Kilmer PAC – Meeting Minutes

October 3, 2022 – 6:30pm

**Executive Attendees**

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| Lynn Bradshaw | President |
| Angela Girard | Co-vice President |
| Phyllis Chong | Co-Vice President |
| Fatima Benlarhzal | Treasurer |
| Todd Gelinas | DPAC Representative |
| Rachel Klages | Secretary |

**Additional Attendees**

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| --- | --- |
| Caren Grande | Sheree Palmer |
| Jennifer Pownall | Dayna Smelser |
| Savitri (Faye) Soos | Tracey Deschenes |
| Theresa Roberts (Kilmer Principal) |  |

Agenda

6:30 – 6:45pm

1. Call to Order
2. Approval of Agenda
3. Approval of June 2022 minutes
4. Executive Reports
	1. President – Lynn Bradshaw
	2. Vice President – Phyllis Chong/Angela Girard
	3. DPAC Representative – Todd Gelinas
	4. Treasurer – Fatima Benlarhzal

6:45 – 6:55pm

1. Approval of 2022-2023 Budget

6:55- 7:05 pm

1. Committee Volunteers

7:05 – 7:45pm

1. Administration Report – Principal, Teresa Roberts
2. New Business
	1. Spirit Wear Committee
	2. Munchalunch volunteers
	3. Hot lunch volunteers
	4. Bylaw Revision

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|  | Call to Order |
|  | 6:38pm – meeting was called to order |
|  | Approval of Agenda – focus of today’s meeting is to approve the budgetMotion by Rachel, second by CarenMotion to approve – Todd, second by Jennifer |
|  | Approval of June 2022 minutesDeferred to next meeting |
|  | Executive Reports |
| President | * Welcome all!
* First year as KPAC President
* Focus of today’s meeting is budget approval
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| DPAC | * First meeting coming up. Focus is on what is a PAC, what do they do, how should they be run. Everyone is welcome.
* Todd hopes to get a digital copy of the discussion topics to share afterwards.
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| Treasurer | * Current balance is $4,000
* General funds include $12,000
* Some cheques to deposit from last year – Sushi Fu, Theatrics, DeVry
* Gaming grant to come
* Treasurer needs authorization to take over position formally
* Current bylaws don’t allow for eTransfer – this is being added to Agenda for next meeting to discuss
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| Vice President | * Phyllis and Angela are happy to be co-chairing the role (great way to be a part with shared responsibilities)
* Next year Phyllis will not be able to co-chair – looking for future VP or co-VP to take over – encourage those potentially interested to join KPAC to learn more
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|  | Approval of the 2022-2023 Budget* Budget gets put together by executive team
* Current budget is balanced and based off of last year’s budget and expenses
* Gaming revenue – applied for, based on last year numbers
* Additional fundraising if we want to do more to support the school – a goal should be set to focus on
* Top half is expected incoming money, bottom is expenses
* Used reoccurring expenses from previous years
	+ Two cultural enrichments activities
	+ Field trip funds
	+ Operational expenses, e.g.: BCCPAC, Admin, office supplies, etc.
	+ Incentive program – teachers $10/student per class
	+ Music
	+ Ribbons for KM Klub
	+ Staff Appreciation Lunch
	+ Additional field trip support – bus for track and field
	+ ½ bus per classroom (bus costs increase) $800/bus new increased cost (note: Money for bus, cannot spend money elsewhere)
	+ Grade 5 field trip (PAC Commitment to celebrate and do a memorable experience)
	+ Christmas Hampers to support community
	+ Outdoor betterment
		- Not specific as playground to allow for many different options to improve outdoor space for kids
		- Playground could be here – often 4–5-year plan due to cost – long term planning require
		- Can get sponsors to help support cost of playground – open to ideas and community support
		- Lots of options to consider – trees, shade for current playground, Gaga ball pit (note: ball pit may not be best option for elementary school)
		- Would love someone to look into how we can use the current budget to offer improvements
		- Previously funded by PAC
			* iPADS, computers previously funded by PAC
			* Picnic tables
			* Mural (needs updates)
* Budget is slim, currently the PAC fundraises to keep this budget afloat
* Focus for this PAC is to highlight the vision of what money is being fundraised for, beyond base of regular running costs
	+ - This needs to be determined in the next few months to guide the PAC
		- Sunshades for playground are an option
		- Looking for volunteers to spearhead shade options
		- Tree planting is a long-term plan option?
			* Theresa will look into some options that may need support from PAC, but not major impact to them
			* Sheree to look into sunshades

