

PROPOSED MINUTES  
SISPAC Meeting  
Tuesday, April 20, 2010  
7:30 pm  
St. Ignatius School

In attendance: Pat MacRae, Christine Gillis, Erin McCance, Irene Gartner, Fr. Gerry McDougall, Carol Noonan, Linda McVicar, John Waller, Carolyn Eva Meadows, Darlene Lamont

1. Welcome: Carolyn Eva Meadows
2. Opening Prayer: Christine Gillis

MOTION: To accept minutes of SISPAC meeting from March 16, 2009. Irene Gartner/ Erin McCance CARRIED.

Reports:

1. SISPAC volunteer coordinator: Kim Lavilla/ Irene Gartner  
Attached.

2. School Board Report: Linda McVicar

The school board has approved SISPAC's financial support of developing a community gathering space in the school.

The School Board asks SISPAC to join in the promotion of the school's 100<sup>th</sup> anniversary. A planning committee is forming and asks for SISPAC to have some representatives join the planning committee. Sep 2011 – June 2012 will be called the Celebration year.

3. Finance: John Waller

The bank balance is approximately \$13,43.64. The recent bake sale raised \$67.90.

MOTION: To support school extra-curricular activities at a level of \$2500.00. John Waller/Christine Gillis CARRIED

MOTION: To approve proposal for the Playground Enhancement project and bring it to the school board for approval. Darlene Lamont/Christine Gillis CARRIED

MOTION: To approve proposal of a family dance and bring it to administration for approval of date and particulars. Darlene Lamont/Christine Gillis CARRIED

MOTION: To approve in principle the Projected SISPAC budget 2010-2011 as circulated, and bring it to the school board for approval. Darlene Lamont/ Pat MacRae CARRIED

4. Communication: Kristina Ostermann  
NO REPORT.

5. Wellness: Pat MacRae

Two cards and 1 gift for Administrative Assistant's week were sent out this month.

Good ideas are still sought regarding acknowledging Fr. Massie.

MOTION: To approve spending of \$250 for a gift for Mrs. Probetts celebrating 35 years as a teacher at St. Ignatius School. Pat MacRae/Erin McCance CARRIED

6. Hot Dog Day: Wendy Lothian/Donna Lalama  
NO REPORT.

7. Faith In Action: Elly Black

Lunch makers are organized until the end of May.

8. SISPAC Hamper Evening: Karlene Boulet  
Report is forthcoming

9. Bedding Plant Sale: Carolyn Eva Meadows

More orders than last year were received. More volunteers are organized to sort plants on the day before the BBQ.

New Business

1. SISPAC BBQ (May 26, 2010)

Deposits have been made on bouncers. Elly and Liz are on it.

2. First Communion (May 2, 2010)

Planning is well underway.

3. First Reconciliation (April 29, 2010)

Bills for sacraments will be turned into SISPAC chairs. Chairs will submit bills on behalf of volunteers for reimbursement to Parish office.

4. Logo Clothing Sale (May 26, 2010)

The next logo clothing sale will take place on May 26, 2010.

5. Other – School Golf Tournament (Linda McVicar)

MOTION: To support the school golf tournament with a Gold Level hole sponsorship of \$250.00. Linda McVicar/Christine Gillis CARRIED

Baking for Next Meeting: Darlene Lamont

Prayer for Next Meeting: Carolyn Eva Meadows

MOTION: Adjourn the meeting at 9:45 pm. Pat MacRae CARRIED

Next Meeting: Tuesday, May 18, 2010 at 7:30. St. Ignatius School

## **VOLUNTEER COORDINATORS REPORT**

April, 2010

Respectfully submitted to SISPAC  
By Kim Lavilla and Irene Gartner  
Volunteer Coordinators

We have begun to look at our planning for next years Volunteer requirements.

The first thing we need to know is which of our SISPAC Positions and Sub-Committee Chairs (that are filled by volunteer rather than nomination) plan to return to their roles for next year. Those that are left vacant or require co-chairs will require new volunteers.

- It is our plan over the next week or so to e-mail each chair individually asking them to confirm if they plan to return to their role for the next year.
- We will include a deadline for response before the next meeting.
- At the next meeting (May 16<sup>th</sup>) we will report on which positions are open and we can begin petitioning for new volunteers and hopefully fill those positions before the AGM in June

The following positions are the ones we would be contacting:  
School Board Representative -

Communications Officer -  
Wellness Officer -  
Faith in Action -  
Volunteer Coordinator(s) -  
Hot dog day Coordinator -  
Bake Sale Coordinators -  
Plant Sale Coordinators  
School Logo Clothing Coordinators  
Dinner In the Hall Coordinators  
Bar – B – Que Coordinator

We assume that the SISPAC Executive will be reviewed internally by the Chair but please advise if their anything that the Volunteer Coordinators need to be doing in this area.

Finally, throughout the year we have noted areas (both new and existing) which we feel could use the establishment of formal Sub-Committee positions. Those areas are as follows:

### **New Parent Buddy System:**

- This past September the need for a New Parent “Buddy System” was identified by the Administration as we were developing the Volunteer Coordination initiatives. By word of mouth we did pair up as many families as possible and we thank those who volunteered for their participation. This year there are 26 new families. Going forward we would like to formalize the process by sending out a call for volunteers now so that the program will be in place and the new families can possibly be contacted even before the 2010-11 school year begins.
- Please see the draft copy of the proposed Parent Buddy System form at the end of this report.
- Beyond the call for Senior Buddy volunteers the process of matching families up and following this initiative through may be rather large. We wonder if a new Sub-committee Chair should be considered or how this would be best handled.

School Directory Coordinator:

- This is a rather large initiative that was handled very well by our Co-chair Cara VDM this year. However, we wonder if we need to expand this to a Sub-Committee position and include it as a list item in our petition for Volunteers?