

PAC Meeting Minutes

In Attendance: Leila, Jane, Keri, Jennifer, Christine, Tara, Federica, Sarah, Steph, Janey, Melanie, Duane, Kathy, Tracee

- **Welcome and Introductions** – Leila

- **President's Report** – Leila
 - Working on maintaining a good community vibe
 - Emails not being read and subscription low, Dayna to change newsletter subjects to be more “attention grabbing.”

- **Budget** – Leila
 - Review of budget
 - Leaner this year due to Covid.
 - Goals: \$2000 donations / \$3000 fundraising
 - District has already paid for replacement of emergency preparedness bags
 - Virtual field trips will still be available.
 - Odyssey of the Mind still in budget – brief explanation of program by Keri. Parent volunteers being sought, Dayna to advertise in next newsletter.
 - Casino grant info should be available by the end of the month.
 - Saleema Noon and Dancing With Life both already booked.
 - \$500 for fundraising added to budget for tote bags. Logo to be discussed, Federica is working on something. Christine to send logo requirements to Federica.
 - Motion to accept amended budget of \$4670.00. Steph first / Melanie second / Majority pass.

- **Treasurer's Report** – Janey
 - Review of budget
 - Cheque for swings not yet cashed, Janey to investigate.
 - Looked into adding Melanie as signing authority, paperwork would have to all be redone so not going to be pursued at this time.
 - i. Account balance at \$33,114.90, after cheque for swings cashed will be \$27,093.90
 - ii. Casino account balance at \$1317.26

- **Hot Lunch Program** – Sarah
 - No hot lunch to happen until at least the new year.
 - Munch a Lunch turned off for the time being; if Hot Lunch ends up restarting later in the year we can either reactivate Munch a Lunch at a prorated fee or send paper order forms home.
 - Both Leila and Sarah have achieved their Food Safe certification.
 - Parents who have asked about money held in Munch a Lunch can either request a refund by cheque, keep the credit for later use, or donate the credit to the PAC.

- **Fundraising** – Christine/Leila/Melanie
- Review of currently available standard fundraisers
- Virtual Craft Fair (Christine)
 - Will be using Weebly, a free platform, for sales. Weebly will be hooked up to the Meadowbrook website. Vendors have 2 weeks to apply. Hoping for approximately 30 vendors. Fees will be 10% of profit up to a total of \$30.00. Fair will run November 7th to 20th, with pickup of purchased goods available at Sarah's house in early December.
 - Concern over promotion, platform, drop off of goods. Clarified that goods are not dropped off until after purchased, rather than before the craft fair.
 - Federica suggested raffle or silent auction be held in tandem.
- Fresh 2 You (Melanie)
 - Forms being prepared, copies to go out on Thursday. Families can pay by cash or cheque. Orders due by October 21st. Bundles will arrive mid to late November for pickup, volunteers will be needed for distribution.
 - Christine suggested online order forms to ensure we reach minimum orders, will follow up with Melanie to set up.

- **Upper Playground Replacement** – Leila
- Likely to be removed soon. District will/has submit(ted) for Spirit of Coquitlam Grant, not sure whether March deadline was met for this year or if we need to wait for next year. Tara to investigate. Without grant, we may need to discuss fundraising options for new playground.

- **Principal's Report** – Tara
- Sept 25 Pro D Day all Reggio focused, how to do Reggio in Covid. Next Pro D Day will have lots of different topics.
- Orange Shirt Day a big success. Terry Fox Day tomorrow (Oct 7th), pictures will be taken for parents. Work is underway for a Halloween Zoom event, Virtual Remembrance Day Assembly, and Photo Day (which will be held in the gym, physically distanced, mandatory permission slips).
- Library reopened this week. Knowledge Network bags donated by parents. Gym will be reopening shortly, protocols have arrived.
- Still a lot of student health check forms missing. Staff has been focused on new health protocols and keeping everyone safe.
- Steph noted that both new teachers are excellent, feedback has been very positive.

- **Emergency Preparedness** – Tracee
- Not much to tell. Tracee will meet with Tara to discuss any needs. In the meantime, she is available for other jobs if needed.
- Great Shakeout will be taking place next week.

- **DPAC Report** – Keri
- Tomorrow (7th) is the first meeting of the year, will provide information received at that meeting at next month's PAC meeting.

- **New Business / Questions**
- Keri – any need for money for gardening. Outdoor equipment, etc. Tara says we have a good fund for gardening from last year's recycling money as well as a grant won a few years ago, so we are not likely in need of more at this time, though she will consult with Cassandra.

- Federica – wondering whether bottlecaps are still being collected. Tara will ask Kalyn.
- **Closing**
- Motion to accept last meeting's minutes
 - Tracee first / Keri and Tara second/ Majority pass
- Motion to end meeting
 - Dayna first / Jane second/ Majority pass