

PAC General Meeting Minutes

October 23rd, 2018

In attendance:

Parents:

Eve, Karen H., Stormee, Jenny, Andreina, Claudio, Karina, Vicky

PAC Executive:

Huyen, Allison, Amit, Sonja and Tanya

Principal:

Mark Harding

Welcome and Introductions

Huyen called the meeting to order at 6:06 pm.

Approval of Agenda

Huyen wants to add a few items to the agenda : Earthquake kits and pancake breakfast under fundraising. Motion to approve the additions to the agenda (Allison), Sonja seconded the motion. All in favour of approving the additions to the agenda for October 23rd, 2018- MOTION PASSED. Motion to approve the agenda (Allison), Stormee seconded the motion. All in favour of approving the agenda for October 23rd, 2018- MOTION PASSED.

Principal's Report - Mark

October PAC Meeting

Principal's Report

Community Town Hall:

- Tuesday, October 30th, 2018 at the University Highlands Elementary School. This event will introduce UCA to residents of UniverCity and allow community members to connect and start discussions about our community. For this first Community Town Hall, representatives from the SFU Community Trust will be the featured guests.

Tuesday, October 30th, 2018

University Highlands Elementary School gymnasium - 9388 Tower Road

Doors open: 5:30pm

Program: 6:00pm - 7:30pm, Guest speakers followed by Q&A

Parent Information Evenings:

- SOGI Information Session
 - ❖ Wednesday, October 24th @ Alpha Secondary 7:00-8:30
 - ❖ Wednesday, November 28th @ Moscrop Secondary 7:00-8:30

Winter Community Celebration of Music

- Wednesday, December 19th @ 7:00-8:00
- Band will play a winter medley
- Community Sing along – parent/community members play instruments?
- Tuesday, December 18th Dress Rehearsal (pm)

Other suggestions from Staff:

- Sponsor a family
- Mitten and Sock Tree

Individual Student Fundraising:

Reminder that students should not be fundraising/selling food or other items at school for their clubs, sports etc.

Finance Report and Budget - Karen

Karen and Amit went through the financial statement for September 2018. Music consumables (band equipment, tools and supplies) needs to be increased by \$100 as \$200 was spent by Mr. Douglas. Tanya motioned to have an additional \$100 approved for music consumable expenses. Vicky seconded the motion. All in favour of approving an additional \$100 for music consumable expenses - MOTION PASSED.

As always, if anyone would like to see a copy of the financial statement for September, please contact the PAC at universityhighlands.pac@burnabyschools.ca.

Fundraising

Popcorn Sale

Our last popcorn sale made \$314.95 and Amit is keeping his promise of matching the sales, thank you again Amit!

There is a bake sale tomorrow so please drop off your donations in the kitchen. Please label them if they are dairy free/vegan/gluten free, etc so we can put them on a separate table to sell.

DPAC Report - Sonja

The DPAC meeting was on October 15th. The main theme was Treasurer 101. She said that what the district PAC reps were telling us to do, we are doing correctly. We need to have accountability, deposit money made into the account(s), paying out invoices, having multiple people counting cash at the school, there should always be a purpose to fundraising and informing parents what that purpose is, all of which we are doing at UHE.

Fundraising

- a. The total amount sold for the harvest bundles was \$797.00. We don't know what our portion is yet until everything is accounted for. Rebecca always orders extra vegetables and they are sold outside after school. Expected delivery is between November 21 and 22. Intermediate students will be packing all of the bundles then an email will be sent out asking everyone to pick them up.
- b. Earthquake kits are being organized. 36 parents have paid online for the safety committee to make up those kits. The Dollar Tree by Lougheed Mall is extremely helpful with ordering supplies for the kits. They order ponchos, etc for us. Karina had a question about whether or not she could do an email transfer or payment of the kit? Currently, the school is not set up for that type of payment, however schoolcashonline.com is how you can pay for field trips, etc at schools in the Burnaby school district. Stormee added that all of the water bottles are in the emergency kiosk already. Stormee gave a quick overview of what is in the kiosk.
- c. St. John Ambulance - orders for this fundraiser are due November 2nd. Extra order forms are in the office. 15% of total sales come back to the school. Huyen went over what kind of kits are available.
- d. Family Photo shoot - Derek Stevens (who took the individual student photos), a local Burnaby resident and business owner, will be holding another family photo shoot in the school library like last year. The dates he suggested are November 14th and 15th or November 21st and 22nd. November 14th and 15th were decided upon. The first night will be for families without pets and the second night will be families with pets. The session will be \$40 and families will get a coupon for \$30 which can be put towards two prints or the whole gallery. The school gets back \$20 from each sitting.
- e. Winter Holiday - we would like everyone's opinion on whether or not we should sponsor a family again. PAC needs to commit to \$500 and we raise this money through the door prize (gift baskets) ticket sales the night of the concert. Each class makes up a theme for their baskets and families donate items that go with the theme. Volunteers wrap up the baskets and they are put out on the night of the concert where there are tickets sold for people to win the gift basket door prizes. Last year we made \$1,000 and \$500 of that went to the family that we sponsored. There is a limited amount of money we are

allowed to donate to them (\$500 max). The family is chosen for us by the Burnaby Christmas Bureau. There was a suggestion to sponsor two families this year. Andreina suggested when we send out the email to the parents asking for donations, that we tell the story of the family from last year to give everyone more information about the family(ies) we are donating the money and gifts to. If there are any toys, etc leftover, they will be donated to Helping Families in Need in Burnaby. Tanya motioned to get approval to sponsor two families, Jenny seconded the motion. All in favour of sponsoring two families this year - MOTION PASSED.

- f. School Carnival - the carnival leads are unable to organize a carnival for this year so it looks like we will not be doing a carnival in 2019 since no one has offered to take the lead to organize it.

Vicky had a suggestion to somehow educate students about what PAC does and what any money is raised for. She's not sure that the students actually know what any money raised by the PAC goes to, for example the popcorn sales. Do they know the money is going straight back to them for any activities or educational tools for them and the school? Mark suggested that the leadership kids could go around to the classrooms and talk about the event that's happening that day or week and say where the money is going and bring awareness to them. The first announcement could be about the pumpkins that are donated by Nesters so the students know how lucky they are to have such awesome support in the community!

Review and approval of minutes

Amit motioned to approve the PAC meeting minutes for May and September, Huyen seconded the motion. All in favour of approving the PAC meeting minutes for May and September - MOTION PASSED.

Open Discussion

Stormee had a question about the balance and how much is actually in the account? The balance is \$14,366.96.

The next PAC meeting will be Tuesday November 27th.

Meeting Adjourned at 7:13pm