Motion to approve – AngelaPhyllis – Seconds the motionAll agree – budget passes |
|  | Committee Volunteers |
| Fundraising | * Looking for volunteers for fundraising
* Money is to spend for extras for kids – goes back into schools
	+ Busses for field trips
	+ Sunshades for kids’ playground (betterment budget)
	+ Grade 5 graduation
* Past ideas that have been successful: hot lunches, Purdy’s, Neufeld’s, Plant sale
* Sheree will help Caren and Tiffaney support and join the fundraising committee
* No carnival for 2022/2023 season
* Option for Silent Auction – good money maker
* Need a goal for fundraising – e.g., playground, parkour, etc. Most plans need to be submitted in September so next year would be ideal to do a large project like this. Playground for older kids would be nice addition to school.
* Good idea to bring transparency to what fundraising is for long-term. Current fundraisers keep extras at school afloat only.
* Carnival was huge fundraiser, big commitment, not happening this year
	+ Was what paid for big purchases in the past
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| Grade 5 | * Will need to build a grade 5 committee
* Start the conversations to make our grade 5 students year special and memorable
* Please come out to form a separate Grade 5 committee. This is separate from PAC but will report back to them on activities.
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| Lunch Box Theatre | * Closing October 3, next Wednesday is first rehearsal
* Likely to offer in the Spring
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|  | Administration Report – Theresa Roberts* Two Arts Starts performances coming!
	+ Duffle Bag and Beatles Group were booked by teachers in Spring
* ePrep for October
	+ Do we have what we need? Yes so far
		- School District supplied new set of food and water for all schools
	+ Emergency bags are in good state in classrooms
	+ Extended emergency needs all in one place if required
	+ No ePrep representative in current PAC, pre-covid there was someone loosely associated with this
		- PAC in the past has help to support the purchase of updated emergency supplies to ensure that requirements are met
	+ In past water bottles and fruit snacks would be regularly changed (terry fox run, sports days, etc. then confirmed that district to pay for this. Teresa to confirm if “quick snacks” are supplied by district or if PAC should look into if this should be re-purchased.
* Fire Drill with PoCo Fire Department
* Great BC Shake Out following week
* Hold and Secure practice today (gentle), asked if RCMP would like to come to talk to school about what if situations and how to support in the event of extreme situation/lockdown
* Would RCMP do community helper or pedestrian/bike safety session for the kids
	+ Theresa looking into this
* Vulnerable families – province stepping up to help support
	+ More to come on this from the province
* Breakfast Club (option for consideration)
	+ Provincially funded program, could potentially look to bring it in if there’s a need for this here
	+ This program requires support from community if it’s to happen (grandparents, community members, resource teachers, etc.)
* Grade 5
	+ Would be nice to get these sweaters early on – wear throughout the year
	+ Putting a letter for grade 5 families together
	+ Camp Sasamat – trying to book, Mr. Comartin waiting to hear back
* Gardening
	+ Class planted tulips in courtyard
	+ Application to do strawberries
* PoCo Fire Department coming
* Pumpkin patch – field trip coming up for younger kids
* Scholastic book fair
	+ Nov/December
	+ Mr. VanSinkle would like support
		- Jennifer would like to help on this
* Reading Rocks
	+ Starting in October to encourage home reading
	+ Teachers are passionate about this to encourage reading
	+ First prizes at end of October
* Halloween
	+ PAC Dance event coming
	+ Costumes on Monday at lunch (31st)
	+ Halloween parade is back! Parents invited to gym to see
	+ Bring candy back to sort and sent to seniors – goal is 500 bags of candy. Partnering with Castle Park who has the same goal.
	+ PJ day next day – November 1
	+ Remembrance Day
	+ Big assembly – parents invited
	+ Wednesday morning STAR Assembly – likely to come back
	+ Potentially to start in new year, parents to be invited
	+ Theme Days – Spirit Days
	+ Kilmer colours, jersey days – they’re back for 2022/2023 calendar year
	+ Spirit Wear
	+ During COVID limited purchases
	+ Theresa to look into this for staff so they can purchase
	+ HUB Cycle
	+ Coming to the school
	+ Bike safety – Theresa will ask them to check out bike racks and make recommendations, many are far or hard to lock up bikes
	+ After school programs are back! These are not a part of PAC, but fun after school activities
	+ Traffic issues around the school – drive safe and slow down! Teresa will ask RCMP about this as she’s contacting them about other things. Mention that there’s potential for speed bumps by city? Is this happening? Up to city if they put them in. Could do a safety awareness week when weather gets wetter and darker to promote safe driving.
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|  | New Business |
| Spirit Wear | Need volunteers for spirit wear and grad wear* Rachel will look into some companies and competitors
* Dayna will look into design ideas to compare options
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| Munchalunch | * Need someone to administer the site - super easy to operate, simple administration
* Phyllis would love to train someone as she’s leaving KPAC next year
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| Hot Lunches | * Need volunteers – 6 parents are ideal
* Rachel, Dayna and Jennifer expressed interest
* Parents at BBQ expressed interest – please reach out
* A request for volunteer will be included in order form, don’t wait until then
* First hot lunch is Domino’s Pizza
* Days can change, start time is 11:15am usually 11:45 end time
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| Volunteer Coordinator | * Angela has offered to be Kilmer’s volunteer coordinator. Email 031-pac@sd43.bc.ca if you’re interested in volunteering for anything. She’ll reach out when there are opportunities.
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| Popcorn Days | * They’re coming back and only $1/child
* Rachel to test the machine, will need to purchase oil, popcorn and bags
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| Halloween Dance | * October 28 – evening event
* Julianna and Maddi – committee. Email if interested in supporting.
* Games, dinner available via ordering, music and fun!
* Looking into if we can offer photography (Jennifer offered to volunteer)
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| Bylaw Revision | * KPAC wants to change to allow for etransfers
* Vote will be at December meeting
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8:07pm – meeting adjourned.

Next meeting: Monday November 7, 2022 6:30pm to 8:00pm in the Kilmer Library