

St Ann's Academy Parents' Association (SAPA)

Meeting Minutes from February 12th, 2019

Present: Mike Simpson, Heather Vohradsky, Rosie Caputo, Wendy Jennings, Tracy Christianson, Patrick Niwa, Jessica Hibberd, Sara Thomson, Deanna Balison, Anupreet Sharma, Nini Nytepchuk, Sherry Sanderson. Apologies from: Melissa O'Neill, Paula Nolan.

1. Call to Order and Opening Prayer

Mike welcomed everyone; called the meeting to order at 6:30PM. Rosie led the opening prayer.

2. Adoption of agenda – m/s Tracy / Anupreet. Carried.

3. Adoption of minutes – m/s Deanna / Tracy. Carried.

4. Administration Report

Patrick thanked SAPA and the school parents for food in the staff room and parent supervision during Catholic Schools' Week.

5. Presidents Report

Mike noted the support of those coordinating the spring raffle over the last few weeks.

6. Treasurer's report

Lisa highlighted activities in the bank account in January. She advised Patrick that it's been difficult to access the non-gaming account information managed by school admin staff, she needs to reconcile transactions at least quarterly. Tax receipts for playground pavers bought in 2018 should be issued by the school. Leftover Purdy's fundraiser chocolates will be dealt with as follows: 25 hearts put in staff room on Feb 14; and Tracy will sell lollipops for \$2.50 each in the lunchroom on Feb 14.

7. Old Business

- **Electronic payment capability:** The draft letter that Paula Nolan was asked to compose by the executive (based on meeting minutes of a meeting she wasn't present at in which the suggestion to encourage parents to write separate letters was agreed upon from the discussion at the meeting) was reviewed, and Patrick advised that CISKD board of directors understands the desire by parents to have electronic payment capability in place, and that the barrier is CISKD and their capacity for change. It was agreed to modify the draft letter as follows: removing perceived threat that a parent letter campaign will be initiated; seeking a timeline when the system will be in place; suggesting that SAPA is willing to work cooperatively with CISKD and school admin on this; and that parents are frustrated since these systems are in other schools. Tracy will revise the letter, email it to SAPA executive (Mike, Heather, Melissa, Lisa) and Patrick by February 19, and Mike and/or Heather will submit it by February 22.

8. Correspondence: None of note

9. Funding Requests: No formal requests at present.

10. New Business: Heather raised the idea of how to engage class reps in helping coordinate different SAPA activities. A draft suggestion she had was for each class to take on a fundraising activity. With the broad goal of engaging more parents in the school community, some other ideas discussed were: engage all grades, have class reps up to high school; utilize a coordinator to coordinate parents for where they want to help out; utilize software to coordinate volunteers; utilize students more, student council, provide leadership opportunities; have a buddy system where a high school class and elementary class team up to deliver a fundraising program/event. It was agreed to continue the discussion at future SAPA meetings this year, with the goal of having a plan in place for school year 2019/20.

11. Committee reports:

- **Spring raffle:** Prizes are finalized, and the BCLC licence application was submitted last week. Two additional prizes (hotel stays) from Brian Pilbeam will be used as an incentive prize. Finalize wording on tickets with Patrick before they are printed (note he is away Feb 26-March 10), in particular around tuition. Incentive prizes such as gift cards to be considered (to be determined whether for winning prize, or most tickets sold). Lisa will inquire about free printing that comes assembled as we need it, to avoid an evening of stapling/assembly. Tickets go home March 8, draw on April 11.
- **Staff Appreciation:** Provided food in staff room for Catholic Schools Week, and will provide chocolates on Feb 14.
- **Scholarship:** Tracy, Rosie and Deanna will participate on the committee. Tracy to check with Paula Nolan about participation. Sara will stand down this year.

12. Future agenda items:

- Fence project
- Alumni event
- A strategic plan moving forward ... PA system, clock in gym, stage improvement, smart boards ...

Closing Prayer by Lisa and adjournment at 7.40 pm

Next SAPA meeting March 12 @ 6.30 pm

ALL WELCOME.