

## Aspenwood PAC Meeting – Minutes

October 19<sup>th</sup>, 2022 7:00 PM

### Attendance:

#### PAC Members

Lara P.  
Jessica S.  
Ine V. A.  
Kathryn M.  
Geoff L.  
Alaina P.  
Fiona K.  
Janine C.

#### Parents

Megan J.  
Mihaela S.  
Lisa Y.  
Brynna C.  
Julie C.  
Liora B.

### Call to order 7:00 PM by Jessica S.

1. Approval of agenda: Motion to approve by Jessica S. – seconded by Lara P.
2. Adopt Minutes from September 15, 2022 meeting – Motion to approve by Geoff L., seconded by Lara P.
3. Message from the Chair – September and October events:
  - Welcome to Kindergarten
  - Launched hot lunch program
  - Welcome BBQ
  - Movie Night
  - Very successful first month and we have many events coming up: Family Dance, Winter Hot Lunch, PJ's and Pancakes
  - Secretary handover is in progress – PAC minutes will be migrated to Google Drive and will always be posted on the Aspenwood website. These changes need to be added to the constitution and bylaws. Geoff L. is taking on this project.
4. Admin Report
  - The BBQ and 'Meet The Teacher' afternoon were incredibly successful. For future purposes, we will have a more outlined agenda to navigate some of the unexpected challenges as a result of opening up the school to our parent community.
  - September 23 – Professional Development Day – Work focused around executive function, strategies, visualization and literacy.
  - Terry Fox Assembly happened on September 28<sup>th</sup>: We will look at ways to re invite parents into the school for future events. We raised over \$8,000 dollars. As a result of a successful fundraiser, Ms. Close has participated in her first dare. Her second dare is coming up the week of October 24<sup>th</sup>.

- Weather reminder: We are West Coast school and children are expected to go outside for recess dressed for the weather.
- Volleyball has started for Grade 5 students.
- Winter coat and boot drive has started. We should consider extending the drive based on the fact that we have had excellent weather and people haven't had a chance to look through their gear.
- Aspenwood Scares Hunger: Canned goods drive
- ArtsCards: Students have brought home their arts cards.
- Work is in progress to create an Aspenwood Mascot. Students have been able to participate in this process.
- November 21-25: scholastics book fair returns.  
**Action:** Volunteers needed (please contact the PAC).
- November 10 – Remembrance Day Assembly
- Tennis will start before the end of November.
- Traffic Reminder:
  - i. Speeding remains a concern
  - ii. Parents assist their children out of the car and as a result, the lineup moves much slower.

#### 5. Treasurer's Report

- 3 Fundraisers:
  - i. Movie Night: incredible success – Approx \$1,400.00
  - ii. Mabel Labels: \$127.09
  - iii. Hot Lunches (as of Oct 19/22): \$1,331.12
  - iv. Total fundraised since September 1, 2022: approx \$2,858.21
- Bank Account Info
  - v. Current Operating Account: \$45,200.21
  - vi. Less: Payments for remaining Fall Hot Lunch: \$9,423.03
  - vii. Subtotal Operating Account: \$35,777.18
  - viii. Current Gaming Account: \$16,140.10
  - ix. TOTAL Combined Available Funds: \$51,917.28
- Review of Budget 2022/23. See image below.  
The budget was created in June, activities however weren't planned until August, and a few changes have been made since initial creation.
  - Motion to strike the Carnival from budget. Approved by Kathryn
  - Considering Spirit Wear donation to all students
  - Consider allocating gaming grant funds to field trips
  - Allocate some of the gaming grant towards grade 5 expenses
  - Expenses aligned with previous years
- Signing authorities have changed from Kathryn, Raelene and Lindsay to Lara, Jessica and Samantha.
- The PAC is looking into taking card payments at events and fundraisers

- The PAC is now able to send out E-Transfer for reimbursement of expenses
6. DPAC Report
    - DPAC 101 session attended by Lara, Jessica and Geoff – becoming more compliant with the procedures of running a PAC.
    - DPAC Summit: Aspenwood will be represented by a parent.
  7. Parent Education Coordinator Update
    - Robbie sends her regrets - no update given
  8. Grade 5 Leaving Committee Update
    - Finalized new design for hoodies. Grade 5 teachers will get students to sign in the upcoming weeks.
    - Bath bombs and gingerbread cookies have been ordered.
    - Christmas Concert December 6 and 7<sup>th</sup>
  9. Events and Activities Update
    - Movie Night Debrief: Successful night!
    - Family Dance: 175 tickets available, Tickets on Sale October 27
      - i. Event is Friday November 18 – Wish Upon A Star.
      - ii. Fundraiser: Purchase wooden star to send a child to Sasamat Camp
      - iii. **ACTION:** Volunteers needed, please sign up when you receive the link.
    - ArtCards: Get your artwork in by October 26<sup>th</sup>. Distribution November 21.
    - PJ's and Pancakes: Tickets on sale November 14-25 – Munchalunch
  10. Hot Lunch Update:
    - Ordering opens November 14-25.
    - No cancellations nor late requests will be honoured.
    - FAQ's will be included in auto responder from the PAC email. Please review the FAQ section. If your question is answered in the FAQ's PAC will not respond.
    - If your child isn't able to attend on a hot lunch day please email the PAC email, DO NOT email the secretary or child's teacher
    - We have looked into a sushi vendor and Nando's, communication was challenging and we're currently not adding Nando's we will be adding a Sushi Mori day.
    - Offerings from A&W will include a larger burger (Mama Burger).
  11. New Business
    - No new business
  12. Adjournment
    - Next meeting is November 17<sup>th</sup> in the Library.
    - Adjourned at 8:09 pm