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## **Minutes for TPAC Meeting September 12, 2023**

### **Attendance:**

PAC Executive Members: Kirsten Wall (vice-president & acting chair tonight), Stacey Fraser (communications & acting secretary tonight)

Members: Mary Jo Robson, Claire Manhas, Christina Apa, Raju Sapkota, Sita Adhikari, Bala Vudayaraju, Sowmya Vudayaraju, Megan Fuller, Reshma Joseph, Ashley Newman, Kelly Boxhall, Harsimrat Dhillon, Steve Ogilvie, Kyla Hanham, Nancy Hodgson, Sharon Dlay, Liz Butterfield, Kathryn Genereux

Administration: Liz McMaster, Emma Marley

**Call to Order:** at 7:03pm by Kirsten

Adoption of meeting minutes first and second.

**Opening Remarks:** Land acknowledgement by Kirsten.

### **Standing Items**

#### **Communications Update:**

- *Greetings and Introductions:* Kirsten and Stacey are excited to start the year off with so many helpful faces present at the first PAC Meeting. This is Kirsten's first year on the PAC executive as Vice-President, with Stacey's support in the Communications role.
- *Executive Roles: Seeking President, Treasurer, and Secretary:* We are looking to fill the Treasurer, President, and Secretary roles tonight, based on interest expressed by email or by those here tonight. Stacey informed about the roles of Treasurer, President, and Secretary as members were asking for more information.

Bala shared that he spoke with Danielle, the outgoing president and he is interested in the role. He is looking forward to putting more time to engage in the school community and has a vision of how he can help the PAC.

Megan has expressed interest in the Treasurer role and has connected with Anna (outgoing treasurer). She understands the time commitment and the importance of the role to connect with administration, ensure payments are made, annual budget is

prepared, Gaming Grant application is completed etc. Kelly has also expressed interest in supporting Megan in this role, they will collaborate on this.

As a membership we agreed to go ahead with a vote to fill all of the vacant positions at the meeting today based on interest expressed by those present. School-wide communication was provided ahead of the meeting indicating that we would be filling these positions left vacant after the May 10, 2023 AGM.

*Election of 2023/24 Executive:*

- Bala Vudayaraju was nominated/motioned as President, vote taken and all members in attendance voted in favor. We welcome Bala as President!
- Megan Fuller was nominated/motioned as Treasurer, vote taken and all members in attendance voted in favor. We welcome Megan as Treasurer!
- Liz Butterfield was nominated/motioned as Secretary, vote taken and all members in attendance voted in favor. We welcome Liz as Secretary. Liz has asked that this be a shared role and we are aware of others interested in the role to support her with this.
- *Annual Donation Drive:* Remind families that they will receive information on how to donate to the PAC in the form package sent home by teachers. This is our largest one-time income for fundraising.
- Round the table introductions of all members - Thank you for attending!

**Financial Update:**

- Provided by Anna, outgoing Treasurer. (Acknowledge big thanks to Anna for her work last year in the role, she will be missed.) Anna updates: As of Aug 31/23 account balances are: **Chequing: \$42,937.60**  
**Gaming Account: \$10,652.49** (Normally we would have moved some of this already to Chequing to cover eligible expenses, but there have been some delays with getting all the details for school held funds- should make transfer out of Gaming to Chequing soon)  
**Paypal: \$4.40** (Was cleared out in August and transferred to Chequing)  
**School Held Funds: unknown at this time** (As mentioned with Gaming, we're still waiting on some details for these totals)

Anna is looking into setting up sponsors/signing authorities for the new Treasurer with Coast Capital. We can ask the outgoing President and Secretary for the time being if needed.

Stacey provided a paper copy of the Budget approved at the May 2023 AGM to circulate.

- *Special Funding Request:* A special funding request was made by Ms. Garat last May 15, 2023. It was tabled at that time as the supplies being requested were to be used for the following year. The request is for equipment to raise chicks benefitting 22 students into future years. The total request is \$402.22. **All members present voted in favor of supporting the funding request.**

