Kilmer PAC (KPAC) Meeting Minutes

January 9, 2023

**Executive Attendees**

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| **Name** | **Position** | **Attended** |
| Lynn Bradshaw | President | X |
| Angela Girard | Co-Vice President | Absent with regards |
| Phyllis Chong | Co-Vice President | X |
| Fatima Benlarhzal | Treasurer | Absent with regards |
| Todd Gelinas | DPAC Representative | X |
| Rachel Klages | Secretary | X |

**Additional Attendees**

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| Theresa Roberts (Kilmer Principal) | Sheree Palmer |
| Jennifer Pownall | Maddi Hagel |
| Caren Grande | Tracey Deschenes |

1. Call to Order
2. Approval of agenda
3. Approval of December 5, 2022 meeting minutes
4. Executive Reports
   1. President: Lynn Bradshaw
   2. Vice-President: Phyllis Chong and Angela Giraud
   3. Treasurer: Fatima Benlarhzal
   4. DPAC: Todd Gelinas
   5. Fundraising: Tiffany Douglas
5. Administrative Report – Principal, Theresa Roberts
6. Old Business
   1. Popcorn Days: volunteers needed; starting this month
   2. Hot Lunches: proposal for affordable, at cost lunches; ideal 1:1 ratio of parent per division; vote on hot dog lunch budget for February. Sheree Palmer to present proposed budget. Option to use signup.com for donations.
   3. Volunteer forms: coming into office!
   4. Signing authority: 3rd person still required
7. New Business
   1. Fundraising Chair position OPEN. Tiffany will continue to correspond with Hot Lunch vendors.
   2. Environmental goals: Sheree Palmer to present ideas, sample letter. In conjunction with Grade 5 Litter-less Lunch campaign!
   3. Food safe: are there other parents in the school population? Do we want to host a course for parents?

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|  | Call to order   * 6:36pm – Lyn Bradshaw called the meeting to order |
|  | Approval of agenda   * Rachel approved agenda * Jennifer seconds agenda |
|  | Approval of December 5, 2022 minutes   * Rachel approves * Sheree seconds   All in favor |
|  | Executive Reports |
| President | * Welcome back, no new news to report |
| Vice-President | * Phyllis – no updates * Angela – absent |
| DPAC | * No DPAC December meeting to report on |
| Treasurer | * Fatima is absent, will report on finances in February * Rachel mentioned a couple checks are ready for pickup |
| Fundraising | * Boston Pizza hot lunch for January * Taco Del Mar for March * Fundraising position is open, Tiffany will continue to do hot lunch * Maddi will take over Fundraising position – thank you Maddi! * Grade 5’s are receiving funds from bottle returns from now until end of February * Spirit Wear available for order (not fundraising, but fun gear to have) * Tru Earth fundraiser currently open |
|  | Administration Report – Theresa Roberts   * Program of choice registration is open. Current students with incoming siblings to kindergarten need to register this week. * Cross Catchment registration is Feb 3rd * French tutoring update: Trying to get Riverside students to offer French tutoring available for Kilmer students to tutor in French. Update to come in February once the Secondary School semester is done. * Parent volunteer forms are starting to come in, looking forward to more volunteers to support the school * Huge thank you to Holiday Hamper committee – they made a huge impact to the community and were able to support multiple Kilmer families * Breakfast program – running as grab and go as gymnastics program is up and running * Wednesday morning assemblies back up and running – Jan 25 Mme Malakoff and Mme Huggens classes to start. February Ms Craig and Ms Pharaon. * March – Carneval is back at Kilmer before spring break, right before spring break. Looking for volunteers for Bonne Homme. * Duffelbag theatre – Feb 15 * BC Lions Fortis BC event morning of Feb 17 * Litter Free Lunch contest is coming last week of January * May Day – each school is responsible for parent volunteers to organize and teach the May Day pole dance if the school community wants to join. Volunteers would be needed to do this. |
|  | Old Business   * Popcorn Days: volunteers needed; Rachel would like to start this Friday. $1 per serving. Bags will be compostable. Extra popcorn available for vulnerable families. * Hot Lunches: Sheree put together a budget proposal for community hot lunches, estimated around $500 to offer this program. KPAC to cover the cost of one hot dog and treat per child. Budget will come from the betterment fund. Motion to move $900 from Betterment Fund to support community hot dog lunch day. This accounts for the loss of profit from a hot lunch where we would have charged. Donations will be accepted to help support the cost. Sheree motions, Caren seconds and all approve. * Volunteer Forms: coming into office! * Signing authority: 3rd person still required, Maddi will become the 3rd signing authority – thanks, Maddi! |
|  | New Business   * Fundraising Chair position will be taken over by Maddi. Tiffany will continue to correspond with hot lunch vendors. * Environmental goals: Sheree presented ideas on reducing environmental impact – signs to encourage recycling and composting, reusing table cloths, etc. A committee would be ideal to help support this. Suggestion to fundraise for a new water bottle refill station by the gym. Ms Roberts will look into the basics (cost, contracts, etc.). Litter free lunch is a good start. * Food safe: Looking for parents with food safe to volunteer. Option to host a food safe course to encourage more volunteering. Option to add a annual budget item to pay for food safe certificate for one person per year. Jennifer will get her food safe this year. * Excel Martial Arts and personal best fundraising opportunities – movie nights or weekly lunch time lessons. Maddi will connect with them to determine eligibility. * Western Sky Books looking to do an online book order program where the school gets a percentage of purchase cost * Rasa Yoga interested in offering classes at the school for adults, kids over 15 welcome to join. * St John’s Ambulance – various safety programs can be offered as fundraising for PAC – will look into it for the future. |

7:58 pm – meeting adjourned.

Next meeting: Monday February 6, 2023 6:30pm to 8:00pm in the Kilmer Library