

**St. Patrick's
Parents' Auxiliary Council (PAC)
Minutes**

Date: **November 7, 2018**
 Time: **6:00 pm - 7:30 pm**
 Place: **St. Patrick's Elementary School**
 Location: **School Library**

Attendees

PAC Members	St. Patrick's Administrators	Parent Attendees
Gloria Guevara (Chair)	Deanne Paulson	Valentina
Sarah Loos (Secretary)	Angela McLeish (regrets)	Alex
Kathleen Fournier (Treasurer)		Sharon
Emma Doyle (Volunteer Co-coordinator)	LSC Representative	Evie
Christine Currie (Volunteer Co-coordinator) (regrets)	Tanya Leduc (regrets)	Antje
Jennifer Paz (Communication)		

	ITEM	Lead
1.	Welcome and Introductions	Gloria
2.	Opening Prayer A prayer for those less fortunate and giving thanks.	Deanne
3.	Approval of October minutes All in favour of approving minutes. Sarah will send them to Christine to post to school website.	Gloria Action Item
4.	Request for new business items None.	Gloria
5.	<p>Reports:</p> <p>a) <i>Principal</i> See Appendix A attached.</p> <p>b) <i>Chair</i> Budget for this year was displayed. Some changes have been made. Some still to be confirmed. It is not quite final yet. More initiatives have been added. Golf tournament idea was re-visited, instead new items like Bingo and dinner en blanc will be offered. Other possibilities include Xmas tree chipping, bottle drive, reserved parking raffle again, and other raffles as well. Suggestion to look into Fairways and Peppers cards. Gloria will do this.</p> <p>c) <i>Treasurer</i> Revenue from the uniform sale of October 29 was \$1,482 (\$939 for new and \$543 for used). We are looking into a community gaming grant to do with recreational activities. Kathleen is doing this. There was a discussion of how PAC needs to communicate costs to parents; give them an idea of what we do and where money goes. We need to be clearer and maybe specific with our asks. i.e. tie a particular fundraiser to a particular activity. See attached Appendix B for financial report.</p> <p>d) <i>Volunteer Coordinators</i> This is a busy month for volunteer asks. Idea is to have a regular communication from PAC - maybe Mondays - that goes to Christine. Jen will do this. It will keep all communication in one place and hopefully reduce the number of different messages parents are receiving.</p> <p>e) <i>Hot Lunch</i> Things are going well. A few bumps still need to be ironed out but so far people seem to be happy. The menu is quite complex (especially sushi) so we will look to simplify it next term. In the future, for the program to be sustainable, we need to make it much simpler for someone new to take over the coordinator role.</p> <p>f) <i>LSC</i></p>	<p>Deanne</p> <p>Gloria</p> <p>Action Item</p> <p>Gloria</p> <p>Emma</p> <p>Sarah</p>

	No report.	
6.	<p>Special Orders:</p> <p>a) <i>Review and Finalize Budget</i> The Budget was reviewed, but there are still some missing pieces. Kathleen and Gloria will finalize and circulate by email.</p> <p>b) <i>Review reimbursement procedure.</i> See Appendix B for details. Reminder that a different expense form should be used for each event. Emma has created a new form that is now available electronically.</p> <p>c) <i>Proposed new procedure for giving money to teachers by parents (Christmas and year end).</i> Ideas include keeping money locked up, safe counting procedures, steps for class reps to follow when purchasing items. Discussion that the proposed protocols are perhaps overly restrictive. This needs to be revised and passed by Christine B. to get her approval.</p> <p>d) <i>Discussion of new events.</i> This was also covered in the Chair’s report and budget discussion. Ideas include: Dinner en Blanc et Vert, Bingo, Mother’s Day Tea, Board Game night, Golf Tournament. See Appendix B for more information.</p> <p>e) <i>Establish a calendar of events.</i> Kathleen has started a calendar that lists all PAC activities. See Appendix B. Generally agreed to be a good thing.</p>	<p>Gloria Action Item</p> <p>Gloria</p> <p>Gloria Action Item</p>
7.	<p>Unfinished Business:</p> <p>a) <i>June minutes need to be updated with a proper financial report.</i> On hold.</p> <p>a) <i>Circulate the updated version of the June 2018 AGM minutes for approval by the PAC executive.</i> Done.</p> <p>b) <i>Check last year's budget for what was in there for gymnastics and other physical activity extras. Use these values to fill in this year's budget.</i> Done</p> <p>c) <i>Change the number of St. Andrew’s scholarships in the budget to one.</i> Done</p> <p>d) <i>Include Thrifty’s progress in newsletters (maybe as graphic).</i> Done. Included in PAC newsletter.</p> <p>e) <i>Look into Monk's service for our school supplies next year.</i> To be done</p> <p>f) <i>We need to communicate with class reps, give them a list of responsibilities and expectations.</i> Done</p> <p>g) <i>Communicate with Jen Paz about the roles of the new PAC Communication Position</i> Done</p> <p>h) <i>Make the Volunteer Hours cheque a mandatory part of the February re-registration / registration.</i> To be done</p> <p>i) <i>Provide more communication with new families about PAC initiatives and fundraisers (maybe a one page summary of what happens).</i> To be done</p> <p>j) <i>Put the Purdy’s catalogue ordering link on Facebook and the school website.</i> Done</p>	<p>Gloria</p> <p>Gloria</p> <p>Gloria/Kathleen</p> <p>Gloria/Kathleen</p> <p>Gloria</p> <p>Gloria Action Item Jen</p> <p>Gloria</p> <p>PAC Action Item Jen</p> <p>Action Item Valentina</p>
8.	<p>New Business</p> <p>a) <i>Message overload – how can we be more efficient communicating with parents</i> Antje had to leave, but she communicated her concerns (passed to her by another parent) that too many different sources of messages from the school to parents were confusing and inefficient. It was generally agreed through discussion that messages could be consolidated more. Jen will be starting a weekly message for Christine to send out, thus keeping the PAC communications to one single message. Suggestion that information could be included in school newsletters (they are currently mostly included, but newsletter is not every week so it’s not always possible). Suggestion that school newsletters could come out every week.</p>	<p>Antje</p> <p>Action Item</p>
9.	<p>Adjourn 7:30</p>	<p>Gloria</p>

