

# Home and School/ Auction Meeting Minutes

September 9, 2025  
St Catherine's library

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Meeting called to order at  
7:00 pm

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Chaired by: Amanda Anderson & Gabi Kolk

Record keeper: Gabi Kolk & Michelle Rodgers

Attendees: Amanda Anderson, Gabi Kolk, Leslie Martin, Alyssa Murray, Josh Gatner, Chelsea Vander Heyden, Amy Vander Heyden, Crystie Praskach, Lenae Brilman, Deanna Brilman & Michelle Rodgers

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**Agenda item: June meeting minutes**

June meeting minutes approved with no edits or amendments by Alyssa Murray.

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**Agenda item: President Report**

Amanda Anderson presented the 24/25 report; the most successful auction to date, we bought lots of stuff for the school (Amanda intends to put this in a written report soon). Motion to approve by Gabi Kolk, seconded by Amy Vander Heyden.

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**Agenda item: Treasurer Report**

Home and School Association treasurer Leslie Martin gave the treasurer report. Josh added that the school board ended up providing money for ukulele's, so instead of the money we put towards them, they will buy other instruments for the music room. Motion to approve report by Amy Vander Heyden and seconded by Amanda Anderson. See attached financial recap from last years expenses.

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**Agenda item: New business**

A. Discuss moving the auction to 3 years away and vote on proposed budget:

We discussed the possibility of moving the next auction to 3 yrs instead of 2 in order to continue offsetting the Dorothy Daglish auction years. With the currently budgeted items being spent we will still have approx \$46 000 left over for additional expenditures. We re-read the last auction letter to ensure it was all encompassing to be able to make it 3 years . Josh also mentioned an email he got to make sure we follow all of the fundraising rules for the school board, we reviewed and do follow them. Motion to approve current budget and move the auction to 3 years by Chelsea Vander Heyden, seconded by Leslie Martin, all approved. Alyssa Murray also made a motion to pay for hot lunch for the year, and we can revisit it again next year, all approved. There will be \$9000 budgeted for hot lunch for the year.

#### **B. Present and vote on new by-laws:**

Alyssa and Gabi presented amendments to the current bylaws. Discussion was had on some wording. They will have the bylaws finished and ready to send off by the next meeting. Josh will confirm with the Holy Spirit School Division that we may adjust the bylaws without additional approval from the division. All voted to approve the bylaws as presented. *Amended on Sept. 15<sup>th</sup> – Josh confirmed via email that we do not need further approval from the school division to adjust our bylaws.*

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#### **Agenda item: Election of positions**

Gabi began by reviewing the positions terms according to the bylaws. Secretary is only a 1 year term and the other positions are 2-year terms. She continued by requesting nominations, if anyone is interested in a particular position or would like their name to stand. Both president and vice-president have one year remaining and therefore will let their names stand. Secretary and Treasurer are up and both Leslie and Michelle would like to be replaced. Michelle stated she would only like to hold one position – either hot lunch coordinator or secretary. Chelsea Vander Heyden offered to fill the secretary role, and no one wanted to solely fill the hot lunch coordinator. All voted in favor of Chelsea Vander Heyden filling the secretary role. Michelle will pass her secretary binder and email a meeting minute/agenda template to Chelsea. No one present would like to fill the Treasurer role. Gabi suggested they do some searching to find someone and Leslie will remain in the position until someone is found.

- President – Amanda Anderson
- Vice President – Gabi Kolk
- Treasurer – Leslie Martin until a new person accepts the position
- Secretary – Chelsea Vander Heyden

Regarding divisions 1, 2, and 3 representatives Gabi asked what these positions job description was. Other than putting together auction baskets for classes, no one really understood what was required. Gabi suggested we eliminate these positions. It was also suggested that we could coordinate with School Council – as they are requesting one or two parent representatives per class this year, and have those individuals come to us for any requests/needs. Everyone voted in favor of eliminating the 3 representative division positions and contacting

the School Council. It was also suggested we try to coordinate our meetings with the School Council to be back-to-back to allow more individuals to attend both. This request will be passed onto the School Council.

