

WESTWOOD PAC MEETING MINUTES

Monday, October 16th 2017

PAC Executive Attendees: Tammy Ellis, Hadar Hamid, Vanessa Janusz, Raquel Cooper, Jenn Jarvis, Pooneh Krausher

Other Parent Attendees: Shizuka Matsumiya, Kayoko Yamada

Regrets: Bryn Williams, Kelly Kidd

Approving last meetings minutes

Approving agenda

Principal Report: Bryn Williams - NOT PRESENT

PRESIDENTS REPORT (Tammy and Hadar):

- Correspondence: various items reviewed, Hadar will review Math night and let us know if it looks interesting.
- Constitution and Bylaws - update - need to form committee for revision
 - Members of committee: Each executive with review their role for updates.
 - Call for a vote for "Past Chair" executive position - vote passed for Kelly Kidd
- Discuss with Mr. Williams the teachers' wish list update, breakfast program and outdoor sports equipment - moved to next agenda
- Photo Day October 17th: need a couple parent volunteers

Tammy:

- PAC Donation Fundraising Campaign Update - \$2610 so far
- Art Fundraiser Update - waiting for principal's response
- Expenses: Will buy 400 5 x 7 card stock sheets for \$32 - that way extras for mistakes and siblings if they want. Other costs will be ziplock bags for transporting the artwork to and from home, and large envelopes. Shipping costs only if order is under \$500.
 - Aiming for deadline between Nov 6-9th to have art submitted to parent and then back from the parents by the 20th and then off to the company by the 24th
- Financial Assistance for low income families \$50 until the new year and then reassess - Jenn will discuss with Mr. Williams
- Christmas Raffle Update - committee made up of all present pac members
 - Need to form a committee for canvassing for donations, tracking tickets, get tickets out to students and back, and sales at Winter Presentation Concert.
 - Will need class lists to keep a record of ticket #s assigned to students.
 - Some donation letters have been sent out already.
 - According to past raffle timelines it is best to have all prizes and apply for gaming license by November 6th or 7th. This will allow for time for ticket printing.
 - If there are not enough desirable prizes are donated can we spend money from our funds as an expense?
 - Grade 5's to use their ticket sales directly to Cultus Lake trip - vote passed
 - Support with canvassing businesses for donations - Raquel
 - Ticket trackers - Jenn & Vanessa
 - Tammy will send more details via email

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- Grouse Mountain Early Bird Passes Update
 - Early Bird Pass Promotion continues until November 30th.
 - Once Westwood reaches sales of 15 adult passes or the equivalent of \$7,485 (family passes and others included) Westwood then receives 15% cash back (which begins as an amount of \$1122.75).
 - This promotion code can be shared to family and friends and shared on social media.
- Ice Skating for December 2018 Update - vote passed to go ahead

Initially booked for Wednesday, December 19th from 5:00 to 6:30 in Blue Arena. Last skating event in 2014 was booked from 4:00 to 6:30 (it was also on a Wednesday) so changed to this time. How much time do we want? Had to book this date as other teams and lessons have booked the ice up until the week before. May have a different date once schedule is clearer, too far in advance now. Try back in September or October 2018.

The event contact is Shawn Fengler, her contact info is phone: 604-927-7929, and email: FenglerS@portcoquitlam.ca.

All rates below are 2017 rates, they may increase for 2018.

- Family Holiday Skate - no drop off adult/parent supervision required
- Ice time is \$140 per hour - 2.5 hours \$350
- Maximum 225 people on the ice
- Two arena/skate attendants are \$36 per hours plus gst, these two attendants can also provide ice supervision if there is time and if we want it - attendant price is currently under adjustment
- Helmets required for all under 12
- PAC paid for helmet and skate rentals for all Westwood students, parents and siblings paid for themselves
- Skate rental: \$3.70, cheaper with 10 pass for \$33.30 (3.33 each) - they will offer us best rate that night
- Helmet rental: \$2.20, cheaper with 10 pass for \$19.80 (\$1.98 each) - they will offer us the best rate that night
- They can sell hot chocolate for .50 cents per cup
- Liability insurance of \$5,000,000 coverage is recommended. Spoke to Lara at Infinity Insurance and she said if the booking is made in the school name we are likely already covered under the school/district insurance policy - check this with Bryn. If insurance is not covered by school/district insurance it will cost the PAC \$115 for the event for \$5,000,000 coverage.

TREASURER REPORT (Jenn Jarvis):

- \$10791.13 operating account
 - \$408.15 in outstanding cheques to clear
 - \$10382.98 actual balance
- \$5764.25 Pac online account
- \$5036.37 Gaming account
- Profit \$287 hot lunch
- Profit \$182 concessions
- Add fruit or veg plate for next hot lunch and offer chicken dog for next hot dog day
- Schedule of events for the rest of 2017
- Thursday Nov 9 - Hot Lunch (pizza?) - go with fresh slice and find out how it's packaged
- Friday dec 1st - Hot Lunch (hot dog lunch again)

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- Send out notice for the first week of January for a hot lunch in January
- Friday Oct 27- Halloween Dance
 - Jenn to pass along list of volunteers
 - We will contact volunteers to move to another time and make sure people know that no children during set up time
 - We have 85 kids RSVP and 89 Adults
 - \$50 donation to wards the event
- Wednesdays Nov 15- After school- Bake sale to raise funds for Sports Equipment
 - Need to confirm date with Mr Williams
- Christmas Pizza Dough & Bake Sale - Monday dec 18 pick up day - need Mr. Williams to approve the date
- Teacher Talk- PAC want to have a few minutes at the next teachers meeting (need to ask Bryn before he leaves)
- Waiting for Mr. Williams to confirm a date & time
- Possible option to donate Buses and teacher Funds.

Pooneh Krausher:

- Grade 5 updates
- Hoodie orders due this week
- We can fund-raise where we are short, once we see how well the raffle does.

Carried Forward from September Meeting:

- Make a PAC Supply List - Can we purchase these? Will a business donate them?
- Tammy will send out a list of needs
- Discuss remaining events for the rest of the year
- Martial Arts Event - Raquel
 - Waiting for Mr Williams to review options
- Visual Fundraising Thermometer in hallway - Raquel

Next Meeting Date - Monday, November 20