

**MINUTES OF THE MEETING**  
**Courtesy call to Mrs. Michelle Paraiso**  
**July 31, 2002**  
**School of the Holy Spirit, QC**

1. Meeting was called to order at 3:00 PM with Ninya Castillo-Gan presiding and Deidre Corpus taking down the minutes.
2. In attendance were:  

<u>From the Faculty:</u> Mrs. Michelle Paraiso Ms. Gilda Casimiro Ms. Cecile Cruz	<u>From the Board:</u> Ma. Ninya C. Gan Ma. Lourdes D. Velarde Mona Liza M. Veluz Beverly Ann M. Mansueto Raquel N. Zamora Deidre R. Corpus
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3. A formal letter to be addressed to the Directress, Sis. Crispina Tolentino, Ssps must be written seeking permission to incorporate the name of the school in the name of our Alumni Association and to confirm the recommendation of Ms. Cecile Cruz and Ms. Gilda Casimiro as our Senior Advisers. It is also through her that we will ask For a recommendation of a Spiritual Adviser. The letter will be written by Mona Magno-Veluz.
4. Mrs. Paraiso allowed us to use the Alumni Office of the school as our forwarding address. The address will be:  
SCHOOL OF THE HOLY SPIRIT OF QC  
F. SOTTO ST. BF HOMES  
BARANGAY HOLY SPIRIT, QC

This address will appear on our letter heads and all correspondence will be forwarded here. The school can also be used for our gatherings and future homecomings.

5. In line with our communication with the alumnae,
  - We have requested for a copy of the School's Calendar of Activities for the year.
  - We have requested for a copy of the current Student's Handbook
  - A write-up about us can be submitted every quarter to be included in the SHS Newsletter.
  - We can also tap the student body to help in our activities.
  - We can also get in touch with the current officers of the PTA and the PTA Foundation for support. The main purpose of the PTA Foundation is for Faculty Development.

**The meeting adjourned at 5:00 PM.**

By: \_\_\_\_\_  
**DEIDRE RODRIGUEZ-CORPUS**