- Hot lunch coordinator – Michelle Rodgers

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**Agenda item: School Requests & Reports**

Associate Principal Josh Gatner attended and spoke on behalf of St Catherine School. He had no specific requests but provided an update that Dan is still working on having the concrete tables replaced. Grade 9 camping trip is in a couple weeks and most of the students are attending this year, which is great. Josh provided all Home and School association members access to his 2025-2026 SGF Home and School summary budget document. See the attached document that shows the “Master” totals for funds promised to the school for specific items from Home and School for the upcoming school year.

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**Next Meeting:** Wednesday October 8<sup>th</sup> at 7pm at Cattleman’s

**Meeting adjourned:** 8:40 pm

## Treasurer Report Spread Sheet for 2024/2025

|                                                  | 23/24                                                | estimated spend | actual spend | 24/25                                                  | estimated spend | actual spend |        |                             |
|--------------------------------------------------|------------------------------------------------------|-----------------|--------------|--------------------------------------------------------|-----------------|--------------|--------|-----------------------------|
| Kindergarten Field Trip                          |                                                      |                 |              | \$500.00                                               | \$1,000.00      |              |        |                             |
| Grade 1 Field Trip                               | \$500.00                                             | \$ 500.00       |              | \$500.00                                               | \$1,000.00      |              |        | <b>23/24 student totals</b> |
| Grade 2 Field Trip                               | \$500.00                                             | \$ 500.00       |              | \$500.00                                               | \$1,000.00      |              | ELP3   | 7                           |
| Grade 3/4 Field Trip                             | \$500.00                                             | \$ 500.00       |              | \$500.00                                               | \$1,000.00      |              | ELP4   | 16                          |
| Grade 3/4 Field Trip                             | \$500.00                                             | \$ 500.00       |              | \$500.00                                               | \$1,000.00      |              | K      | 10                          |
| Grade 5 Field Trip                               | \$500.00                                             | \$ 500.00       | \$ 3,599.30  | \$500.00                                               | \$1,000.00      |              | Grade1 | 16                          |
| Grade 6 Field Trip                               | \$500.00                                             | \$ 500.00       | \$ 423.96    | \$500.00                                               | \$1,000.00      |              | Grade2 | 15                          |
|                                                  |                                                      |                 |              |                                                        |                 |              | Grade3 | 31                          |
| Junior High Field Trip                           | \$1500.00                                            | \$ 1,500.00     |              | \$1500.00                                              | \$3,000.00      |              | Grade4 | 23                          |
| Grade 9 Camping Trip                             | \$2800 (\$100 per student)                           | \$ 2,800.00     | \$ 1,900.00  | \$100 per student                                      | \$1,900.00      | \$1,600.00   | Grade5 | 21                          |
| Awards( Academic Awards/Christian Living Awards) | \$700 to a MAX                                       | \$ 700.00       | \$ 537.84    | \$1000 to a MAX (increased byt \$300 nov 2024)         | \$1,000.00      | \$623.79     | Grade6 | 18                          |
| Year End Pool                                    | \$600 Total (\$300 elementary/\$300 for Junior High) | \$ 600.00       |              | \$600 Total ( \$300 elementary/ \$300 for Junior High) | \$300.00        | \$285.00     | Grade7 | 21                          |
| Grade 9 Farewell                                 | \$150 Pictures                                       | \$ 150.00       | \$ 150.00    | \$150 Pictures                                         | \$150.00        |              | Grade8 | 19                          |
|                                                  | \$100 Cake or dessert of choice                      | \$ 100.00       |              | \$100 Cake or dessert or choice                        | \$100.00        |              | Grade9 | 23                          |

