

## **Eagle Ridge Elementary PAC - Executive Board Meeting**

August 28, 2023

Online – Zoom

7:00pm

**Present:** Joanne Breckenridge, Erin Davis (minute taker), Jenn Green, Tara Lyons (Chair), Angela Poon, Sarah Wells

### **1. Introductions**

### **2. Communications with families**

- Would like to have social media updates beyond fundraising
- Visuals to help parents plan and see events at a glance

**Action: Angela to look into an editorial calendar and bring ideas to September Meeting**

### **3. Communicating with each other**

- Voting and decision making needs to be documented
- Make sure Board members feel their voices are heard – welcome feedback anytime
- A What's App chat group would be appropriate if everyone was included and was only used for informal conversation or to alert members to check the shared docs

**Action: Angela and Tara to look into options for sharing documents and communication**

### **4. Access to Gmail account**

- Currently only Tara and Jen S have access for communication to parents around fundraising, contacting companies for fundraising, hot lunch communications, meeting reminders, etc.
- Will need to set up some guidelines if more people need access

**Action: Tara to consult with Hot Lunch committee members and Treasurers about their need to access the Gmail account**

### **5. Purchase of Zoom account**

- Administration, teachers and members are generally in favour of keeping PAC meetings online for convenience and accessibility
- Having 1-2 teachers attend PAC meetings has been great for communication between staff and parents/PAC

**Action: Tara and Sarah to discuss at Treasurer's meeting if we are to buy another Zoom account for the year**

### **6. Management of Minutes and other files**

- Currently on website, access with password
- Files not searchable
- Good idea to use keywords in minutes to locate certain topics
- Would prefer a shared folder for files

**Action: Tara to speak to Administration and/or Rick Botero about options; check PAC Facebook groups for ideas**

## **7. Meeting dates and times**

- Tuesdays are best for most people

**Action: Tara to check with Don if Tuesdays work for him**

## **8. Upcoming Events**

### **8.1 Open house - Sept 21**

- Money is already approved
- Admin is open to have BBQ
- Opportunity for PAC to welcome and interact with families; build community
- Jenn Green can help with purchases
- 500 hot dogs – beef and veggie
- Find someone to cook/serve

**Action: Tara will purchase griddles. Anyone can help contact volunteer organizations to cook/serve**

### **8.2 Back to School - September 5<sup>th</sup>**

- Not enough time to get event organized
- Consider sending a message to meet at certain spot if families want to connect with PAC

### **8.3 Other events of interest**

- End of year dance was a hit
- Erin will help create procedures for events after debriefing for future PACS

## **9. Member at Large**

- Members at Large can be added outside of the AGM if the number of Board members does not exceed the maximum outlined in Bylaws - our bylaws don't say a maximum
- Can nominate and vote to add member at large at next meeting
- Only one vote can be cast per co-position

**Tentative next meeting date: Tuesday, August 28, 2023**