

SAPA monthly meeting minutes June 14 2022

1. Introductions (Jennifer, Mae, Sean, Binny, Catharine, Stephanie, Mr Niwa, Rosie - call if need be, ss)
2. Adoption of the agenda Jennifer Wallace
Secunder Catharine D.
3. Adoption of May 10th meeting minutes by
Catharine Dishke,
Second Sean Blender
Approved as presented
4. Administration Report
Many gift card to wrap up and show appreciation, sunnybrae, so many activities and field trips, SAPA encouragement and support
No questions
5. President's report
Last month of the school year, pleasure serving
Done our best to spend what was budgeted and some things cancelled, oney starting to go out
Scholarships are all decided and presented to the 4 winners
WHO will be attending commencement ceremonies **Joel will determine who**
No questions
6. Financial report
Electronic cheque writing machine alot of cheques this was what was approved before what was
Got the information in a timely manner, most part data came in,
Budget cheque outstanding came out tonight, Sunny \$1150 and Hat Creek \$809 a little above budget JOEL - other 2 planned Gr 5 trips, residential trips canceled only did the Hat Creek, \$809 instead of +\$1600 so will forward to next trip
Will increase Hat Creek be the same next year, will budget need to be adjusted, may be based on student count
Sean noted Appreciation for Joel to liaison with Administration and the teachers
Mr. Niwa noted some residential school trips for next year not this year, will be included on the next years budget
Final sheet should be represented \$1400 and a negative number, bulk of shortfall with the school account, non gaming, didn't have a Bazaar, **Joel to update populated cells are they accurate**
Please note: Starting new account with 20-25K in the bank and build that with fundraising

7. Old Business

Proposed Budget

- i. In most cases we, in green we received formal requests, white we have done in the past, but did not receive requests, open to supporting
 1. Mr. Niwa What is a youth ministry retreat - Gr 11 to Westminster Abbey in Squamish, scheduled for April 2023
 2. Binny asked Elementary Athletics - plenty opportunity to plan for next year, with no request and budge, SAPA could consider as one off
 3. Jennifer asked we could host a fundraiser specifically for that or can we fundraise for these projects/opportunities. Teachers to come with ideas and solutions, expecting to come up with plan from scratch. Is the budget set in stone. Paperwork in, any money left in budget, paperwork in, no money, and
 4. Price of fuel/inflation for doubled how does this impact athletics and travel, suggestion to put a slush fund 6% is about \$2400 of current budget, bump it up about \$1000, Catharine Dishke commented on a healthy surplus for wiggle room, plans change, new teachers, new ideas, rough budget, there is flexibility. Built on actuals and flexibility
 5. Mr. Niwa requesting the following to continue, Harper mountain, Intra murals, Easter Egg hunt
 6. Funding requests Gr 3 (potentially) trip to the Big Little Science Center (study forces around us) and Isabelle Lake - seasons and life request for \$500

VOTE on as presented, we can re-visit

MOVE to accept the budget Sean

Second Catharine

All in favour of the budget as presented All in favour, no opposed, Carried

Annual General Meeting

1. Minutes of June 8, 2021
2. Adoption of these meetings - Catharine move, Mae second, all in favour, no opposed, carried

Tonight 2nd year Treasurer, Lauren Secretary, Vice President no report,

Technology and in person options, working the hybrid moving forward into September Financial Report -

- Way we are going to succeed, when we have wrapped up ticket selling, action those take aways and not talk about them every year, sky is the limit and many opportunities to build revenue, maximize lessons learned and implement them.
- No questions

Elections Lauren Phillips offered to do it with, any other nominations, anyone else present, 2 options to nominate, 3rd time, hearing none, position by acclimation is Lauren Phillips for secretary. She will be notified by

BCLC contact person Sherry will remain

Spring Raffle Chairperson Shannon one step back, needing someone to take the lead, she has the lead

Bank Runner is this needed?

Adjourn AGM 7:08pm

Back to the REGULAR meeting

Committee reports

- Staff Appreciation:
 - Friday June 24th dismissed before lunch, then staff gather for year end mass and have lunch @1pm, volunteers, boxed lunches 12:00pm Jennifer morning of or day before, Catherine + Mae will assist Joel
 - Last day that all staff members present, CEA are not required to come in
 - All staff, huge part of community
- Scholarship committee
 - Rosie unable to be present tonight
 - 4/5 applications 1 didn't have everything complete
 - 4 scholarships, general email saying who winners were,
 - Thanks to the committee who were a part of the review
 - The students will see
- On volunteer overview video
 - Class specific Parent volunteer forms - school level track volunteers not permissions forms, different that they need to retain (my ed)
 - What is the functionality of permission forms online
 - Manage Criminal Record Checks, with expiry date, reminded parents
 - Target demographic
 - Teachers were Parent Volunteer, system email reminder Event Coordinators identify # of volunteers and expectations + # of hours
 - i. Ex prune trees - 3 hrs, weeding flower garden 2 hrs
 - ii. Then EC would indicate whether the volunteer showed RELY coordinator as a Super User
 - 3 Levels Administrators, Parent, Event Coordinators
 - Mae Volunteer, can't make it, decline and hours, remove name, notifications
 - Messaging
 - i. Depend on the coordinators
 - ii. Self serve menu
 - iii. Email blasts, desperate for
 - iv. Event man power and ticket sales

KICKOFF new piece of software at EVENING demo (date TBD) recommendations

Every year to have training

Pro D for staff Event Coordinator, responsibility for learning for improving self management

EVENTS set up FIRST, prior to kickoff meeting, setting up targeted email

Notes this supports volunteer with URL

Former conveners **Google Survey** with year end rep Jennifer

SAPA meetings official work take place, communication, attending meetings, anyone with Tattle, Raffle coordinator

Do up a youtube video to greater the variety, talk about Welcome Back BBQ, newsletter, FB

Scheduled posts in FB last 2 weeks of August, messages prepared and sent out the summer

ANY other questions about software and success

Adjournment 7:50pm

Next Regular September 13, 2022