**AHP Matthew Elementary**

**PAC Minutes**

**January 10, 2023**

Recorded by Tiffany Blakemore, Secretary

**Present:** Tiffany (Chair), (Vice Chair), Farha (Treasurer). Tiffany (secretary), Gallit (Vice-Principle/ Teacher), Robin, Nazifa, Madin, Rawan, Tejindes, Meena, Thelma

1. Meeting called to order at 7:04 p.m. by Tiffany.
2. **Introductions**: Introductions of all those in attendance including returning executive
3. **Agenda**: motion to adopt by Farha, motion carried.
4. **Adopt minutes** November meeting, motion to adopt by Farha motion carried.
5. **Elections:** Jim is no longer able to act as Chair and submitted his letter of resignation on November 17th, 2022. As a result Tiffany (vice-chair) has been temporarily acting as chair, and Farha has been acting vice-chair in the interim. As a result we will be holding an election for all executive positions.

The executives ideally will include; Chair, vice chair, treasurer, secretary and DPAC representative. At a minimum we will require 2 executives which can take on 2 roles, Chair/ Secretary, and Vice-Chair/ Treasurer.

A. **Chair**: Tiffany

B. **Vice-Chair**: Farha

C. **Treasurer**: Farha

D. **Secretary**: Meenu

E. **DPAC Representative**: Nazifa

1. **Reports**
	1. **Chair** – Tiffany: Thank you for voting me in as the Chair for the rest of this school year, efforts will be made on recruiting new PAC members, and keeping meetings as short as possible, without sacrificing everyone’s input. Every person here or who attends in the future has valuable input and we want to hear their thoughts, ideas and opinions. We also need to balance that with keeping meeting lengths to reasonable time.
	2. **Vice Chair** – Nothing to report
	3. **Treasurer** – Farha

**General Account**

**Expenses**: Total expenses of $3,533.22 for the period of Dec 1st 2022, to Jan 10th2023 classroom funds, Kernels, pizza hut, Krispy Kreme and babysitting expenses,

**Income:** Total income of $4,170.40 from Kernels and Raffle fundraisers.

**Other:** Outstanding checks in the amount of $189.73

**Reconciled Closing Balance**: $5,751.55

**Gaming Account**

**Expenses**: Total expenses of $131.32 for the period between Dec. 1/22- Jan. 10/23 for Deck the Halls

**Income**: Total income $0

Reconciled Closing Balance: $2,200.13

**Other Items:** Farha contacted gaming commission, review looks good, still pending. Expecting approx. $7,500 based on previous years, hope to have funds by end of Feb/23

* 1. **Secretary** – Tiffany: January PAC newsletter will be sent home early next week.
	2. **Fundraising committee**: Thelma has volunteered to lead the fundraising committee with support from the executives.
	3. **DPAC** – no rep at the time of reporting, Tiffany reporting: Date: January 25th Location: District Education Centre 14033 92nd Ave. **Rm 2020, from 7:00 to 9:00pm**, Registration at 6:45pm. Light Refreshments Available.
1. **Principal’s report** – Vice Principle Galit

A. Month review: December was great: First Peoples in Residence, Deck the Halls, Caroling assembly, winter concert

B. Upcoming: Parents as Literacy Supporters (Friday in Library), POst on FB for Arabic translator

Black Excellence Day (Friday Jan 13/23 Black Shirt Day)

Black History Month- Feb

Lunar New Year- Next week

Pink Shirt Day – Feb. 22/23

1. **Teacher’s report** – No teachers present
2. **New Business**
	1. Teacher Appreciation Lunch: Plan for potluck in the April/ May
	2. Fun Lunch: Subway: Orders go home January 16th, Cut-off for orders January 30th, labels to be created February 2nd, labels submitted Feb 3rd, Delivered Friday Feb 10th.
	3. Executive Budget Meeting – Executives meet to review the budget once gaming funds are received.
	4. Parent Concerns – Inappropriate physical contact between students.

Saleema Noon workshop $550 plus tax, Grade specific Q/A session and online parent meeting.

Staff focus training workshops.

* 1. Popcorn – February 24st delivered, cut-off Feb.7/23, Order Submitted on Kernels on Feb. 9/23
	2. Mother Day Raffle Baskets Draw: Draw on May 10th, gives winners 3 days to pick up, as Mother’s Day is on Sunday May 14th. Ticket sales should be April 3rd to May 5th. Classroom that sells the most tickets gets a treat. Possible suggestions: popcorn, goodie bags, Gatorade.
	3. Unused Field trip and Classroom Funds: These funds are given in the good faith that they will be used for the intended purpose, and should benefit each classroom equally. They are not intended to be used to benefit one class or student, as this does not fall under the guidelines of what PAC fundraises for, and does not correspond with the information we are giving families for why we fundraise. As such, the school administration will be required to submit to the treasurer a list of all unused funds for both field trips and classroom startup and write a check to PAC in June of each year going forward.
1. **Old business**
	1. Treat Day for Deck the Halls- We gave the school $131.32 to purchase treats for this event. The students enjoyed them and the school looked great after all the classes decorated.
	2. Raffle Basket Fundraiser: This is our largest yearly fundraiser and it was very successful. This Year we sold $3,634.90 minus the cost for gift basket and gift basket wrapping ($139.73), teacher prize ($50), and classroom pizza party (estimated $250) for an estimated total profit of $3,195.17

The grade 7 classes all devoted several hours to cutting and assembling the raffle ticket booklets, and the executives feel that they should be compensated for all the work and time. **Motion** that the Grade 7 classes should get 10% of the total profits from the Raffle basket fundraiser, for a total of $320.00 by Tiffany. **Motion seconded** by Farha, **motion carried**.

* 1. Request: Grade 7 Year End Activities: Mr. Gorman on behalf of the three grade 7 classroom teachers has submitted a written request for $1,500 ($500 per classroom) for the grade 7 year end activities. In the October meeting, it was decided we would look into this further to determine what was given in the past.

It is a reasonable amount considering the rising costs of everything, $500 per class will not go far and Grade 7 teachers will need to do their own fundraising if they are to be able to do something special for their students. Unfortunately, we are still waiting to receive our gaming grants this year, so these funds cannot be issued until PAC has received those funds from the gaming commission. **Motion** to approve $1,500 for Grade 7 Year End Activities from Farha, vote unanimous**, motion carried**. Funds to be paid out once gaming grants have been received.

* 1. Popcorn: Kernels Popcorn sales –We made a profit of $307.28
1. **Next AHPM PACS meeting**: postponed due to the next scheduled meeting landing on Valentine’s Day to Tuesday February 21, 2023 at 7 p.m.
2. **Adjournment**: Meeting adjourned at 8:09 p.m.

Link to our AHP Pac Facebook Page:

https://www.facebook.com/groups/643263390476330/