

Minutes of Whiteside Elementary School PAC

Thursday, March 19th, 2020 via Skype

Attendees: Erin Mah (Co-Chair), Diana Redman (Co-Chair, Hot Lunch Coordinator), Brandi Snow (Treasurer), CC Chang (Fundraising Coordinator), Puneet Jain (Secretary), Brenda Geib, Priya Chawla

1. Welcome—Erin

2. Review and approval of February Minutes—Erin

- **Motion:** approve Feb 2020 minutes as presented.

Moved: Erin, seconded: CC Chang. **Motion carried. No one opposed.**

3. PAC Exec Updates

- Erin - PAC updates: Started a new format of communication with parents and sent the first newsletter on March 1st. Along with this we will now be posting all minutes and agendas to the school website so that parents can read them there. Erin asked that anyone who has submissions for the newsletter send them to her before April 1st.
- Erin - McRoberts Scholarship information was received and has been actioned by Brandi. She provided the general email account as the best place to reach the PAC for next year, rather than her personal email. No action required by PAC for this year.
- Erin - Discussion around reminding parents of recent recommendations for children to refrain from playing on the school playground. Erin will include in newsletter.
- Erin - Update on Neighbourhood Grant application: submission was completed before the deadline and if we are successful the grant will be used to fund the Meet the Teacher event in September. Erin reminded everyone that the Survey is still open and the link is posted on the PAC section of the website. We have only had 17 responses so far and are hoping now that parents are home they will have time to complete it.
- Erin - A parent brought our attention to another available grant from Best Buy. Most of the information for it has to come from the school and the grant has to be endorsed by the Principal. The grant information was forwarded to Sarah (VP) and she will look into it. PAC will assist if needed.
- Diana - There is still chips, drinks and snacks that are in the concession area that will likely expire before next school year. Recommended that we donate it all to the Richmond Food Bank for families in need. Diana will coordinate with Whiteside staff to attend the school to pick it up and make the donation.
- **Motion:** approve donation of items to food bank.

Moved: Puneet, seconded: CC Chang. **Motion carried. No one opposed.**

4. Executive and Treasurer Reports - Brandi, Treasurer

- **See attached financial summary attached.**
- Closing balances: Gaming \$5,700, General \$17,878
- Due to the current circumstances we are thinking of postponing the AGM to September but will decide in May.

7. Fundraising—CC

- CC advised that the raffle was ready to proceed on April 1st but logistics of getting tickets to families and getting them back would be difficult given the social distancing recommendations. The tickets have been printed and Sandeep will be submitting an invoice for reimbursement. CC will also check on the licence application and what needs to be done for cancellation. All prizes had been selected but not purchased. The PAC is grateful for all the hard work put in by CC and Sandeep but it is recommended that the raffle be postponed to next year.
- **Motion:** Erin proposed to cancel the raffle.

Moved: Erin, seconded: Brandi. **Motion carried. No one opposed.**

8. Hot Lunch—Diana

- All hot lunch orders for spring term will be cancelled and credits will be issued. Providing refunds must be done by cheque from the PAC which requires signatures from two PAC Executives and hand delivery of cheques. Given the number of orders and the recommendations for social distancing this is not feasible at this time. Parents will be advised to contact the PAC if they have any questions about their accounts.

9. Movie Night

- Erin - No movie nights had been planned for the rest of the year.

10. Other

- Erin - The PAC is still looking for volunteers for all positions (Co-Chair, Treasurer and Fundraising Co-ordinator). We have advertised at school, in the newsletter and on the school website. Without these positions filled we would have to dissolve the PAC which would mean no events or fundraisers. Anyone interested in a position needs to email Whiteside's administration (Sarah or Pam) to advise of their interest before the AGM.

Next PAC Meeting:

Wednesday, April 22nd, 2020 @ 6:30pm over Skype or
Zoom