\$1600 swimming lessons

\$285 pool party

\$500 faith

\$286.92 overature s account for faith

\$360.54 leadership

\$1934.9 sewing 4 machines

\$110.25 auction expense - clean up

|                                                                              |                                                                      |              |              |                                                                      |             |             |  |       |     |         |
|------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------|--------------|----------------------------------------------------------------------|-------------|-------------|--|-------|-----|---------|
|                                                                              | \$250 above the cake and pictures                                    | \$ 250.00    |              | \$250 above the cake and pictures                                    | \$250.00    |             |  | Total | 220 | 5077.65 |
| <b>Welcome Back BBQ Sept 23/24</b>                                           | \$700 to a max                                                       | \$ 700.00    | \$ 691.82    | \$700 to a max                                                       | \$1,059.35  | \$1,059.35  |  |       |     |         |
| <b>Swim Lessons 3/4 (2 classes) Garde 5 and Grade 6</b>                      | \$10.00 per student                                                  | \$ 350.00    |              | \$10.00 per student                                                  | \$1,600.00  | \$1,600.00  |  |       |     |         |
| <b>Retreat Faith Day</b>                                                     | \$250 to a max                                                       | \$ 250.00    |              | \$250 to a max                                                       | \$500.00    | \$500.00    |  |       |     |         |
| <b>Kona Ice</b>                                                              | TBD                                                                  | \$ 325.00    | \$ 452.50    | TBD                                                                  | \$400.00    | \$585.75    |  |       |     |         |
| <b>Elementary Sports Day</b>                                                 | TBD                                                                  |              |              | TBD                                                                  |             |             |  |       |     |         |
| <b>Junior High Sports Day (23/24 St. Catherines Turn held at high school</b> | Burger/Chips- 1 per child                                            |              | \$ 371.46    | PBHS responsible for this 24/25                                      | \$0.00      |             |  |       |     |         |
| <b>Chrome Books (Bring your own device)</b>                                  | \$11,443.43 cheque# 000485                                           | \$ 11,443.43 | \$ 11,443.43 | N/A                                                                  | \$0.00      |             |  |       |     |         |
| <b>Hot Lunch Budget per year</b>                                             | \$5880 auction donations for 23/24                                   | \$ 5,880.00  | \$ 5,041.54  | \$6000 for 24/25                                                     | \$8,000.00  | \$8,598.75  |  |       |     |         |
| <b>Playground Swings (6 Swings)</b>                                          | \$40,000.00                                                          | \$ 40,000.00 | \$ 38,456.32 | N/A                                                                  | \$0.00      |             |  |       |     |         |
| <b>Sound System</b>                                                          | \$43,700 to a max                                                    | \$ 43,700.00 | \$ 36,533.60 | N/A                                                                  | \$0.00      |             |  |       |     |         |
| <b>Chairs 200-250 Max</b>                                                    | \$20,000.00                                                          | \$ 20,000.00 | \$ 17,146.50 | N/A                                                                  | \$0.00      |             |  |       |     |         |
| <b>Holy Spirit Cheques deposited into account</b>                            | \$6350.00                                                            |              |              |                                                                      |             |             |  |       |     |         |
| <b>Monies set aside for Auction 24/25</b>                                    | A lump sum of \$20,000 will be set aside for the 24/25 auction year. | \$ 20,000.00 |              | A lump sum of \$20,000 will be set aside for the 24/25 auction year. | \$20,000.00 | \$17,708.35 |  |       |     |         |
| <b>1st Communion Cake</b>                                                    | \$130.00                                                             | \$ 130.00    | \$ 158.49    | \$130.00                                                             | \$130.00    |             |  |       |     |         |

