



# Meeting Minutes

**Date:** Thursday, June 15, 2023

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

**Time of Adjournment:** 7:56 PM

**Location:** Virtual & onsite

**Attendance:** Jill, Karen, Nicole L, Nancy, Anthony, Lynnessa, Harman, Ann, Elsie, Tony, Miyoung

**Absentees:**

*Land Acknowledgement - Nancy*

*Welcome New Members:*

- Tony
- Miyoung

*Vice Principal's Update*

- BCSFVNP program subsidy...requesting from PAC (deadline is June 16). Also, looking for new PAC volunteer(s) to be the FoodSafe certified coordinator for the school for next year. - Lynnessa and Ann both have FoodSafe licenses.
- Thank you SO MUCH to the PAC for the beautiful lunch that was provided for staff at our Pro-D on June 5. Many of the staff members commented that it was both beautiful AND delicious, and they felt very appreciated.
- Centennial Celebration: we will have learning events planned throughout the year to recognize our centennial. Our culminating celebration date will be June 7, 2024.
- Question: Subsidize planners for next year? Cost will be approximately \$7.50/planner.
- Recent Events/Activities
  - Festival of Dance – Division 8
  - Sports Day!
  - Asian Heritage Month – recognized particularly in Division 1
  - Intermediate divisions did the Loonie Swim at Kensington Pool
  - Grade 7's spent a day at their secondary schools (most at Alpha, some at North)
  - Volunteer Appreciation Tea
- Upcoming Events/Activities
  - National Indigenous People's Day (June 21) – Assembly at 11:00
  - Welcome to Kindergarten (June 22, 1:30 – 2:45)



- Picnic (June 23)
- Grade 7 Leaving (June 28)
- Final Assembly (June 29, 9:15 am)
- Tuesday – Activity around Pride month; the students will march around the field in rainbow colors; and there will be an activity inside the school
- Wednesday – National Indigenous People's day assembly

### *Approval of minutes*

- May 2023 minutes approval record – Karen, Lynnessa

### *Treasurer's update*

- Main: \$11,493.27
- Gaming: \$1,868.23
  - Anthony is going to check if he can transfer lump sum to school for fieldtrips vs paying event by event, if there is a single invoice from school
- District: \$254 – the Costco donation (\$250) was not in yet
- Budget: Evaluate Aug 31, 2023 (before school year)
  - Motion to subsidize BC Fruit and Veggie Program: \$400 approx. By Nancy, approved by Karen, Ann, Harman
  - \$7.50 per planner: Total \$1071 approx. - Motion to approve by Karen; Approved by Harman, Anthony and Nicole
  - \$150 – budget approval for last day coffee-Lynnessa to set it up.
    - Harman is writing donation letters

### *DPAC update*

- AGM couple of weeks ago; Ashley – new chair of DPAC

### *Elections:*

- [AGM - PAC Positions.pdf](#)
  - All roles with descriptions
- Chair: Ann nominated by Nancy; Voted by all attendees
- Vice-chair: Karen nominated by Ann; Voted by all
- Secretary: Harman nominated by Nancy; Voted by all
- Treasurer: Anthony nominated by Harman; Voted by all
- Lunch Coordinator: Lynnessa
- DPAC Rep: TBD
- Social Media Coordinator: Elsie
- Volunteer Coordinator: Cathy
- Fundraising Committee: TBD
- Community Donations Liaisons: TBD
- Bottle Drive Reps: Tony & Miyoung

### *Other*

- Karen to delete all files with students' names in them (Karen will do Minimart ones) from PAC records. 50/50 info needs to be saved for licensing needs.
- Fruit and Veggie program – voted to run again coming year – subsidize approximately \$130 from PAC to maintain program. New change this year.
- Water fountain – we will not be doing this, since water is not filtered.
- PAC Email monitoring in Summer/Next Year will be done by Ann.
- Alpha Scholarship Recipient
  - Maya Fichera
  - She sent a beautiful thank you card to PAC, which was read at the meeting.
- Ensure, Sports day pizza is arranged for school staff and kids for future.
- To be discussed in sept: allocate bottle drive \$\$ towards families in need
- LunchBox Review by Lynnessa:
  - No extra charge
  - Use school cash online
  - But do not have variety, you get the same vendor for same day for the whole year
  - Hotlunches will be better option considering above restrictions
    - Fee is added into the total cost
    - \$170 cost for registration – Motion by Lynnessa, approved by all attendees

### *Action items*

- Jill:
  - Microscope review (in Fall)
  - Cost of redoing Basketball court
    - Put in the request, but not a priority for district
  - DONE: PAC is waiting on Invoices from field trips from Rosanne
  - School picnics – how to partner up for it for next school year
  - Check how Stoney Creek is using packaged supplies orders (Sprint 2024)
    - Have to arrange this in spring, so we can plan for the following year
- Anthony:
  - Check with Vancity if auto deposit can be removed to track memo's
  - Follow-up with photographer on future sessions
    - Waiting to hear back from photographer
  - Forecast budget for September 2023
  - DONE: Work with Harman to setup Microsoft Authenticator App for credential autofills
  - Check if we can transfer lump sum to school for fieldtrips vs paying event by event, if there is a single invoice from school.



- We have moved in previous meeting to pay \$20 per student, change from \$400 per division.
- Harman:
  - DONE: Sort out Wine Tasting event
  - DONE: Ask few other places for donations: Safeway, Save-On etc. for picnic and sports day etc.
  - DONE: Create a default donation template
  - DONE: Harman to follow up with Elsie about exec roles
  - DONE: Thank you cards for donors
  - Explore BitWarden options for password storage
  - DONE: Create donation letters for coffee
- DONE: Harman & Karen: Create brochure for kindergarten welcome
- Harman & Ann: Figure out Art by Kids fundraiser (for fall)
- DONE: Ann & Lynnessa: Plan teachers appreciation lunch
- DONE: Karen: Update finalized name on all docs: constitution, letter heads, email signatures, etc. to Rosser Elementary School Parent Advisory Council
- DONE: Lynnessa: Figure out LunchBox pricing / cost structure
- For September 2023 – PAC & School:
  - Determine how to partner up on school picnics moving forward
  - Minimart ownership handover to Div rep's and teachers
- DONE: PAC - Finalize funds PAC can donate to teachers Wishlist
- For Aug 2023 – PAC
  - Budget meeting
    - Planners & other cost for Sept
    - Classroom consumables to double amount
    - Allocation for families in need
    - Field trip budget per student
    - Vote on the budgets that we need to secure them for Sept (e.g.: Planners & \$1,000 set aside from TD Play grant)
  - Full year calendar with fundraising events

***First meeting of 2023-2024 – Thursday August 31, 2023***