

# BLESSED SACRAMENT PARENT EDUCATION COMMITTEE

MINUTES OF MEETING held on October 20, 2025, at 5:00pm

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## Present:

1. Fr. Gilbert Nunez (“GN”)
2. Reine Mykyte (“RM”)
3. Daniel Murphy (“DM”)
4. Hollis Bromley (“HB”)
5. Ami Sanyal (“AS”)
6. Jay Neal (“JN”)
7. Margaret Kotarska (MK)
8. Carla Matias (“CM”)
9. Carlos Gerardo (CG)
10. Hollis Bromley (“HB”)

## Regrets: Elia Domingos (“ED”)

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- A. Opening Prayer (GN)
- B. Adoption of the Agenda
  - a. AS moved, JN seconded
- C. Approval of Minutes of the September 22, 2025, meeting
  - a. AS moved, JN seconded
- D. Pastor (GN)
  - a. Started sacramental preparations, two meetings already
  - b. Starting sacrament of confession this week or next
  - c. Many parent volunteers now
  - d. Thanksgiving lunch – parent volunteers assisted
  - e. Restarted coffee fellowship after Sat mass thanks to parent volunteers
  - f. Gym work started – Catholic Mutual insurance approved work inside the gym
- E. Principal’s Report (RM)
  - a. Written report provided
  - b. With gym work started, figuring out PE and assembly locations, looking at using church basement, will last roughly 1 month
  - c. Clubs up and running

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- d. Fundraising going well, at \$46K for walkathon but a lot of money not counted yet, goal was \$70K, but doing better online than we were in past years
  - e. First hot lunch took place
  - f. Garden club not yet running
  - g. Families don't pay for clubs that run during school time, but pay for after school clubs. If in after school club then don't need to pay for the club as well (excluding Coding because of hard costs)
  - h. Not doing STEM club this year, scheduling issues
  - i. Pro-D day camps running
  - j. No Halloween costumes this year because parent teacher interviews on Oct 31, but can wear costumes if in Pro-D camp that day
  - k. Literacy and numeracy testing – completed end of this month and start marking early November
  - l. RM away next week at Vatican conference
- F. School Rep (ED)
- a. Away – written report provided
- G. Chair (DM)
- a. CISVA AGM Nov. 4 – DM will attend with Father – opportunity for nominations to be on Board of Directors for the education committee for CISVA
- H. Finance (CM / MK)
- a. Final budget presented (CM)
    - i. CM presented the updated draft budget spreadsheet
    - ii. Operations and maintenance increased to reflect canopy, but does not include floor repairs as no estimate available. Will leave floor repairs until later in the school year when we know how actuals doing versus budget. Also have \$15K for general school maintenance.
    - iii. Before and after school care – majority of that is staff cost. Increased to \$40K to be more in line with prior years.
    - iv. Custodial charges – one is for external and one for internal (M. Diaz) – will revisit structure of this next school year
    - v. Discussion on showing deficit – options to address this. Can't move unrestricted funds as CISVA requires us to have restricted funds. Retained earnings from last year are \$440,000, but can't move it back into income because recognized in prior years. Will either have to show a deficit this year in the budget and then move the retained earnings, or increase misc revenue based on past years performance, but these are not 'usual' sources of funding

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- vi. Last year shows a deficit because had to transfer funds related to seismic and we were told by CISVA to show it in this way, but auditors have now said that this should be corrected
  - vii. Increase fundraising to \$70K and misc revenue to \$30K to reflect past years actuals.
  - viii. Overall deficit shows at roughly \$25K in budget
  - ix. At next meeting will have discussion on how much of retained earnings to go to replenish restricted funds
  - x. Reviewed actuals up to Sept 30 – shows negative as related to reimbursements from CISVA and fundraising, but actually doing better than last years numbers at this time if remove seismic related numbers
- I. Governance / Secretary (HB)
- a. Confirmed Father and principal don't vote, but Father has final approval on budget
- J. Communications / Vice Chair / Committee Society Delegate (AS)
- a. Has reached out to Cambie Business Association on fee structure for advertising
  - b. Businesses associated with school – possible page on website for businesses that donate and/or connected with school families, would need to be updated annually, discussion on how to verify what goes onto list/how it is managed, etc
  - c. Discussion on parents hosting sports training during Christmas holidays
- K. Fundraising (CG)
- a. First hot lunch last Friday
  - b. Fundraised amount last year \$1,500 for 10 days, this year is 20 dates and more efficient so expecting \$3,500, survey shows parents don't want more than 3 – 4/month, could add more days still but would mean another parent volunteer required, CG will look at calendar to see if more dates can be added
  - c. Analyzed fundraising events at school, parents volunteering and PPH hours to rate efficiency. Walk-a-thon is the best performer. Movie night – good fundraiser that school used to do. There are other fundraisers that are easy to do and require little effort – ie fruit sale, flip gift cards – can look at adding these to the fundraising website

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- d. Grant writing contact suggested by GN/MK. RM connected CG with potential contact. Received detailed response and is providing guidance but ESS needs to take lead/action.
  - e. Discussion on using outside company for grant writing and CISVA position on this.
  - f. ACTION: Carlos will post a parent volunteer opening for grant writing
- L. Building and Infrastructure & Seismic (JN)
- a. Gym roof – interior works update, LED replacement lighting chosen. Set to start, company is dropping off the scissors at 4pm. Gym roof repair will take place for the next four weeks.
  - b. Leaking skylight: No longer leaking as rain has stopped but will get somebody to look at it.
  - c. Planning for future projects: canopy, skylight, flooring (summer, depending on budget). Canopy proposals: We may need to get a permit for canopy as we are looking to extend it to the fence.
  - d. Start working with DM and AS on operational plan for the future. What does the building/property look like in 10 years? Thoughts discussed as potential future opportunities – expanding school to include secondary function (K-12)? Is it possible to acquire adjacent, vacant lot to the east? Viability of developing the building up and selling/renting space to other vendors?
- M. In-Camera Session
- N. Closing Prayer (GN)

**Meeting adjourned at 6:45 pm, next meeting November 24, 2025 at 5:00, via Zoom**