

SMES PEC Meeting Minutes

February 29, 2024 (Via Zoom)

Attendees: Father Tran, Deborah Welsh, Peter Tang, Elisabeth Pujianti, Jansen Tomas, Tania Di Liello, Lisa Smith, Ed Paclaon, Darleen Mangalindan

Regrets: Tania Di Liello

Call to order: 4:45 pm, Father Tran opened in prayer

Review Minutes:

November - motioned to approve by Elisabeth, seconded by Lisa

January - motioned to approve by Lisa, seconded by Darleen

Reports:

Pastor: *Hiring Process went thoroughly and everyone is happy with our new hire of SMES School Principal*

Chairperson:

- *Careers page on school website - continuing to work on this*
- *Cash handling policy developed for review by PEC*
- *Has started slides for AGM Powerpoint presentation*

Vice Chairperson:

- *Accounts Receivable: 2 out of 3 outstanding have been paid up, 1 still outstanding. request has been made to pay up before spring break starts.*

Events and Fundraising:

- *see written report for details*

PPP:

Principal:

- *Possibly a quick meet and greet with new principal*
- *in need of a couple EA's, primary (kindergarten) teacher*

Teacher: Mr Kuester

- *Confirmation date set for May 25, 2024 at 10:30AM*

IT/Maintenance:

- *Cintas update - Left message for representative, will follow up regarding invoice and service.*

Treasurer/Financials:

- *Reviewed December financials (revenues and expenses)*

- *Motion passed to approve January financials. Lisa motioned and Jansen seconded.*

Father Tran closed the meeting in prayer.

Meeting adjourned at 5:27 pm.

Next meeting – March 26, 2024 @ 5:15 pm