

AHP Matthew Elementary
PAC Meeting Minutes
Wednesday November 15th, 2023

Recorded by Kiran & Abhijan

Present: Hanbir (Chair), Tiffany (Past Chair), Farha (Vice Chair), Kam (Treasurer/Fundraising Committee), Kiran (Head Secretary/ Fundraising Committee), Shannon (Community Liaison/ Social Media Secretary), Abhijan (Community Liaison/ Social Media Secretary), Preeti (DPAC), Kerry (Vice-Principal/Teacher), Nadine (Principal), Sudheesh, Wahidullah, Shweta, Ria, Amrinder, Narinder, Fatima

1. Meeting called to order at 7:01pm by Hanbir (Chair)
2. **Introductions:** Introductions of all those in attendance including executives.
3. **Agenda:** Motion to adopt the November agenda by Kam, motioned seconded by Farha, motion carried.
4. **Adopt minutes from October 18th meeting:** motion to adopt by Shannon, seconded by Farha, motion carried.
5. **Reports from Executive Team:**
 - A. **Chair** – Hanbir:
 - Raffle donations coming in slow whereas a few classes have reached full bins but most with $\frac{1}{3}$ full.
 - Diwali celebration turned out to be a success with some parents' generous samosa donations.
 - Pumpkin patch festival was proven to be fun for the students.
 - B. **Past Chair**- Tiffany: Reminder on everyone parent is a member of PAC and are welcomed to PAC meetings.
 - B. **Vice Chair** – Farha: Gaming grant self-audit submitted and waiting for approval.
 - B. **Treasurer** – Kam: Farha spoke to the AHP Treasurers November Report (see attached).
 - B. **Head Secretary** – Kiran: AHP school website has been updated to reflect the new PAC executives.
 - B. **Head Fundraising Committee**- Tiffany:
 - Discussion about raffle tickets selling price and decided to set price as 1 for \$2 and 3 for \$5. Confirm with gaming grant - Farha to obtain clarification.
 - Ticket selling to start from 10 business days from the date the meeting took place (~ November 29).
 - Request for volunteers to assemble gift baskets on November 28 at 8:40am (right after drop off).

- Cellophane wrap required, can be purchased from Costco. A volunteer needed to purchase and claim expense by holding onto receipts.

G. **DPAC** – Preeti: Advised DPAC meeting is on November 27.

6. **Principal's report** – Nadine:

- Expressed gratitude for PAC's support to the Fall Festival and Diwali celebration.
- Holiday celebration planning is currently in progress.
- Student reports will be sent home on December 1. Email/Social media reminders will be sent.
- Parent teacher conferences and early dismissal on December 6. Email/Social media reminders will be sent.
- Deck the Halls on December 1 funding request.
- Christmas Carolling - December 14 at 11am. Email/Social media reminders will be sent.
- Spirit Week celebrations - December 11-15. Email/Social media reminders will be sent.
- Winter Concert - December 21 at 1pm and 6pm. There will be free tickets provided to attend this event to control the number of attendees. Email/Social media reminders will be sent.
- Advised on potential class disruptions due to absence of staff sickness.
- Removal of the school's playground is on the radar to take place in July 2025 due to a need for an upgrade. Process for this is still to be clarified. However, support is to be requested from PAC or private organizations to obtain donations. Nadine to meet with Facilities for initial planning.

7. **Teacher's report** – None in attendance.

8. **New Business**

A. Subway Fun Lunch - Aiming for mid-February. Notices to go out after return of school. Requesting volunteers to support Tiffany for writing labels. Projected planning for treat day is to have one planned every month except December and March.

B. Art Start – Planned for two this year, more details to follow.

C. Future Hot Lunch - Possibility of a Kernel's popcorn day in January, yet to decide. Any ideas and planning for hot lunch events are welcomed.

D. A-Frame Signs for PAC Notices - Narinder Singh volunteered to assist with signs.

- E. **Deck the Halls** – Planned for December 1st, discussed ideas for hot chocolate (and apple cider) and cookies for students, volunteers are required for this event if handing out and making hot chocolate. Parent donations are required. Motion to approve \$500 PAC funds, unanimously approved, motion carried.

9. Old Business

- A. **Treat Days** - Upcoming treat day on November 21. Minimum 8 volunteers required to support the event 11:15 am - 1:00 pm.
- B. **Christmas Raffle** - Gift Baskets to be prepared on November 27th. A lot of volunteers are needed after student drop off. Cut-off date to sell raffle tickets has been agreed for December 18. December 19, tickets will be drawn and winners notified.
- C. **Gaming License for Raffle Draw** – Submitted application, waiting for approval.
- D. **50/50 at Winter Concert** - decision made not to sell tickets during winter concert.
- E. **Popcorn Machine** - Not in working condition, currently on marketplace, decision made to dispose popcorn machine.
- F. **Movie Night** - Event where parent and children participate together to watch a movie and purchase snacks. Requires a lot of planning & volunteers. Ideally the evening before Pro-D day. To be discussed in the next PAC meeting - January 2024.
- G. **PAC Meeting times** - All favored for evening meetings at 7pm and morning meetings will continue to be held at 8:40am.
- H. **Gym Equipment Donation Request** - \$965 donation currently raised. Fundraising event to start in January to raise the outstanding amount. Need to look up the cost and suppliers of gym equipment. Second week of January to send notices for gym equipment.
- I. **EA Donation** - Discussions on how to distribute \$25 donation for each EA (Education Assistant). Concluded with a lump sum in account for use. Farha to write cheque.

- 10. **Next PAC meeting:** January 15, 2024 at 8:40 AM

11. **Adjournment:** Meeting adjourned at 8:25 PM by Hanbir.

12. **Action Items:**

- A.) Kiran, Shannon and Abhi to decide the frequency of the PAC newsletter distribution.
- B.) Kiran to purchase gift baskets and cellophane to wrap around 30 baskets in total.
- C.) Farha to obtain clarification from gaming grant on ticket prices.
- D.) Tiffany to work with Narinder on creating A-frame signs.
- E.) Farha to write cheque for EA donation.

AHP PAC Facebook page: <https://www.facebook.com/groups/643263390476330>

AHP PAC Email: ahpmatthewpac@gmail.com

AHP Matthew Treasures November Report

October 19 - November 15 2023

Account	Description	Amount
General Account		
Expenses:		
	#0531 Classroom funds	\$1,900.00
	#0532 Tiffany outstanding balance for last year's staff lunch	\$125.52
	#0533 Boston Pizza Hot lunch invoice	\$888.50
	#0534 Kiran (secretary) Rubbermaid bins	\$53.70
	#535 Hanbir (chair) juice boxes for hot lunch	\$94.95
	#0536 Kiran (secretary) for treat day	\$89.16
	#0537 Farha for treat day	\$495.86
Income		
		\$0.00
Current Account Balance		<u>\$10,746.39</u>
Pending Cheques:		
Reconciled Closing Balance		<u>\$10,746.39</u>
Notes:		
Gaming Account		
Expenses:		
	#0088 AHP Matthew Diwali supplies	\$100.00
Income:		
Account Balance		\$8,911.37
Pending Cheques		
Reconciled Closing Balance		<u>\$8,911.37</u>