

9. Funding Requests: Mrs Langevin - Pumpkin Patch brought to St Ann's – Oct 27.

Funding request - \$550. First – Charlene; Second – David. Funding request approved.

Idea: Pumpkin Patch/House Challenge – each grade paints 4 pumpkins.

No parent volunteers needed.

10. New Business:

a. Bazaar/Silent Auction

- bazaar not happening in November

- idea: move bazaar to spring – maybe change to outside event/Covid friendly

- Crystal – change silent auction to online auction; Lisa and David volunteered to help

- Sherry to look at licensing date

b. Columbo Lodge

- dinner – Wednesday, November 18; postponed from previous date due to Covid

- need 4 volunteers for afternoon and evening servings

- Opportunity for students as well

- hours are 12-3 and 3-6.

- promote through school newsletter

- Rosie volunteers to take on; Shanon volunteers to help

c. Spring Raffle – Shanon taking on

- prize options; 1st prize is \$1500, 2nd prize is staycation in Sun Peaks, 3rd prize is a traeger smoker package. Motion to approve; 1st – Chad; 2nd – Anu. Motion carried

***Action – Sherry to apply for license after details confirmed at November meeting**

***Action – Nov meeting** – decide to when sell tickets, as part of licence application details; Shanon volunteered to work on; will recruit volunteers for assistance

d. Staff Appreciation

- what will this look like?

- Rosie/Chad/Amita volunteered to help and look at feasibility/frequency

- budget allowed to be upped? Current budget is \$1500

***Action – Mike and Joel to look it budget can be upped**

11. Committee reports – completed

Mr Niwa relayed he may not be at all SAPA meetings but there will be an administrator at every meeting

12. Adjournment of regular meeting at 1941

Next SAPA meeting - Tuesday November 10, 2020 @ 6:30 pm