1. **In attendance/introductions**

Alisha Delver (Co-Chair), Chelsea Giesbrecht (Co-Chair), Sheryl Derbyshire, Dianna Hamilton(Treasurer), Susan Wickham, Erin Lemon, Leanne Bartlett, Ross Jacobson

Regrets: Angela Magleo (Secretary)

1. **Meeting Called to order at 7:34pm**
2. **Minutes from November 2019 –** motion to approve minutes. Alisha Delver approved and Dianna Hamilton seconded.
3. **Approval of agenda** – motion to approve agenda. Dianna Hamilton approved and Alisha Delver seconded.
4. **Principles report**
	* Tennis week went very well. The coach was so impressed with our kids and staff and left a class set of tennis racquets and 3 nets for our school to keep! The plan is to use these for tennis, badminton and possibly volleyball.
	* Opt out letter for Body Science talk will be going home this week or next.
	* No tickets required for night Christmas concert this year as we will have more space this year for chairs, also the choir risers will be used for extra seating as choir will not require them for performing.
	* Christmas Concert Dec 19th 1:30pm and 6:30pm \*\*FRONT ROW TICKETS\*\*
		+ **Draw will be taking place on Dec 9th** for the volunteer raffle tickets. Below are how they will be allocated between the 2 performances and given out in sets of 2.
		+ Volunteer raffle winners Afternoon tickets – 8 tickets
		+ Volunteer raffle winners Evening tickets – 4 tickets
		+ Volunteer Evening Parking attendants – 8 tickets
	* CRE is working with City of Coquitlam to become stewards of the forest area that we visit to maintain the preservation of that area as there is the salmon run through this area.
5. **Chairpersons report – Chelsea Giesbrecht and Alisha Delver**
* Fundraising/Hot Lunch
	+ Subway – Jan 28th and Feb 18th are set up for SUBWAY lunch as a trial, wagon wheels and milk will be added. Variety of sandwiches will be available on muchalunch when updated. These dates are Tuesdays after the long weekend. Prices $5 per 6inch sandwich.
	+ Purdy’s – grade 5s are selling Santa Pops at the snowflake ball to fundraise.
	+ On the Go First Aid (Stay Safe Course) – ages 9-13 take a 5-6hour course to learn about being safe while home alone booked Feb 28th (a PRO –D day) price is set at $55 for the course. This should be set up on munchalunch when set up.
	+ Cobs – When shopping at Oxford Cobs Bread and Sunwood Square Cobs Bread mention Coquitlam River Elementary and the PAC will receive 5% of the total sale – Chelsea to get the Cobs update on fundraising.
* Snowflake Ball will be Dec 6th 6:30-8:30pm
	+ NEED volunteers for many options.
	+ Mobile concession in the gym may be cut if no volunteers.
	+ Craft table – Alisha has supplies
	+ Guess the amount of candy in the Jars – Chelsea getting these ready.
	+ Silent auction will be at the snowflake ball, raising money for grade 5’s.
	+ Grade 5’s will also be selling Purdy’s Santa Pops.
	+ Photographer booked – possible set up in the library.
	+ The Christmas trees from the snowflake ball will be offered to teachers for their rooms, extras will be donated for $15 per tree to the PoCo Fire Station for their chipping fundraiser for the Burn Camp Fund.
	+ Grade 5’s will use the strong start room for the silent auction.
	+ Hot Chocolate and cookies will be available in the gym
* Shopping Night raised around $800 for table fees ($517 after table rentals)
	+ Ideas for next year to have $30 for table fee, $25 parents from school, Kids tables $15 and Kids from the school $10 to encourage opportunity for kids.
	+ Very successful night.
* Dec 9th - **Draw for front row seats at the Christmas Concert** – IF YOU HAVE VOLUNTEERED FOR SCHOLASTIC BOOK FAIR AND SNOWFLAKE BALL YOU WILL BE ENTERED TO WIN FRONT ROW SEATS AT THE CHRISTMAS CONCERT on Dec 19th 1:30pm and 6:30pm
* Jan 15th parent night for Body Science Talk with Saleema Noon facilitator. Come to understand what will be discussed with your kids at this info session. Jan 16th and 17th the kids will have age appropriate body science talk.
1. **Treasurer Report**
* $860 is the balance in the grade 5’s fundraising.
	+ Silent auction $217, 50/50 $180 (and winner donated money back to grade 5’s), Bake Sale and Pizza raised over $400.
* Just over $21,000 in the account, last month’s purchase $1600 was paid out for the tables in the library.
* $3252 Gaming account – Saleema Noon (body science) and PAC’s portion of Tennis was paid for from this account.
* Book Fair sales were over $7000 and that results in approx $4000 in new books for the library.
* Shopping Night - $517 for table fees profit after payment of the rental tables.
* Poinstetta Fundraiser - approx $500 in profit – down from previous years.
* Theatrix - $300 from having that hosted at the school
* Pizza day $750 profit
1. **DPAC – nothing to report**
2. **New Business**
* Grade 5 volunteering plans – silent auction at the snowflake ball, bottle drive possibly, Purdy’s Santa Pops will be for sale at the snowflake ball, Bake Sales,
* Grade 5 fundraising meeting might be prior to the PAC meeting
* Next PAC meeting will be on Jan 7th at 7:30pm in the library. Childcare available.
* Mrs. MacInney – requesting Plus Plus Mini Blocks – 2-3 sets to be split between her class, Mr. Battle’s class and the EA room. The set should be able to be divided into 3. $136 per set. These will be staying in these classrooms. This was voted on and approved to purchase 3 sets at $136 each.
1. **Adjournment at 8:23pm**