

Mundy Road PAC Executive Meeting Minutes

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Thursday June 12, 2014 7:00 pm

Attendance: Sarah MacDonald, Wendy Dhillon, Jennifer McKinnon, Ryan Robinson, Teri Towner, Marcy Baverstock, Gurj Parmar, Christine Friend, Elizabeth Hrynew, Ursula Elliott, Michaela Kelly

Welcome and Introductions by Gurj Parmar

Approve Agenda Motion to accept by Christine Friend, seconded by Teri Towner, all in favour, passed.

Approve Minutes from May 14, 2014 Annual General Meeting. Motion to approve by Christine Friend, seconded by Michaela Kelly, all in favour, passed.

Treasurer's Report Ursula Elliot reported on the May statement.

Teresa and Ursula have applied for the gaming grant however there are 2 outstanding reports due to Gaming Policy and Enforcement Branch. These reports need to be filed within 90 days of the gaming event.

Action: Christine Friend will file Pub Night report with Gaming branch.

Action: The other outstanding report is from the Christmas seat raffle. Ursula is following up.

With respect to the Thrifty's application, Ursula has to review receipts received from Rob Wright to find Printer receipt to demonstrate that revenue was used for Technology before new application can be filed. Deadline for Thriftys application is June 30.

Motion by Elizabeth Hrynew to spend next year's Thrifty revenue on Literacy. Seconded by Christine Friend, all in favour, passed.

Gurj Parmar confirms Rob Wright spent the \$500 from the PAC referenced in the AGM minutes.

Action: There are still receipts outstanding from the school. Ursula will review what she has and what remains outstanding with Rob.

Given job action, the original Grade Five graduation plans were cancelled. The Grade 5 fundraising committee discussed an alternate plan with Rob Wright which included a picnic and trip to Spani Pool. This activity cost less than was raised. The Grade Five Fundraising committee recommended leaving \$500 for the next year's Grade Five class graduation as is practice and that the remaining \$800 will be distributed to parents of the current grade fives in \$20 denomination gift cards. (40 x \$20) so they may "celebrate" with their kids on their own. This was accepted by the PAC Executive.

Due to job action, the last sushi day has been postponed to the new school year. Cheques from Grade fives were torn up or funds returned. In the fall only the new Kindergarten students will have to pay towards the Sushi lunch (if they want it).

Motion by Elizabeth Hrynew to accept the Treasurers report, seconded by Christine Friend, all in favour, passed.

Action: Put on agenda for September meeting to vote on clarifying the intent of certain line items in the 14/15 budget E.g. Rainy Day Fund (left over from Playground and available for anything) and Field Trips (does it include on site field trips or only off site)

Old Business

Voting of Executive Positions:

Elizabeth Hrynew questioned whether as a member of School Planning Council and as a Member at Large she was occupying two voting positions on the PAC Executive. If so, in September, she would give one to someone else. (The PAC constitution does not indicate that Members of the School Planning Council are voting members of the Executive so this is not necessary.)

Discussion was had around the nomination process for Executive positions at the AGM. The Executive reviewed the process as well as discussion from the AGM and determined the Executive positions would stand as voted in at the AGM.

Discussion was had that the present constitution does not reflect the use of digital media (e.g. website, email, texts). Revision of the constitution with respect to digital media might change and streamline processes for posting and informing the school community or the PAC executive about issues related to the PAC.

Action: Put Constitution on September agenda when a committee will be established to review and update it with respect to inclusion of digital media as a communication method.

Contact list review Minor updates will be made to the Contact List as requested by members. It should be noted that email addresses are posted publicly on the Mundy Road website in the Parents – PAC section.

Exchange of information, binders, Constitution on website The Constitution is on the website for anyone to review and all Executive Members are encouraged to review it. Any Executive Members who have assumed new positions have been briefed and received binders where they exist with the exception of Fundraising Co-ordinator. Michaela Kelly will follow up with Lenore Clemens on this.

New Business

Independent Audit: Sarah MacDonald questioned whether an independent audit of financials was required as it is mentioned in the Constitution. Ursula Elliott will follow up with Teresa Battista on what past practice has been.

Set day/dates for 2014/15 PAC meetings: Executive agreed that Wednesday continued to be a good choice for meetings but decided to move it to the 2nd Wednesday of the month so as not to conflict with Montgomery Middle Schools PAC meeting or with the District PAC meeting. The following are planned dates for the 2014_15 PAC meetings:

Wed. September 10, 2014

Wed. October 8, 2014

Wed. November 12, 2014

Wed. December 10, 2014 PAC Executive only

Wed. January 14, 2015

Wed. February 11, 2015

Wed. March 25, 2015 (pattern changed due to spring break)

Wed. April 8, 2015

Wed. May 13, 2015 Annual General Meeting

Wed. June 10, 2015 PAC Executive only

First day of school welcome table: Given the new members of the PAC Executive have a year's experience, we would like to see a strong welcoming presence on the first day of school (Sept. 2). This could include PAC Members wearing the new orange shirts, welcoming parents back to school, more signage, paper invitations to the next PAC meeting, info about the Breakfast program, and more coffee and munchies.

Action: Christine Friend will co-ordinate with Jennifer McKinnon, Elizabeth Hrynew and others to plan the PAC welcome on the first day (Sept 2).

Motion: Ryan Robinson moved to approve up to a \$100 budget for first day of school PAC welcome supplies, seconded by Marcy Baverstock, all in favour, passed.

PAC Executive pictures for fall: Jennifer McKinnon will co-ordinate photos and info from PAC Executive and let people know what is required.

Breakfast Club update:

- The pilot for the Breakfast program had a positive start.
- It generated a really nice feeling of community and definitely filled some hungry stomachs.
- It served 40 – 45 kids on average each day over the 8 days.
- There were lots of volunteers which was fantastic. More people helped out than even signed up.
- In addition to filling their hungry stomachs and preparing them to learn, kids were also learning about composting, recycling, personal responsibility in cleaning up after themselves and also they were great helpers in setting up and taking down tables and chairs.
- It was great to have a pilot as we have learned quite a bit about our needs in order to run a breakfast program on an ongoing basis.

ACTION: The Breakfast program committee will come together to do a formal evaluation of the pilot and create a business plan for an ongoing program for review by the PAC in September to ensure its viability and sustainability. The committee should address at a minimum, the following questions:

Assessment of Pilot

1. What number of volunteers were needed for the pilot.
2. What was the cost of the pilot.
3. How much funding was received and from where.

Plan for Ongoing Program

1. What are the required human resources.
2. What are the anticipated costs (startup and ongoing),
3. What are the funding sources and how much funding will be available

Open Discussion

It's been a great learning year for many of our new PAC members. Moving forward we all have one thing in common....a desire to give our kids a great experience and a great education in our school community. Thanks to Jennifer McKinnon for hosting the Executive.

Motion to Adjourn by Christine Friend, seconded by Ursula Elliott, all in favour, passed.