Kilmer PAC (KPAC) Meeting Minutes

November 7, 2022

**Executive Attendees**

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| **Name** | **Position** | **Attended** |
| Lynn Bradshaw | President | Absent with regards |
| 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 |  |

1. Call to Order

2. Approval of Agenda

3. Approval of June 2022 minutes as well as October 3, 2022 minutes

4. Executive Reports

* President: Lynn Bradshaw- absent
* Vice-President: Phyllis Chong
* Treasurer: Fatima Benlarhzal
* DPAC: Todd Gelinas
* Fundraising: Tiffany Douglas

5. Administrative Report

* Principal: Theresa Roberts

6. Old Business

* Halloween Dance: Juliana and Maddi
* Budget and Profit report
* Spirit Wear: we need someone to organize
* Grade 5 Committee: do they have a chair yet

7. New Business

* Bylaw Amendment - proposed amendments need to be distributed to all Executive members by November 21, 2022 and to general members (e.g. all parents) by November 25, 2022 at the latest for an official vote at our next PAC meeting on December 5, 2022. We need to ensure these dates are met in order to move ahead with the vote. 2/3 of executive need to be present to vote.
* Breakfast Program
* PAC Inventory - needs to be catalogued. Looking for suggestions about how we can go about this
* Volunteer Form - needs to be distributed

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| --- | --- |
|  | Call to Order |
|  | 6:40 – Phyllis Chong called the meeting to order |
|  | Approval of Agenda* Rachel approved agenda
* Juliana seconds agenda
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|  | Approval of June and October 2022 minutes* Rachel approves
* Todd seconds
* All in favor
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|  | Executive Reports |
| President | * Unable to attend, sends regards
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| DPAC | * Attended two DPAC meetings since last KPAC meeting
* Requesting presentation content on how to run a PAC meeting
* Provincial PAC is based out of Port Coquitlam
* Budget approval for DPAC part of last meeting – copy to be shared when available
* Attended presentation on Indigenous land acknowledgements
* DPAC discussions highlighted major issues with increasing number of racist incidents, especially in specific areas. Discussed requesting changes to school curriculum to broaden awareness on racism in our communities and it’s impact
* DPAC is putting on a Digital Awareness presentation
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| Treasurer | * Halloween fundraising money to be deposited in November
* Current balance $14, 992.05
* Gaming Account $4,027.13
* Monthly total income $1,378.57
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| Fundraising | * Only fundraising so far is Domino’s Pizza hot lunch (other than Halloween Dance)
* $1,378.57 revenue, profit $562.19 (Domino’s hot lunch)
* With more volunteers we can get make more profit as we can source juice, cookies, etc. individually. Other more profitable lunch items can be made (E.g. hot dogs, pasta) instead of purchased
* Not all hot lunch fundraisers will raise equal profit, nice to have variety
* Pre-covid individually portioned food wasn’t used and profit was higher (and less packaging used) – may head back to this if we can get the volunteers to support
* November hot lunch is on the 17th – Subway
* December – White Spot hot lunch
* Purdy’s Christmas fundraising coming this month (KPAC receives 25% back from all orders)
* Plant fundraiser is open until November 17 – mostly holiday décor (KPAC receives 20-35% back on this fundraiser)
* KPAC has discussed if sunshades can be purchased for playground, looking into whether SD43 will allow this as some districts don’t allow them
* Theresa Roberts is looking into planting trees for shade on the playground
* Todd looked into what movies can be showed at a movie event, selection is very limited, could make it a fun costume or PJ event
* KPAC recognizes that some hot lunches are more expensive than others and will try to offer some less expensive options in the future as well
* KPAC is looking into options to help support vulnerable families with hot lunch options in the future, one option could be that KPAC supports a school-wide hot lunch, this would require a budget-change approval
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|  | Administration Report – Theresa Roberts |
|  | Vulnerable Families – within the community there’s an increased need for support. Grassroots breakfast program just started at the schoolGrade 5 - Hoodies – coming soon! All grade 5’s can get these. Camp Sasamat – booking to be confirmed, request in, contact person on holidaysRemembrance Day ceremony this week, families welcome to attendLunch Box Theatre – next week is the presentationMath festival – all classes to come to this soon, should be a fun event for the kidsScholastic Book Fair – parents signing up to support, volunteers are welcomeSenior candy bags to be put together, parent volunteers welcome as wellGingerbread Houses in December, parent volunteers welcome to supportHoliday Skate Night – Wednesday December 14 @ 530, rentals includedSchool Wear – updated logo, staff excited, looking to use same company as grade 5 wear to potentially obtain a discount. Looking into additional ideas (sweatpants, dri-fit shirts, hoodies, etc.)Teachers are looking for funds to support in-school field trips, KPAC has some funds to support some of these. There’s a field trip budget of $15/kid per class. |
|  | Old Business |
|  | Halloween Dance* Overall it was a success!
* Made over $2,600
* Juliana suggested to provide the money to teachers (12 classrooms) in addition to KPACs $10/student annual gift. This cannot be done right now as bylaws need to be reviewed to ensure that this is a possibility, as well, the annual budget takes into account estimated fundraising and pre-allocates the funds, another option is to add a new fundraiser specifically for this idea. Looking to discuss and vote in future meetings to support teachers more.
* Fundraising supply room needs to be cleaned up as most items are very old and should be replaced

Breakfast with Santa and toy drive – Maddi will organize – contact the volunteer coordinator or Maddi if you’d like to volunteerJennifer brought idea to bring more visual diversity to librarySpirit Wear* Need someone to organize
* Kristy will be the Spirit Wear representative

Grade 5 Committee* Looking for a chair
* Juliana and Kristy will co-chair
* This is a separate committee from the KPAC and won’t be a part of the KPAC agenda going forward
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|  | New Business |
|  | Bylaw Amendment* Proposed amendments need to be distributed to all executive members by November 21, 2022 and to general members (e.g. all parents) by November 25, 2022 at the latest for an official vote at our next PAC meeting on December 5, 2022. We need to ensure these dates are met in order to move ahead with the vote. 2/3 of executive need to be present to vote.
* **Purpose**: KPAC would like to be able to accept and disperse funds by eTransfer

Breakfast Program* Started this week for vulnerable families

PAC Inventory* Rachel looking for help to determine what KPAC owns and inventory these items (BBQ, popcorn machine, cash boxes, etc.)
* KPAC has a filing cabinet at the school and is looking to do a clean-out

Volunteer Form* Angela is working on a form to help families plan in advance for volunteering opportunities
* Theresa will photocopy and distribute once ready
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8:14pm – meeting adjourned.

Next meeting: Monday December 5, 2022 6:30pm to 8:00pm in the Kilmer Library