Appendix A

ST. PATRICK'S PARENT AUXILIARY COMMITTEE MEETING
ADMINISTRATION REPORT
WEDNESDAY, NOVEMBER 7, 2018

If you haven't had a chance to do so, next time you're at school during the day, take the path beside the gym to "Seventh Heaven", the outdoor education center that is under construction. In September, the senior leadership students met with landscape architect, Steve McLeish, to discuss uses of the area and then designed the layout and selected materials. The students have been receiving assistance and guidance from Steve and some of his employees at Acacia Landscaping as the project progresses. Thus far, students have cut back meters of very thick blackberry brambles, pruned trees, leveled ground, transported soil and gravel to create surfaces for paving tiles and paths, as well as, installed the wooden frames for edible gardens. All this has been accomplished with only the two hours of exploratory time on Wednesday afternoons.

As you know, the new primary playground opened last week. The reviews have been very positive and we're looking forward to having a reliable field for outdoor play, regardless of weather conditions.

The primary playground project cost \$120,000, a significant investment for the school.

Even with the generosity of Acacia Landscaping, there are costs involved for the outdoor education space. We are investigating a fundraiser where people can donate to off-set the cost for both projects and have their generosity recorded on paving tiles.

Mark your calendars for Tuesday, December 18th. That's the date set for our second annual Advent Service at St. Andrew's Cathedral. Some of those attending last year were unable to see well because of distance or columns blocking their view. This year, we will have a large screen and live filming. Admittance will be by donation and the proceeds will be shared between the cathedral charities and the school's outdoor projects.

Respectfully submitted,
Deanne Paulson

Appendix B

Financial Report

<u>Income:</u>	Monthly <u>Nov-18</u>	Year to date <u>July - Nov 18</u>	Budget
Community Gaming Grant			
Capital Project Grant			
Bank Interest	0.02	0.19	
Uniform sales	-	2,317.00	1,000
Hot lunch	31,276.63	31,276.63	10,000
Welcome back BBQ		1,305.00	1,500
Welcome Coffee			-
Fun Fair			6,000
Purdy's Chocolate			1,000
Thrifty Foods Smile card	146.50	373.50	2,000
Staples School Supplies			875
Cobs Bread			70
Finn & Izzy			500
Kids Christmas Shopping			800
Mabel's Labels	118.84	118.84	50
Level Ground Coffee			100
Silent Auction			2,000
Tree Chipping			1,000
Bottle Drive			200
Diner en blanc et vert			3,000

50/50 draw		157.00	500
Total:	31,541.99	35,548.16	<u>30,595</u>

Expenses:

Welcome back BBQ		934.98	1,500
Welcome coffee		98.90	150
Hot Lunch	4,706.94	5,951.41	
Christmas Crackers/Kids Shopping event			150
Green Ice Cream			100
Parent Education - Guest Speakers			100
Fun Fair		56.33	3,000
Diner en blanc et vert			1,500
Misc - PAC			500
WITS (walk away, ignore, talk it out, seek help)			120
Grade 12 Scholarship			500
Entry fee (Drama, art festival, swim meet)			400
Admin Staff Christmas/Year end gifts			750
Track Support			350
Grade 7 Camp			500
Physical activities (gymnastic, skating, etc..)			2,000
Classroom expenses			6,300

Field trips K-7			3,500
FAST/Science Exploratory initiatives			6,000
Gaming License		10	-
Misc - school initiatives	40.96	40.96	300

Total: 4,747.90 7,092.58 **27,720**

Grand Total: **26,794.09** **28,455.58** **2,875**