



Meeting Minutes

Date: Tuesday, Nov 14, 2023

Time of Commencement: 6:40 PM

Time of Adjournment: 8:30 PM

Location: Onsite & Virtual

Attendance: Jill, Anthony, Harman, Ann, Karen, Lynnessa, Lisa J, Miyoung, Lisa

Absentees: Elsie

Land Acknowledgement by Ann Luc

Welcome New Members: N/A

Vice Principal's Update

- Volleyball finishes next week
- Spirit Day and Halloween was great
- GymSense gymnastics program started for kids
- Remembrance Day Assembly last week
 - Kids were super respectful in the assembly
 - First session of Choir
- Updates:
 - Family portal for report cards moving forward; Information will be sent out next week; Same system will be used in high school as well; Parents can print; Report cards do expire after sometime
 - Earthquake bin update: District provides considerably basic supplies, and we have those; Planning with Rosanne to figure out what else is needed
 - Picnic Budget: ~\$500: hotdogs, buns, watermelon, juice boxes and condiments
 - Will need propane
 - Will need volunteers for cooking / cleaning / serving / etc.

Approval of minutes

- Oct 2023 minutes approval record – Karen, Anthony

Treasurer's update

- Main - \$16,257.33



- Fundraiser Account
 - \$920 Family photo (subtract ~\$450 - \$470 of fees)
 - \$1818 Hot lunch EMTs
 - \$1017.50 Spirit Wear EMTs
- Subtractions:
 - \$1131.32 Planners cheque not yet cashed; As of Nov 11th (lost cheque)
 - Spirit Wear costs.
- Gaming - \$4582.15
 - No movement since last meeting
- District: \$504.38
 - Some Spirit Wear donations ANG: to check.
- Apple fundraiser cheque to be cashed \$394
- Hot Lunch orders and Bambora issues: it's difficult to track funds for different events (hot lunch/spirit wear to date);

DPAC update

- N/A

Fundraisers / Activities

- Hot Lunch Updates
 - Month to month works great
 - Good parent information on ordering process
 - Accounting wise it's a challenge for systematic reconciliation
 - Skip lunch on last day of school before Christmas because its pancake breakfast
- Budget for thermal bags purchase - $\$30 \times 3 =$ total of \$90
 - Approved by PAC Executives
- Pancake breakfast
 - Need donations of pancake mix & Syrup & Juice
 - No need to buy Gluten free option
 - Ann: Talk to Nicole to figure out quantities
 - Lisa: Will reach out for donations once she has numbers
- Purdy's
 - 5 orders paid, 2 pending orders
 - Harman to sort orders
 - Lynnessa to distribute
- Giftcards
 - 1 pending order
- Neufeld's
 - 4 orders, 2 pending
- Photoshoot: 23 slots filled; revise next year to check engagement first
 - Welcome to school package for kindergarten could include more info on PAC events
- FDL Donations



- For Teacher appreciation day
- For Parent Partners Night – Jan 30, 2024

Other

- Spirit wear: 83 pieces ordered; 3 family donors who donated spirit wear for kids in need; order has been placed, deposit to be made; order will arriving early Dec
- PAC Executive Member Poster
 - Missing Cathy and Tony
- Administration help: Someone to sort through emails, pull out documents/receipts/invoices, file it properly in Onedrive
 - Complication – providing access to all content
 - Ann is looking at It daily
 - Assistant Treasurer role needed.
 - Sort data, receipts, excel sheet updates and tracking
 - Backup to treasurer duties
 - Advertise Vice-chair
- Budget for Giftcards for Needy Families
 - 3 families
 - \$600 – christmas + \$400 for later = Total: \$1000
 - Walmart and Superstore - \$50 cards each
- Harman: Goodie Bags
 - 162 kids
- What is the purpose of PAC? <https://bccpac.bc.ca/index.php/members/pac-dpac/what-is-a-pac>
 - PAC to create time and space for feedback from parents
 - Parent Partners Night – Jan 30th – 6:30 pm
 - Check for grade 7 babysitters
 - Parent Voice Line item for PAC Meetings
 - PAC contributions poster needed to illustrate where the funding goes. Maybe go back a couple years.
- Feedback for school:
 - First year for high schoolers have challenges
- Teachers Wishlist is approved for budget, by all attendees
 - Sandbox is a no-go
 - Field trip budget up from \$20 to \$25
 - School to begin ordering the wishlist per priority.
- Toy Drive:
 - Lisa going to organize

Action Items

- PAC Execs:
 - ~~DONE: Advertise to fill open PAC roles and organizers for major fundraisers~~



- ~~○ DONE: Review and fund Teacher Wishlist~~
 - Lisa: Advertise and sort out delivery of Toys from Toy Drive
- Jill:
 - ~~○ DONE: Look into food options and inform PAC if they need subsidy for picnic~~
 - Jill to provide a budget for Centennial Celebration
 - ~~○ DONE: Wishlist from teachers~~
 - Look into Ryan's Rainbow food drive
- ~~● Ann & Harman: Not needed – Basic Criteria on what the \$\$ can be spent on for consumables & other budget items (In addition to Gaming Grant spending criteria)~~
- Karen:
 - ~~○ File a license for 50/50 & confirm 50/50 draw dates~~
 - Purchase Gift cards for families in need
 - Update Generic Donation Letter and plan schedule to send it out in January
 - ~~○ Organize Gift Card Fundraiser~~
- Ann & Lisa
 - Arrange donations for pancake breakfast
- Lisa:
 - Organize Toy Drive
- Anthony:
 - ~~○ DONE: Form for teachers to submit receipts directly to PAC~~
 - ~~○ DONE: Kick off spirit wear fundraiser conversations~~
 - Check District account funds with Rosanne
- Harman:
 - ~~○ Distribution of Apples fundraiser~~
 - Goodie bags
- Lynnessa:
 - Create feedback form for Hot Lunch – DONE (used Harman's and sent over Whats App)
 - Connect with Subway vendor on quality of subway sandwiches after next order
- Ann / Jenn:
 - ~~○ Finalize costs and start advertisement for Spirit wear~~

Next meeting – Dec. 12, Tuesday – 6:30pm at School Library or Virtually