

SMES PEC Meeting Minutes

September 19, 2017

Attendees: Fr. Tran, Deborah Welsh, Katrina Bellosillo, Bola Fagbamiye, Nahla Palmer, Cheryl Andres, Josephine Copon, Tim McKinnon, Jeanine Sallos

Regrets: Tania DiLiello

Faith Formation: (Tim) Readers--Deborah, Jeanine

Review of previous meeting minutes (May & June 2017)

The committee reviewed the minutes as distributed. Corrections were made and recorded.

Bola moved the May minutes be adopted as read. Katrina seconded. All in favour. Carried.

Reports

- Treasurer's Report (Nahla)
- Financial Management Procedures for 2017/18 were presented.

Discussion centred around controls over expenditures, controls over cash disbursements & controls over cash collections to safeguard school assets and ensure transparency of financial processes at the school level.

- Events & Fundraising Report (Josephine) see attached
- Parent Participation Program Update (Tania) tabled
- Teacher's Report (Jeanine) see attached
- Principal's Report (Deborah) see attached

Bola moved, Cheryl seconded that we have the next meeting on Oct 10th at 5:30pm

Correspondence: Deborah sent a thank you card to Ruth McKay's family who donated \$400 to buy library books in her memory.

Continuing Business:

- Financial Procedure presented and discussed

- Year-end Survey tabled
- A/C in classrooms - Phase 1 tabled

New Business

- Uniform Concerns tabled
- Welcome message to new families tabled
- School fundraising endeavour for the new Parish Centre tabled

Adjournment 7:05 pm & Closing Prayer

Bola moved to adjourn the meeting. Josephine seconded. All in favour. Carried