

Cedar Drive PAC  
General Meeting 2023/2024

Opening

The second meeting of the Cedar Drive PAC General 2023/2024 was called to order at 6:49pm on Tuesday October 17, 2023 on Teams by Erica Saleminck, Chairperson.

General Presents  
Janah

Exec Present

Rick Dhaliwal, Erica Saleminck, Marcy Harvey, Amy Bapla, Jane Adams, Alyson Neufeld, Alex Josephson

Regrets

Tara Ataya, Trisha Favre, Kristen Harris, Silver Butler, Katie Zoladek

Approval of Agenda

Approval of Agenda by Alyson seconded by Jane. Motion was passed unanimously.

1. Principal's Report

- Thank you for the support that everyone has shown for Hazel Trembath Elementary. Our hearts go out for everyone and the staff.
  - Immediate plan to keep all students and staff members together for the remainder of the year and will be operating out of Winslow Center.
  - School district has asked all schools for some supplies that can be donated. Cedar Drive has collected some items and will be dropping them off. Staff from Hazel Trembath is communicating with the district back and forth to get supplies that are in immediate needs for the students and for the classrooms.
  - Short term plan is at Winslow, long term plan is still being discussed.
  - Port Coquitlam recreation centres have donation bins set up already.
  - SD 43 education foundation is accepting monetary donations. Donations can be made online. Will receive a tax receipt.
  - Erica is working with all the PAC chairs from all the schools. They are coming up with a fundraising plan. One of the fundraisers they are looking at is doing a scholastic book fair at a middle school in Port Coquitlam. Sometime in the new Year 2024.
  - Rick will ask if we can get a Cedar drive donation set up from SD 43.
  - Cedar community is will to help and donate. Thinking and making lists of what we can do to help.
- Drumming, Daniel was amazing he saw all the students everyday. Worked with each and everyone. Students had so much fun they loved it.
- Interim Reports go home on Oct 19th. Format will be the same as last time
- Oct 26<sup>th</sup> will be the formal opportunity for parents to meet with the teachers. Also an early dismissal day 1:45pm. Teacher will communicate with the students families to set up meetings.
- Oct 26<sup>th</sup> book fair 1:30-7pm at the gym. The money raised at the book fair is used back at the school will be looking into buying decoders and some reader for our primary classes.
- Ms Barlow will be taking on the Halloween parade. Will be at 9:15qm. October 31, 2023.
- Cedar Drive has sprinklers and are tested and inspected by the fire department every year.

2. Treasurer's Report

- Fundraisers and what we raised

- Welcome back barbecue, 50-50 - \$180.00
- Fall Flower - \$65.00
- Open house - \$319.00
- Costume sale - \$180.00
- Gaming Grant we got - \$5560.00
- Expenditure
  - Babysitting at the general PAC meeting- \$20.00
  - Custodian fee at the welcome back BBQ - Not yet calculated
- Goal is to raise \$1,6155.00.
- We have raised \$744.00 so far! We have a lot of work to do.

### 3. DPAC

- DPAC General meeting: Wednesday October 25, 2023 – 7:00pm. At Winslow Center. (Location may be change due to Hazel Trembath operating from Winslow.)
- Agenda for the Meeting:
  1. Approval of Agenda
  2. Approval of Previous Minutes
  3. Treasure's report
  4. Assistant superintendent's report
  5. NaloxHome
  6. Exclusive members report
  7. Looking ahead
  8. Adjournment

### 4. Grade 5 Committee

- First meeting was held on Tuesday October 3, 2023.
- 34 grade 5's this year.
- First Hot lunch on Thursday October 17. Me N Ed's. Have volunteers. Couple of more are on Nov 3: sushi and Nov 16: hotdogs.
- Hoodies
  - the grade 5's came down to the gym at lunchtime on Tuesday to try on sample sizes of hoodies and I have sent them all home with a slip of paper that has the size that fits them best, and then families will be able to order them through cash online.
  - The cost is \$42 per hoodie and if you wanted to add a personalization (name, initials etc) embroidered on the sleeve, it's an extra \$8.
  - We will hopefully have the hoodies completed and ready to hand out the last week of November.
- Movie Night Nov 17th - one of the parent (Michelle) has offered to run the concession and we have already purchased some items to sell.
- Neufelds - Booked our Neufeld date to have the order forms go out to the school around Nov 3rd, and delivery of the items for December 1st. Need volunteers and have a sign up link on the Facebook group and have emailed all grade 5 parents.
- Yearbooks – We may be able to use Friesens (Erica's employer) for our yearbook, Erica is still working out pricing but said it may be a few dollars more than the yearbooks last year, so it could be around \$30 per book. Once it's confirmed will make a link and share it with everyone to upload photos.
- Bottle return- we have a parent (Clair) that's taking care of all bottles and returns.

### 5. Welcome Back Barbecue Recap

- 52 family's returned the order forms.
- 200 orders
- Was raining so was moved to the gym.

