Kilmer PAC (KPAC) Meeting Minutes

December 5, 2022

**Executive Attendees**

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| **Name** | **Position** | **Attended** |
| Lynn Bradshaw | President | X |
| Angela Girard | Co-Vice President | X |
| Phyllis Chong | Co-Vice President | X |
| Fatima Benlarhzal | Treasurer | X |
| 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 |
| Leanne Cahan | Juliana Fullerton |
| Kristy Vigneault | Katrina Driver |
| Tiffany Douglas | Jordan Stevenson |
| Christine Jones | Karen Hawardson |

1. Call to order
2. Approval of agenda
3. Approval of November 7, 2022 minutes
4. Presentation summary of KPAC Constitutions, Bylaws and Budget
5. Bylaw Amendment Vote
	1. Adding a provision for etransfer monies into finance section
6. Executive Reports
	1. President
	2. Vice-President
	3. Treasurer
	4. DPAC
	5. Fundraising (Tiffany & Caren Grande)
7. Administrative Report
8. Old Business
	1. Spirit Wear update – Kristy
	2. Breakfast Program – volunteers needed
	3. PAC Inventory – still needs to be done
	4. Popcorn days – volunteers needed, to start in a new year
	5. Hot lunches – proposal for affordable, at cost lunches; ideal ratio of parents per division
	6. Return-it-Express – ensure no plastic packaging or materials with biofluids
9. New Business
	1. Christmas Hampers – need to shop for food, wrap, wrap donations
	2. Grade 5 fundraising update and proposals: Kristy & Juliana
	3. Traffic on Pitt River – ICBC can set up a speed watch on Pitt River if we’re interested
	4. Goals moving forward into 2023

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|  | Call to order* 6:35pm – Lyn Bradshaw called the meeting to order
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|  | Approval of agenda* Angela approved agenda
* Jennifer seconds agenda
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|  | Approval of November 2022 minutes* Phyllis approves
* Todd seconds

All in favor |
|  | Presentation summary of KPAC Constitution, Bylaw and Budget.* Phyllis Chong provided the PAC objective – support, encourage and improve the quality of education and the wellbeing of students at Ecole Kilmer Elementary School. Presentation attached for review.
* Long-term goals should be set to guide fundraising beyond the annual expenditures needs of approximately $20,000 based on previous years.
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|  | Bylaw Amendment Vote* Adding provision for etransfer monies into finance section
* Review of the proposed bylaw amendment with some changes suggested
* Cash must still be acceptable form of payment, especially for events
* Cheques will still be acceptable form of payment, note that some of our fundraising partners don’t accept cheques as a form of payment
* Two KPAC members will need to be responsible for cash payment counting after events (formally required one person to be an executive)

Lyn motions to adopt the proposed changes with the edits above discussed in the meeting.Phyllis approvedAll in favour – motion passed. |
|  | Executive Reports |
| President | * Thank you to everyone for their involvement – great to have the community work together
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| Vice-President | * Phyllis – no updates
* Angela – volunteer form reviewed for feedback and will be distributed in January
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| DPAC | * DPAC voted on communications liaison
* Superintendent report is pending
* Coquitlam library tutoring support is available – Ms. Roberts has circulated this information via email
* SD43 is working on their budget. Feedback can be sent to Todd.
* Everyone is welcome to DPAC meetings
* French Advisory Committee is looking for volunteers
* Free Skate in Cloverdale December 29 via French Advisory Committee
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| Treasurer | * Current general balance $16,863.70
* Gaming account $4,027.13
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| Fundraising | * Purdy’s has closed –$685.65 made
* Looking to book a hot lunch in January 20 (proposed)- Boston Pizza
* Total funds from 2022 hot lunches is $1,548.46
* February – KPAC is proposing a community hot lunch of hot dogs, Sheree will build a budget proposal for this
* Plant fundraiser is closed, profits will be available at next meeting
* Rachel is looking for volunteers for a popcorn day
* Ms. Roberts will look into bringing back the lunch lady program
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|  | Administration Report – Theresa Roberts* Thank you to everyone for coming out to support PAC and the school.
* Breakfast with Santa – lots of fun, great to see the community come out, thank you to the committee who put it on and did a great job organizing everything.
* Outdoor Learning – Project Canopy – planted two trees and bulbs, long-term there will be more shade near the courtyard. Students were involved and had so much fun.
* School received planter donations from Tri-City Green Council so each division can grow salad gardens in the spring.
* Spuds in Tubs and Common Ground Strawberry growing project – school is signed up for these.
* SD43 confirmed they do not support the addition of sun shades.
* Community giving – holiday hampers in classrooms for non-perishables and gifts for families.
* Senior candy bags are decorated and ready for distribution later this week by Mme. Malakoff and Mr. Corbould (former Principal at Kilmer, current principal at Castle Park Elementary).
* Breakfast programs – doing well so far, looking for volunteers.
* Holiday skate night – next Wednesday, free for all families, 530-730pm.
* Wednesday morning assemblies are coming back for 2023 – performances by classrooms, once per month.
* School action plan for learning (school goals) working with staff on this, presentation to KPAC later in 2023.
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|  | Old Business* Spirt Wear – MVP Athletics is the new company, includes hoodies, sweaters and t-shirts
* Breakfast program – looking for more volunteers
* KPAC Inventory – Rachel will do this and needs volunteers
* Popcorn days – coming and looking for volunteers
* Hot lunches – proposal for affordable, at cost lunches; ideal ratio of parents per division. Sheree building a proposal.
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|  | New Business* Express Returns – make sure only empty cans and bottles are returned. Between January to end of February the returns will go to Grade 5 committee.
* Christmas Hampers – donations from community need to be sorted, Jennifer has pursued an external sponsor to do a small donation (tbc), KPAC funds will go to gift cards for family to use as needed, volunteer wrapper needed as well
* Grade 5 Fundraising – Me n Ed’s completed but didn’t make a lot of money (~$200), looking for new ideas and volunteers, potentially a movie night.
* Traffic on Pitt River – speed watch to be set up.
* Goals moving forward into 2023 – deferred to next meeting.
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8:15pm – meeting adjourned.

Next meeting: Monday January 9, 2023 6:30pm to 8:00pm in the Kilmer Library