



PEC Meeting Minutes

Minutes of the meeting of the OLPH Parish Education Committee held at 7:00 pm on December 18, 2018 in the Madonna Room of Our Lady of Perpetual Help Parish, 2465 Crown Street, Vancouver, BC V6R 3V9.

Present: Maili Wong (Chair)
Edward Barnes (Vice Chair & Technology)
Philip Leong (Treasurer)
Kate Nemeth (HR)
Janine Mendes (Parent Participation)
Jutta Zeisler (CISVA Rep.)
Fr. Babu Mathew (Pastor)
Rosanna Wisden (Secretary)

Staff: Lora Clarke (Principal)
Elaine Liu (Teacher Representative)

Regrets: Fred Tewfik (Maintenance)

PROCEEDINGS

The Chair welcomed everyone and called the meeting to order at approximately 7:00 pm.

1. OPENING PRAYER (Fr. Babu Mathew)

The meeting opened with group prayer.

2. CONSENT AGENDA (Maili)

a. Approval of Agenda

MOTION moved, seconded, and unanimously passed. The agenda was approved.

b. Quorum, Meeting Ground Rules, and declaration of conflicts of interest

c. Consideration of the Minutes of the November 20, 2018 Meeting

MOTION moved, seconded, and unanimously passed. The minutes for November 20, 2018 was accepted with no amendments.

3. TREASURER'S REPORT (Phil)

The report was pre-circulated.

a. Monthly Financial Report - **MOTION moved, seconded, and unanimously passed.**
November 2018 monthly financials were approved with no amendments.

b. School Fees and Tuition Rates 2019 – 2020 Memorandum was discussed:
Emergency Fee – to be changed back to \$10/year

MOTION to approve the proposed School fees and Tuition Rates 2019 – 2020 as per the Memorandum was **moved, seconded, and unanimously passed.**



Changes need to be made with regards to emergency fund fee back to \$10/yr.

4. MAINTENANCE REPORT (Maili for Fred)

The report was pre-circulated.

a. Update on School Maintenance Projects/Priorities

New expenditure for December was included in the December Budget.

With regards to Gym Roof – PEC will wait to see what will happen until the next PEC meeting before proceeding with legal action against Addmore Construction, as we have now filed a complaint against them at the Better Business Bureau.

Asbestos Training materials are now online.

5. TECHNOLOGY REPORT (Ed)

The report was pre-circulated.

a. Update on School Technology Projects

Maintenance training is completed for the website.

Ed Tech Meeting held December 15, 2018 for PEC members and Classmate – discussed how education is changing and how technology can be leveraged as a platform for learning.

6. PASTOR'S REPORT (Fr. Babu)

a. Update on Parish Initiatives

Meeting with Archbishop to discuss 2 projects. (1) Developing the Redemptorist property; and (2) Building the new church. Waiting on approval to go ahead, and more information will come in 2019. Fundraising team has been set up for the new church project.

7. PRINCIPAL'S REPORT (Lora)

The report was pre-circulated.

a. Update on School Operations

Audit completed and waiting on report. Next audit will be in 6 years. Monitoring visits every 2 years for half a day to meet with principal to check everything in school.

Ministry publishes reports publicly (online), and PEC will provide link to parents.

CISVA report was sent to Maili and Father – Lora to forward the report to the PEC.

8. TEACHER'S REPRESENTATIVE'S REPORT (Elaine)

The report was pre-circulated. No questions asked.

9. PARENT PARTICIPATION REPORT (Janine)

The report was pre-circulated.

a. *That's Amore Fundraiser* – ticket prices were discussed, with a goal to keep the event covering its costs, while keeping ticket prices low to remain inclusive for all school families. Tickets prices in previous years were between \$25 to \$35 in previous years with \$45 to \$50 for family tickets.

The Chinese community is excited to participate in this community building event and share culture and food. However, reminders to organizers have to be sent regarding policies around food allergies as well as organizing the space for event.



b. Update on Gala

Organizers inquired if alumni are allowed to buy tickets. Current school families will still have priority for early bird tickets before offering tickets to alumni.

Tax Receipts for donors - Minimum to be set that will still encourage people to donate, but CRA and Parish policies must be abided by when issuing tax receipts especially for experiences that are donated.

Communications to community – there will be an effort to update school communication with regards to funds raised via the school newsletter or website as the platform.

10. CISVA REPRESENTATIVE REPORT (Jutta)

a. No report provided. No November CISVA meeting.

Kate to request CISVA to circulate their minutes to OLPH CISVA Representative.

11. NEW BUSINESS (Maili)

a. PEC Strategic Planning Day - Proposed date is January 31, 2019 from 5:30 – 9pm in the Staff Room.

12. OTHER BUSINESS (Maili)

a. Next Meeting Date: January 15, 2019 from 7pm.

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at approximately 8:30pm.