|                                                                 |     |             |                             |                                |             |             |                      |
|-----------------------------------------------------------------|-----|-------------|-----------------------------|--------------------------------|-------------|-------------|----------------------|
| Confirmation Cake (every other year)                            | N/A |             |                             | \$130.00                       | \$130.00    |             |                      |
| Presentations                                                   |     |             |                             |                                | \$3,000.00  | \$2,875.00  |                      |
| Leadership group(including dance)                               |     |             |                             |                                | \$500.00    | \$360.54    |                      |
| school council (kinder coffee and activites)                    |     |             |                             |                                | \$550.00    | \$550.00    |                      |
| Overage category                                                |     |             |                             |                                | \$2,000.00  | \$286.92    | faith overage 286.92 |
| guitars                                                         |     |             |                             |                                | \$3,000.00  | \$1,940.33  |                      |
| sewing machines                                                 |     |             |                             |                                | \$2,000.00  | \$1,934.94  |                      |
| office supplies                                                 |     | \$ 840.82   | \$ 840.82                   |                                |             |             |                      |
| day of the dead celebration                                     |     | \$ 250.00   | \$ 250.00                   |                                |             |             |                      |
| year end invoices                                               |     | \$ 5,051.30 | \$ 5,051.30                 |                                |             |             |                      |
| Insurance                                                       |     | \$ 1,100.00 | \$ 1,100.00                 | 800                            | \$800.00    |             |                      |
| donations                                                       |     |             |                             |                                |             | \$3,000.00  |                      |
| auction exp                                                     |     |             |                             |                                |             |             |                      |
| Total                                                           |     |             |                             |                                | \$56,369.35 | \$43,508.72 |                      |
| Opening Balance                                                 |     |             |                             | balance minus estimated spend: |             |             |                      |
| \$62,534.10                                                     |     |             |                             |                                | \$6,164.75  | \$19,025.38 |                      |
| (minus expenses from last school year including cultural wheel) |     |             | current balance: \$66505.95 |                                |             |             |                      |

3000  
library

## ***SGF HOME AND SCHOOL SUMMARY 2025-2026***

*Provided by Josh Gatner – copied into word document by Michelle Rodgers for recording purposes*

| <b>Category</b> | <b>Opening Balance</b> | <b>Fees Collected</b> | <b>Total Expenses</b> | <b>Amount Promised from H&amp;S</b> | <b>Amount Requested</b> | <b>End Balance</b> | <b>Money Refunded?</b> |
|-----------------|------------------------|-----------------------|-----------------------|-------------------------------------|-------------------------|--------------------|------------------------|
| Kinder FT       | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Gr 1 FT         | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Gr 2 FT         | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Gr 3/4O FT      | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Gr 3/4C FT      | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Gr 5 FT         | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Gr 6 FT         | \$ -                   | \$ -                  | \$ -                  | \$ 800.00                           | \$ -                    | \$ -               |                        |
| Jr High FTs     | \$ -                   | \$ -                  | \$ -                  | \$ 2,400.00                         | \$ -                    | \$ -               |                        |
| Gr 9 Camp       | \$ -                   | \$ -                  | \$ -                  | \$ 1,600.00                         | \$ -                    | \$ -               |                        |
| Award/Prizes    | \$ -                   | \$ -                  | \$ -                  | \$ 1,200.00                         | \$ -                    | \$ -               |                        |
| Mana            | \$ 1,939.23            | \$ 1,100.00           | \$ (57.10)            | \$ 250.00                           | \$ -                    | \$ 2,982.13        |                        |
| Y/E Pool        | \$ -                   | \$ -                  | \$ -                  | \$ 350.00                           | \$ -                    | \$ -               |                        |
| Gr 9 Farewell   | \$ -                   | \$ -                  | \$ -                  | \$ 500.00                           | \$ -                    | \$ -               |                        |
| Library         | \$ 295.86              | \$ -                  | \$ -                  | \$ -                                | \$ -                    | \$ 295.86          |                        |
| Community       | \$ -                   | \$ -                  | \$ -                  | \$ 1,200.00                         | \$ -                    | \$ -               |                        |
| Presentations   | \$ -                   | \$ -                  | \$ -                  | \$ 3,000.00                         | \$ -                    | \$ -               |                        |
| Swim Lessons    | \$ -                   | \$ -                  | \$ -                  | \$ 1,600.00                         | \$ -                    | \$ -               |                        |
| Faith           | \$ -                   | \$ -                  | \$ -                  | \$ 500.00                           | \$ -                    | \$ -               |                        |
| Leadership      | \$ -                   | \$ -                  | \$ -                  | \$ 500.00                           | \$ -                    | \$ -               |                        |
| <b>TOTAL</b>    | <b>\$ -</b>            | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ 18,700.00</b>                 | <b>\$ -</b>             | <b>\$ -</b>        |                        |