



# Meeting Minutes

**Date:** Thursday, April 13, 2023

**Time of Commencement:** 6:35 PM

**Time of Adjournment:** 8:00 PM

**Location:** Virtual & onsite

**Attendance:** Jill, Karen, Nicole L, Nancy, Anthony, Lynnessa, Harman

**Absentees:** Ann, Elsie

## *Vice Principal's Update*

Land Acknowledgement

## Recent Events/Activities

- We have a great turn out for track this year! Eleven students on the 6/7 team, and 15 students on the 4/5 team. We are looking forward to the all-day meet on May 5 at SFU. Really appreciate Mr. Stoffberg and Ms. Bruce for stepping up to volunteer for meets.
- Staff update: Ms. Guzzo has started her maternity leave. Ms. Bruce will take that position in May/ when Ms. Errico returns from her educational leave; we have TOC's filling in for Ms. Guzzo's position in the interim.

## Upcoming Events/Activities

- Photo day next week – Apr 18
- Babysitter Training Course being offered at Rosser beginning May 4 the in the staff room afterschool for 6 weeks...registration is online
- "Safer Space" online safety workshops have been booked for Div. 1, 2, and 3 on June 20

## Other Items

- Staff "wish list" – it's pretty preliminary – Ms. McQueen is still tracking down costs for things.
  - Water filtrations systems
  - Sand pit
  - Repletion science equipment
  - Food program funding
  - Sensory wall
  - Field trips – transportation via school bus is expensive; cannot use parent drivers
  - School yard cleaning tongs
  - Gardening equipment: clipboards, hard foam seats,



- Soft throwing games
  - Sewing machine & supplies
  - Art supplies
  - Speakers for sound system
- Ms. McQueen has inquired about the basketball court, yet to hear anything back.
- Microscope review: haven't had time yet but is on the TODO list
- School emails will be going out on Thursday moving forward from school, to keep consistent pace and keep it to once a week
- 180 students at Rosser as of now

### *Approval of minutes*

- Mar 2023 minutes – approved by Karen, Anthony and Nancy

### *Treasurer's update*

- Main: \$14,743.22
  - Still need to pay out few invoices
- Gaming: \$3,142.13
- Minimart: \$1,412.33
  - Field trip has been paid, rest is for graduation and following year
- District account: Anthony will ask Roseanne for update

### *DPAC update*

- April 17<sup>th</sup> Budget Consultation
- May 15<sup>th</sup> AGM Vote

### *Fundraisers / Activities*

- Purdy's update: \$82 raised from 6 orders
- Neufeld Farms: May 2 delivery at 6pm (minimum \$2000K order which is high)
- Plant Fundraiser: May 2 delivery at 2:45pm
  - Harj from confederation will help with transportation
  - Extra orders to sell on the day off
  - Urban Roots fundraiser: deadline extension till May 8
- TCBY – The Country's Best Frozen Yogurt
  - Pre-orders can be done whenever Nicole and Lynessa are ready
- Family Photo Night
  - 15 families, (18 sessions)
  - ~\$300-340 profit.



- Awaiting final tally from the photographer
  - Idea of Fall photos - Outdoor
  - Piggy back on Gilmore shoot?
  - Anthony to connect with photographer on it
  - No one does surveys
- Costco Donation
  - Donated \$250 to Rosser PAC and would like a tax receipt
  - Harman & Nancy went to pick up the cheque
  - Moving forward all donation checks need to be made to school, which can then be deposited in the district donation account to get tax receipts for donors

### *Other*

- Alpha~Rosser Grad Scholarship
  - Update criteria with Alpha to award it to a single student
  - Scholarship is for grade 12 graduates, who are Rosser Alumni and have active in community service or volunteer work
- Mini Mart
  - TBD for September on new setup on who will manage the accounts and fundraisers
- Creative Packs (packaged school supplies):
  - Jill will find out from stony creek on how to run the program
  - Will look into it for coming year
  - PAC will have to organize it
- Rosser PAC name consistency
  - "Rosser Elementary Parent Advisory Council"
  - Karen to update constitution, letter heads, email signatures etc. once the name is confirmed
  - Rest of the members to keep this in mind as we connect with vendors, we use the correct name
- Password storage options
  - Microsoft autofill for password storage
  - Discuss 2FA for it
  - Nancy to make a list of all the access credentials she can think of and share with Anthony and Harman and Karen
- Grade 6/7 Camp
  - Camps were costs: ~\$12000
- Sports Day
  - May 19
  - PAC funding pizza and popsicles
  - Include pre-school for popsicles
- Picnic
  - PAC funding hotdogs and watermelon



- Thank you card for donation from Costco
- Vancity
  - Auto deposit: can they be scratched? Need to check with Vancity

### *Action Items*

- Jill:
  - ~~Done: Staff wish list~~
  - Microscope review
  - Cost of redoing Basketball court
  - Waiting on Invoices from field trips from Rosanne
  - School picnics – how to partner up for it for next school year
  - Check how Stony Creek is using packaged supplies orders
- Nancy / Karen: Plant fundraiser
- Anthony:
  - Check with Vancity if auto deposit can be removed to track memo's
  - Follow-up with photographer on future sessions
  - Forecast budget for September 2023
  - Work with Harman to setup Microsoft Authenticator App for credential autofills
- Harman:
  - ~~Done: Call Legion again for another follow-up~~
  - Sort out Wine Tasting event
  - Ask few other places for donations: Safeway, Save-On etc for picnic and Sports Day etc.
  - Create a default donation template
  - ~~Harman to follow up with Elsie about exec roles~~
  - ~~Thank you cards for donors~~
- Karen: Update finalized name on all docs: constitution, letter heads, email signatures, etc.
- For September 2023 – PAC & School:
  - Determine how to partner up on school picnics moving forward
  - Minimart ownership handover to Div rep's and teachers
- For June 2023 – PAC
  - Finalize funds PAC can donate to teachers Wishlist
  - Vote on the budgets that we need to secure them for sept (e.g., Planners)

***Next meeting: Thursday May 11th, 2023 @ 6:30PM PT (try for every 2<sup>nd</sup> Thursday of the month)***

***Upcoming meetings: June 15<sup>th</sup> - AGM***