

# PAC General Meeting Minutes

## November 16, 2016

Suncrest Elementary School

PAC Website: <http://suncrestpac.weebly.com/>

Volunteer Event Sign-up: <http://signup.com/go/7PzqYW>

<b>Minutes:</b>	Rozsika den Haan	
<b>Chairperson:</b>	Robyn Stubbs	
<b>Attendees:</b>	Andrew Lee	Sandra Benholm
	Ashley Sandquist	Melissa Seymour
	Robyn Stubbs	Hilda Graumann
	Rozsika den Haan	

Topic	Details	Action Items / Votes
<b>Call to order</b>	9:10am	
<b>Adoption of Minutes</b>	<ul style="list-style-type: none"> <li>Amendment, there are 33 grade 7 students</li> <li>Approval for October 2016 minutes.</li> </ul>	Motion by Sandra, seconded by Hilda.
<b>Earthquake Committee (Mike Vint)</b>	<ul style="list-style-type: none"> <li>Earthquake committee met to discuss school situation.</li> <li>Last year took inventory of emergency bin, and it was difficult to open, and access supplies. There is food and water, but no shelter equipment.</li> <li>Met to discuss the goal of an emergency bin.               <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> goal, be safe, then gather things and exit</li> <li>➤ 2<sup>nd</sup> goal, make sure kids are accounted for</li> <li>➤ 3<sup>rd</sup>, need a base for shelter and safety outside to keep kids safe and warm until parents can pick up</li> <li>➤ 4<sup>th</sup>, work with teachers to know what to do in emergency (such as gas shut off, what teachers are responsible for first aid, who is to go inside school, etc.)</li> </ul> </li> <li>It was decided that there's a need for an operation shelter with supplies and equipment.</li> <li>Committee recommended verbal drills with the teachers, then mock drill, then full out mock emergency with shelters and everything.</li> <li>Recommend having drills for the beginning of the school year</li> <li>There would be a little bit of work to do inside the container once it is purchased, such as shelving, and a professional to audit equipment and medical supplies needed in case of emergency</li> <li>Request for it to be fitted with lights or generator, or battery operated lanterns</li> <li>Committee looked at other smaller containers, or using Brandford's used one, but it was too small for our school.</li> <li>Question was posed if a shipping company could donate one to us with their logo</li> <li>Burnaby school board prepares the pad, committee proposed two spots, and school board will come look 1) upper field behind swing sets 2) lower field</li> <li>Older container is rusted out and through, so we can't store anything in it. However, the large water tank could be kept.</li> <li>In addition to \$ 4350, committee is asking for another \$650 for emergency supplies. \$5000 in total.</li> <li>Question is how long does the committee shop around. School board has been asked to prep the foundation already. Burnaby school board is concerned with funding, and will then move forward with making the pad.</li> <li>If we go with the district one, they will go ahead right away to schedule pouring of concrete.</li> </ul>	<p>Andrew to look into school board permission to have logo container if someone donated one to us.</p> <p>Motion to fund \$5000 to move forward with purchasing the container and supplies, made by Sandra, seconded by Melissa. Passed.</p> <p>Committee to determine best location proposal for school board.</p>

