



Aspenwood PAC Meeting – Minutes

February 8, 2024 7:00 PM

Attendance:

PAC Executives

Jessica S.
Fiona K.
Corinna W.
Lisa M.
Alaina P.
Ine V.
Kathryn M.
Lara P.
Tricia T.

Parents

Bryanna C.
Natalie B

Call to order 7:00 PM by Jessica

1. Land Acknowledgement
2. Approval of agenda: Approved By Ine and seconded by Fiona
3. Adopt Minutes from November 16, 2023 – Adopted by Ine and seconded by Lara
4. Message from the Chair:
 - Sports day is coming up in June
 - Looking to fill executive positions – Treasurer, DPAC, Chair, Munchalunch Coordinator
 - The next meeting in May will be our AGM and voting will take place then for executive positions
5. Admin Report:
 - Update by Mrs. Tipper
 - Kindergarten registration was on Tuesday and closed today (Feb. 8th). Cross catchment registration starts tomorrow and closes on Feb. 14th
 - Initiatives have been taken around the school to address the critter issue



6. Treasurer's Report:

- All our documents are on Quickbooks
- PAC finances and budget were reviewed. Parents may request a copy of the financial materials at any time by emailing the PAC at aspenwoodpac2001@gmail.com
- PAC will provide snacks and materials for Sports Day on Friday, June 7th. A motion to add \$2,500 to budget to support the Sports Day event was motioned by Corrina and seconded by Alaina. All members present voted and approved.

Vote to amend the budget, Motion by Fiona, seconded by Brynna. All in favour and carried.

7. Gaming Policy Letter:

- Self assessment showed one non-compliance - lack of adequate segregation of duties. C & B will need to be updated with new Gaming account procedure, ie reimbursement requests to be approved by another PAC Exec before being sent to Treasurer and Gaming cheques to be signed by two signing authorities that are not the Treasurer.

8. Events and Activities:

- **Pj's and pancakes** – thank you to Woojo for all your help organizing this event
- **Movie night** - is ready to go for Feb. 9th
- **Treat Day** – everything has been ordered. Chocolates will be given out to kids Feb. 13th
- **Purdy's order** – the link is up and orders can be placed. Planning to go out next week
- **Staff Appreciation (May)** – Looking into options for treats to teachers from PAC and classroom parents to have children participate. A message will be sent out on WhatsApp for volunteers to help organize
- **Sports Day (June)** – will be ½ day event. A committee will be formed to help organize the event. Requiring 21 parent volunteers, as well as 21 high school students who will be volunteering.
- **Grade 5's Leaving Committee:**
 - Event will be held on June 14th. Currently have 70% of volunteer positions filled for the event day. Request for volunteers will be sent out
 - Luncheon will held on June 20th. Currently have 90% volunteer positions filled for the event



9. Hot Lunch – Next hot lunch order date will be on February 26, closing March 10th

10. New Business:

- New fridge has been ordered for the milk kitchen

11. Adjournment

- Next meeting will be May 9, 2024
- Adjourned at 8:09 pm approved by Ine and seconded by Alaina