**MUNDY ROAD ELEMENTARY SCHOOL EXECUTIVE PAC MEETING**

 Wednesday, June 19th, 2013 @700 pm Classroom 104

 [www.mundyroad.ca](http://www.mundyroad.ca)

Attendance: Gurj Parmar, Jennifer McKinnon, Joyce Watts, Marcy Baverstock, Sarah MacDonald, Ursula Elliot, Christine Friend

**Welcome & Introductions**

**Old Business**

-Review copy of Contact list; let Joyce Watts know of any changes.

-Exchange of Information completed, look up on website for PAC agendas and minutes, PAC constitution. [www.mundyroad.ca](http://www.mundyroad.ca) under-PARENTS tab.

-Treasurer’s Exchange -**ACTION**: Ursula to set up an email with Teresa Battista to set up an appointment with bank for Ursula, Gurj and Teresa to set up signing authority.

**New Business**

-We agreed the first General PAC meeting will be on **Thursday, September 12/13** at 700 pm at Mundy Road School. **ACTION**: Joyce to set up with Kelly Zimmer and Sandy Hein.

-First Day of School “Welcome Back” on September 03/13 @845 -1000am**. ACTION**: Jennifer McKinnon to set up coffee- treat table for parents -Christine Friend to help. PAC to wear same colour to brand PAC to show identity.

-Sports Dayon Friday, September 27th. - PAC to set up Concession booth. **ACTION**: Sarah MacDonald to organize and ask for help from Michaela Kelly about details on what is required to set up concession. **ACTION:** Marcy Baverstock to help organize Hot Lunch and ask Nicole Schenato about details on what is required to set up Pizza Hot lunch. **ACTION**: Marcy to send out email through class liaisons to ask for parent help for concession stand and hot lunch delivery for September 27th. Order forms for Hot Lunch need to be sent out in September. Suggestion made for PAC team to wear same colour like YELLOW to create identity and spirit. More details tabled for September PAC meeting**. ACTION**: Jennifer, our Communications Coordinator, to put in our first newsletter.

- Lending out Popcorn popper to Ms Stephanie Leaman. **ACTION**: Gurj to reply back to Ms. Leaman about PAC response. **ACTION**: To write a PAC policy about PAC assets and lending out property, details about damage deposits and condition of returning property. We have to set precedence. Revisit in September meeting.

-Emergency Preparedness Coordinator is currently vacant. Interested parent would like position. **ACTION**: Joyce Watts will reply to email and invite to September 12/13 PAC meeting to vote in.

-MAD SCIENCE Afterschool Program - Elizabeth Hrynew wanted to know if PAC interested in setting up for FALL session. Discussion and agreed. **ACTION**: Elizabeth to set up with MAD SCIENCE and Kelly Zimmer the dates and send information to Jennifer for newsletter.

-Procedures with Chair- Gurj to meet with Kelly Zimmer.

- Procedures with Treasurer – Ursula to meet with Teresa Battista. Treasurer has mailbox in School office. PLEASE be very clear about money in sealed envelopes and CLEARLY labeled for which fundraiser: i.e. Hot Lunch vs. Scholastic Book Orders, etc.

-Fundraising- Lenore Clemens unable to attend meeting, however is getting set up with lots of ideas and will go through in September about organizing and processing fundraising projects. Fundraising has a mailbox in School office. Any ideas can be given to Lenore through mailbox.

 **ACTION**: Christine Friend -volunteering to organize a Pub Night in November. -More details to come on when and where, plus plans for a Silent Auction, 50/50, Toonie toss- at the September General meeting. Christine will inform Lenore Clemens. **ACTION**: Looking for donations for Silent Auction, Jennifer to put add in our newsletter.

-Procedures with Communications – Jennifer updating school website, creating our Newsletter to include the PAC agenda aiming for the first week of each month. All our information on PAC newsletters needs to channel through Jennifer. **ACTION**: Jennifer is going to feature the PAC executive in the first newsletter. Please forward a photo and include five fun facts about yourself. Please do this by **August 26/13** to meet her deadline. We are aiming at sending PAC newsletter for the first week of September. Jennifer McKinnon’s email is jmckinnon@redrobincanada.com

Communication Board- We have one. It’s by the front door. Stuff will be posted if you don’t have e-mail.

**Open Discussion**

Meeting Adjourned at 830pm

**NEXT MEETING - Thursday, September 12, 2013 @ 700 pm Mundy Road School Library**

 **\*\*\* Everyone is invited to attend. \*\*\***