

Saint Mary's SAC Meeting Minutes

Planning SAC School Community Event: UN Children's Day (November 20th, 2023)

UPDATE:

- Sherry Riggs has officially stepped down as the Community Member; Saint Mary's SAC hoping to fill positions for:
 - Community Member (**1 position needed**)
 - Support Staff Member (**1 position needed**)
 - Parent/ Family Member (2 positions filled; **1 position needed; OPEN to anyone who is interested**)

November 20th Children's Day Planning Notes

DETAILS

- **Location:** Saint Mary's School Gymnasium
- **Time:** **TBD *6:30 - 7:30***
- **Style:** drop-in event, flexible with activity stations and treats
- **Purpose:** build community and recruit members for SAC

IDEAS FOR STATIONS:

1. Craft Station (2 options; **Andrea to brainstorm**)
2. Graffiti Wall (research rolls of paper; IKEA has rolls for \$5 each)
3. Handprints for a display
4. Colouring sheet
5. Writing (simple prompt)
6. Movement Station (video projection, stationary bikes with trail videos, gym mats, etc.)

7. Picture Books (Andrea)

IDEAS TO INCENTIVIZE ATTENDANCE/ RECRUIT MEMBERS

1. Door Prize(s)
2. Snacks/ Treats/ Juice Boxes
3. Include event and flyer that James created in upcoming **November newsletter to families**
4. James will greet and mingle with families
5. Katrina will announce/ speak various times to inform community about our work as an SAC

TO DO:

1. ANDREA

- Make take takeaway flyer for evening of event
- **Create shared Google Doc with checklist items for successful planning of event by end of this week and share with members**

2. KATRINA

- **chat with Excel about event time** (can we move kids who are still Excel after 5:30 to an empty classroom, and our event time could start at 6 instead of 6:30? Confirm ASAP for flyers and newsletter)
- **Send family newsletter and mention the event;** attach James' flyer if possible
- Collaborate with Andrea about supplies for the activity stations
- Search for tables/ desks? Map out gym space
- Can stationary bikes be moved?

3. JAMES

- **finalize the event flyer and send to group ASAP**

NEXT *MINI* MEETING: TUESDAY NOVEMBER 14TH @ 6:30 PM ON ZOOM