- Problem with the gym is there was no activities.
  - Kinsman's were awesome! Great for big events.
  - Did a 50/50 draw made \$360.00 Marcy won \$180.00
  - Next year will combine welcome back barbecue and open house
  - Custodian 5 hours at \$45.00 for custodian on a weekend. Don't need to pay for a custodian on a weekday.
6. Fall Flower Fundraiser Recap
- Katie is our flower girl.
  - Had to order 6 extra mums to get free shipping. Sold them all at the costume sale.
  - Made \$65
  - Will do a Poinsettia fundraiser after Remembrance Day.
  - May not do this fundraiser next year.
7. Costume Sale Recap
- Did Awesome!
  - Fundraised \$180.00.
  - Was not enough advertisement.
  - Didn't have enough volunteers.
  - Left the costume for sale in the front entrance hallway of the school so parents could still purchase some and money was given to Dayna. For a week.
  - Everything is cleaned up . leftover costumes were donated
  - Not doing it next year.
  - May do a different fundraiser- shoe sale on the same day as the open house and welcome back BBQ night all in one day.
8. Resturant Night
- Me n Ed's Pizza on Wednesday November 15, 2023.
  - Mention Cedar Drive Elementary, Me-n-Ed's will donate 20% of the sales back to the school!
  - Silver will be taking over resturant night's fundraiser.
  - Will set up some more nights in January, March, April or May.
  - List of fundraising restaurants that did well Domino's Pizza Sushi Fu. Me n Ed's Pizza
  - Papa Leo's PIZZA. chipotle
  - Boston Pizza was not good
  - contact SunFire pizza they are a cedar Drive family.
  - contact Red Robin's
9. Book Fair
- Thursday Oct 26. 2023 from 1:30 - 7pm
  - Truck delivery will be at 9am. will be using half of the gym..
  - Need volunteers sign up link is in the weekly newsletter. Lots lots to do. Pls tell friends to help Volunteer.
  - Teachers will come by to do a wish book for their classrooms. .
  - May add a donation wish pocket for Hazel Trembath Elementary School.
  - We are going to have an additional prizes for the children. We pick randomly one child from each division.
  - The book fair is a fundraiser and the percentage we get back goes back to the school.
10. Art Created By Kids

- Art created by kids is were students make art on a card with there teachers and then goes home so parents can order the kids art on mugs, canvas, much more on other things. Then comes back to the school and we order it. comes in time for Christmas
- Students are already working on the art in the classrooms.
- Poco family runs this business
- Last year we fundraised \$1.300.00. Good fundraiser.

#### 11. Winter Movie Night

- Friday November 17. 2023
- Movie: Elemental.
- Tara will be taking a lead on the winter movie night. Jane will be doing concessions with the Grade 5's.
- Notice needs to be made and sent out after Halloween
- Silver can help with sound and light if needed.

#### 12. Purdy's Fundraiser

- Jessie non Exec PAC member is volunteering to do the Purdy's fundraiser.
- Deliver date would be around December 15. 2023.
- Will send out notice after Remembrance Day
- Volunteers will be needed so please help.

#### 13. Gingerbread Night ( Festive family night )

- Friday December 1. 2023 at 6-7pm.
- Marcy has started to buy the gingerbread houses, candy and anything else that's needed.
- Marcy talked to the photographers about the pictures. There are in. Santa is coming.
- After Remembrance day will put up the winter backdrop. Volunteers needed.
- Need to send out the notice after Remembrance day.
- Marcy and Katie will go over the list from last year's event.
- Will have hot chocolate, maybe make it self serve?
- Marcy will ask Silver if she could help with sound.
- Need Volunteers.
- Making it a Fundraiser this year. \$5.00 extra per gingerbread house (1 family: extra candies, and photos)
- E-transfer and Cash only. Will not have cash online for this event.
- Marcy would like the gym earlier at 1pm to get things set up.

#### 14. Excel Night

- Was booked for November but cancelled it due to too many events being taken place around the same time.
- Will reschedule after new years 2024.
- Alyson will take over the Excel Night. Will ask if Trisha can help.
- It's a great fundraiser event.

#### 15. New Business

- Grants, start looking into more different Grants for next year. PoCo foundation has more Grants for schools that we can look into. Discuss at next meeting.
- Marcy and Cindy will take down all Halloween decorations on Nov 1.
- Marcy and Cindy will be decorating for Christmas after Remembrance Day.
- Welcome back barbecue and open house will be combined for next year.
  - No custodian needed.
  - will hire the Grill Master they barbecue hotdogs only.
  - Barbecue 1 hour before the open house night.
  - Don't need to pre-order. will take orders as we go.
  - Will not have a PAC general meeting that day.
  - Next day will be Pro-D-Day.
  - Will have a shoe sale.

#### Adjournment

Motion to adjourn the meeting by Marcy. Seconded by Alex.

Meeting was adjourned at 7:48pm by Erica Salemink.

The next General meeting will be at 6:45pm on Tuesday February 20, 2024.

Minutes submitted by: Amy Bapla