Kilmer Parent Advisory Council (KPAC) Meeting Minutes

September 11, 2023 6:00pm – Kilmer Library

**Executive Attendees**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Attended** |
| Rachel Klages | President | X |
| Juliana Fullerton | Vice President | X |
| Byron Wynne | Treasurer | X |
| Todd Gelinas | DPAC Representative | X |
| Tracey Deschenes | Secretary | X |

**Agenda**

1. 2023-2024 executive planning
2. Budget
3. Volunteer support

**Minutes**

Call to order – 6:00 call to order

1. 2023-2024 executive planning for the year.

Upcoming KPAC meeting dates for 2023 (6:30-8:00pm, Kilmer Library)

* September 25
* October – no meeting due to stat holidays
* November 6
* December 4

Fundraising ideas and dates for remainder of 2023

* Monthly popcorn days, $1 per bag (cash)
* Bi-weekly fun lunches (hot lunches)
  + Subway and Pizza Hut are easy to organize and distribute
  + Looking for new ideas and cost-effective vendors to work with
* Halloween Dance – October 27
* Movie Night – November 17
* Created by Kids (TBD) – November
* Santa Breakfast – December 9
* Pub Night – January (TBD)
* Consider bringing back textile recycling - TBD

Upcoming PAC funded events

* 2023-2024 school year will host body science session – KPAC to contact Ms. Roberts to organize dates
* Stream of Dream will be put on for 2024-2025 school year, KPAC will start the application process this year to be prepared (some surplus fish from 2019-2020 are available in the school storage)
* This school year is slated to be a Carnival year, a volunteer committee will be needed to host it in June. This must be established before the end of 2023 to ensure enough time for planning. Historically this has been a significant fundraiser for KPAC.

KPAC SharePoint

* Site is on an older version of SharePoint, KPAC will contact principal and DPAC on migrating to a more recent version (if possible)

Agenda development for next open meeting

* KPAC meetings will be agenda driven to ensure that time is effectively used. Agenda ideas for next meeting:
  + Introduce KPAC purpose
  + Introduce executive council
  + Approval of the proposed 2023-2024 budget
  + Volunteers and sub-committees and how they fit into KPAC
    - Carnival
    - Events (Halloween dance, movie night, breakfast with Santa)
    - Fun lunch (hot lunch)
    - Fundraising support
    - MunchaLunch
    - Treat Days (popcorn and freezies)
    - Fruit & Veggie program
    - Grade 5 (not technically part of KPAC)

1. Budget

* Treasurer completed an informal audit of last 7 year’s financials.
* Last four years budgets have run a deficit (COVID years), focus for 2023-2024 year will be to bring back a balance budget with the goal of a 20% surplus rollover for next year.
* KPAC will stop using QuickBooks software which is only accessible by the treasurer. Excel will be used going forward with all documentation available via the KPAC SharePoint site. This will save annual fee paid to QuickBooks.
* All deposits and withdrawals will be emailed to the Treasurer to ensure strong financial history.
* Gaming grant for 2023-2024 has been submitted.
* New cheques will be ordered (almost out).
* Focus on fundraising initiatives that have greater returns. Will likely stop Cobs, Purdy’s Easter (continue Christmas) and look at new ideas (e.g. pub night).
* School donations and KPAC donations
  + School Cash Online accepts donations directly to the school to be applied towards new library books. Donations over $25 are eligible for a tax receipt.
  + Direct donations towards KPAC are also accepted (not via School Cash Online) and can be put towards other school enrichment plans (field trips, computer, music or gym equipment, performances, etc.). Unfortunately, these donations are not eligible for tax receipts.

1. Volunteer Support

* KPAC is a volunteer run council committed to the enrichment of the school. We need volunteers to support our initiatives to fundraise to support field trips, computer and musical equipment, classroom betterments and more. We do this via fundraising, including:
  + Fun lunches (hot lunches)
  + Freezie and popcorn days
  + Events (movie nights, Santa breakfasts, pub nights)
  + Kilmer end of year Carnival
  + Return It collection
  + Your great ideas to fundraise!
* KPAC will be looking for volunteers and will put out both a general request for volunteers and sign-ups for volunteers for specific events.
* KPAC works with the school principal to submit ideas where money can be best used to support school and children. Principal collects ideas from the teacher and support staff to ensure that the money raised is used in the best places possible.
* September newsletter to be created and distributed.

7:35 pm – meeting adjourned. Next meeting is September 25, 2023 at 6:30pm in the Kilmer Library.