### Events Update:

- *Welcome Picnic:* Members wondering what the event will involve, will it have Food Trucks like previous years? Liz speaks to last year and the school's wishes for the event. Held at the school, between 5-7pm, PAC members giving out snacks, music set up, families can come visit the table to talk about PAC. Families welcomed to bring picnics and visit up on the field, felt casual, families connected, many stayed later, she had positive feedback. Staff enjoyed mingling from 5-5:30pm then invited parents into their classrooms for Meet the Teacher night. Members suggest having a sign-up board for the upcoming events needing volunteers: Walk & Wheel, Halloween Howl. Sowmya mentions she can do posters/graphic design if needed.
- *Fun Lunch:* Update provided by email from Tuire who has been setting up the vendors for this year. Fun Lunch ordering is now open. Our first fun lunch is Pizza Day on Wed, Sept 27, supplied by Panago this year. Ordering closes at midnight on Tues, Sept 19. Thereafter we will have: Sushi/Teriyaki by K-Town Grill, Subway, White Spot  
Tuire tried to keep the prices low due to the rising cost of everything in our lives. We are only making a 50 cent profit on each meal, and a 25 cent profit on sides/drinks. She chose to divide everything into separate items and steered away from combos to give families an opportunity to buy something, rather than shy away from it all. Stacey confirms that there are a good number of volunteers interested in supporting Fun Lunch. They have been connected with Tuire. Thanks to Tuire for all her hard work this year and past with Fun Lunch. \*\*And Stacey forgot to mention thanks to Angie again for last year!\*\*
- *Walk & Wheel, September 25-29:* Stacey has started organizing with Emma. Will be looking for volunteers soon. Intention of the event is to promote active transportation to/from school in whatever way that may look like - walk, scoot, bike, drive and walk for 5. Will involve morning events with music, announcements, learning, prizes, etc. And also encourages active living in general. Liz is getting prizes from Canadian Tire. Emma and Stacey are requesting passes from Saanich Rec for the pool. We had PAC approval to pay for HopOn cycling program but they are not providing dates for the fall, we anticipate to do so in the spring with a second Walk and Wheel event. Everyone Rides is a free option as well. These courses provides riding skills for the upper grades.
- *Halloween Howl:* Will be held Friday, October 27, exact time to be determine, likely 6-8:30pm. Feedback was that 3 hours was a bit too long, maybe earlier start for younger kids and dinner time, but some people still working. To be discussed further. Sharon will take on organizing this fan-favorite event this year (pizza, snacks, Wheel of Terror prizes, glow bar, photobooth, DJ). Last year raised \$4000 for PAC and provided field trip funds to each class. Sharon will reach out to last years' leaders of each station/job and then put a call-out to fill the rest of these, hoping to have all confirmed after Welcome Picnic. Kirsten will do pizza again, Claire will do decorations. We will plan to have Lambrick High School students help again. Liz wonders about how family tickets are sold and managing numbers because last year there were many older students/alumnus and sold

out before all Toruqay families could purchase. Sharon suggests boardgame night in November to use up left-over food.

- Bala wants to know when/how to bring ideas forward to the school for events, etc. Liz says depends on calendar, other bookings, staff involvement etc. "We can do anything, we can't do everything".

### **School Admin Report:**

Liz: School is now solid at 14 Divisions, thanks for patience to wait for new classes, this was a requirement from the district to wait until directed, very challenging. We are full in some classes, others have space.

Some **physical changes around the school**. Our entrance and playground area access has been changed for wheelchairs and strollers. Button doors are in the works to be updated, and other updates over the next 3 years (eg. button doors are \$60,000 so will be staggered).

**Student and Family Affordability Fund (SFAF)** was put in place last year to support families. Funds not spent have been rolled over from last year (~\$6000 left), this cannot be spent on food because additional funding came in this year "**Feeding Futures**". Intended to help with snacks, available to everybody, no stigma needed by asking. Also will be used towards supporting families to buy Fun Lunch, to ease off PAC. Will also buy lunches options for students (eg. bulk buy at Costco).

**School supplies cost increase so school has bought supplies for anyone who needs it.** Office has more to distribute if needed, please contact the office. Emma says staff are trying to streamline school supply requests to tighten up costs next year. The teachers are restricted to request same supplies for each grade and could then make specific requests once class has started but then would miss out on sales. Members wonder about PAC purchasing school supplies in bulk and selling back with donations to PAC or donations of old supplies. Idea perhaps to tie it into Donation Drive. Liz suggests bringing this up again later in the year.

**Terry Fox Run** on Monday, September 18 - music and run!

**Cops for Cancer**, October 6 Tour de Roc will be visiting. Liz looking for other fundraising ideas? Member suggests donations to vote for a staff member to be taped to the wall. Coins worked very well for kids, easy way to donate. Was challenging for staff to count, so would be looking for support for this. Goal to beat roughly \$3900 raised last year.

**Bottle Drive** October 6th for Salish Sea Adventure.

School will be holding "**Guess My Job**" on Nov 7, panelists will be needed. Students ask questions of panelists to determine what their career is then they come back on stage in career appropriate clothing to challenge students in their stereotypes. School is looking for panelists

(eg. Tech, Construction, Medical, Artists, Musician etc). Need up to 4 panelists. Perhaps not a familiar face from parents, maybe ask colleagues.

Other **active transportation initiatives** ongoing with CRD - delineators to mark no parking zones will be coming. School will continue to improve education about safety and actively getting to school. Ideas Liz will share, eg. group meeting place and a parent taking a "Walking Bus" to school.

**Parent Teacher Interviews** will be October 3 and 4. Format will be interviews or student led conference, up to the teacher. First day is regular school day with interviews afterwards, second day will be after early dismissal. Also same time as Scholastic Book Fair, great fundraiser for the Librarian, Ben Koning.

### **Town Hall / New Business:**

Members have question about what our fundraising is for?

Stacey speaks to PAC not currently having a specific direction. A survey was completed 1-2 years ago with no concrete outcome. We have a good budget for a neutral outcome if fundraising is the same as last year. Ideas mentioned by the membership tonight included:

- Outdoor covered space
- Audio/visual equipment could use an update, is very antiquated
- Our playground can be upgraded for accessibility
- Gaga ball pit
- Community garden enhancements
- New front entrance "blank canvas" with removal of tree and garden bed

Perhaps use a suggestion box at the Welcome Picnic for ideas for larger spending.

Bala suggests making priority list for visions so that we know where funding can go.

Liz also speaks to incidental opportunities that come up and appreciates that the PAC can often support these for the school and staff.

**Meeting Adjourned:** at 8:27pm by Kirsten.