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<b>Playground Committee</b>	<ul style="list-style-type: none"> <li>• Playground committee has been formed: Ashely Sandquist, Winnie Winnie Fuggersberger, Kirsty Lawson, and Rebecca Chan</li> <li>• Committee will come up with 3 ideal playground ideas, then will present it to PAC for approval</li> <li>• \$8000 is put aside for that, but we would prefer to do some focused fundraising for the specific playground structure that is chosen</li> <li>• Will be a box at the office for parent input, kids will have ultimate decisions about what they want</li> <li>• Once structure options are chosen, then they will involve facilities and school board to see which would be approved</li> <li>• 3 companies are through Habitat systems, reliability and parts, the other two are more questionable and a struggle for the school board to work with (anonymous guest speaker)</li> <li>• Burnaby has forwarded a grant application for PAC to look at, and needs to be filled by Jan 31st by the following year.</li> <li>• Will be meeting with Habitat at Suncrest, Nov 24th 1-3pm in room 9 (daycare/multipurpose room) all are welcome.</li> </ul>	
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Sandra presented the most recent bank statement (verbal only - paper copies unavailable) and presented the budget as of today.</li> <li>• Budget didn't change much, there is roughly \$25,754 in the account.</li> <li>• Profits from Family Photo Night included; the invoice for the Martial Arts has not been received yet, and there are still outstanding expenses for Fun Lunches. No other changes since the Oct. budget and statement presentation.</li> <li>• The budget shows a deficit under the Grade 7 category as fundraising was a mess last year and a lot of bills weren't paid last year. One cheque was missed that was written two months ago, but just got cashed last week, so Sandra will determine how best to adjust this deficit.</li> <li>• \$8000 is put towards the playground, rest is surplus.</li> <li>• Will update \$5000 to earthquake budget</li> <li>• Only a few teachers have asked for supplementary resources and classroom supply expenses.</li> <li>• We haven't been charged for martial arts yet from the school for the \$2 per student we donated</li> <li>• Request by grade 7 parents to bump up grade 7 to \$20 per student.</li> <li>• Grade 7 fundraiser letter pending approval.</li> <li>• If grade 7 will have a fundraiser, we can put it on the notice to have a purposeful fundraising for grade 7 students.</li> </ul>	
<b>DPAC Report (Ashely Sandquist)</b>	<ul style="list-style-type: none"> <li>• Ashely attended PAC 101 recently and reported that is not recommended for PACs to keep a large balance in their account.</li> <li>• They recommend a balance of no more than \$5,000 to \$6,000 at any time, with the exception of special fundraising efforts for a specific purpose within a set time-frame (such as playground fundraising).</li> </ul>	
<b>Chair's Report (Robyn Stubbs)</b>	<ul style="list-style-type: none"> <li>• Update on Movie Night Fundraising - this Friday is movie night and volunteers are still needed.</li> <li>• If the spring Movie Night is desired, a parent event coordinator is required.</li> <li>• Upcoming fundraisers include Purdy's Chocolates. There is interest in doing another Christmas fundraiser; PAC will wait one week to allow the Grade 7 Committee to decide if and what their Christmas fundraiser might be, so make our decision accordingly to avoid conflict.</li> <li>• After parent-feedback over two general PAC meetings and teacher-feedback communicated by Mr. Lee, PAC exec voted last week to green-light to the Young Actors Theatre Program as our second PAC-assisted school-wide program for the Spring. Tennis is top of list for next year's programming, which is to be discussed at the Annual General Meeting this</li> </ul>	

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	spring. <ul style="list-style-type: none"> <li>The remaining balance of the Gaming Fund will go towards funding this program - the exact amount of funds available will be determined once the Martial Arts invoice is received and paid.</li> </ul>	
<b>Principal's Report (Andrew Lee)</b>	<ul style="list-style-type: none"> <li>Mr. Lee forwarded discussion among teachers regarding desired programming, and included Young Actors Theatre, Selina Noon (in the process of being booked for this year), as well as a desire for Internet Safety and Tennis for next year.</li> <li>The teacher-led Tech Committee has compiled a tech wish-list and is currently figuring out a process to prioritize the list. Currently, the cost is approximately \$12,000. Items include, but are not limited to, mounted projectors and document readers. The list will be brought to PAC once it has been prioritized.</li> <li>School Sports: Volleyball is ongoing. Basketball is set to start in January, although there is currently some uncertainty about teacher-coaches.</li> </ul> Upcoming Dates & Events: <ul style="list-style-type: none"> <li>Pancake Breakfast is set for Dec. 16.</li> <li>The December Sing-A-Long is scheduled for Dec.15. This date may change to combine Breakfast and Sing-A-Long</li> <li>First-term report cards will be distributed on Dec. 14</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>10:30am</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>January 25, from 9-10:30am.</li> </ul>	