

**AHP Matthew Elementary
PAC Minutes
October 18th, 2023**

Recorded by Tiffany, Past Chair (Meeting Chaired by Tiffany)

Present: Hanbir (Chair), Tiffany (Past Chair), Farha (Vice Chair), Kam (Treasurer/Fundraising Committee), Kiran (Head Secretary/ Fundraising Committee), Shannon (Community Liaison/ Social Media Secretary), Abhijnan (Community Liaison/ Social Media Secretary), Preeti (DPAC), Raihana (Fundraising Committee), Meenal (Fundraising Committee), Kerry (Vice-Principal/Teacher), Nadine (Principal), Chisom, Nazifa

1. Meeting called to order at 9am by Tiffany
2. **Introductions:** Introductions of all those in attendance including returning executives.
3. **Agenda:** motion to adopt the October agenda by Farha, motion seconded by Nazifa, motion carried.
4. **Adopt minutes** from September 'Meet and Greet', motion to adopt by Tiffany, motion seconded by Hanbir, motion carried.
5. **Elections for the 2023-2024 Executive Roles:**
 - A. **Chair: Hanbir Kambo.** Tiffany (incumbent) did not want to seek re-election, Hanbir nominated for Chair, unopposed, successfully elected by acclamation.
 - B. **Past Chair: Tiffany Blakemore.** As per the PAC Bylaws and Constitution, Tiffany is required to remain an executive for 1 year as the previous year's Chair, to ensure continuity. Tiffany agreed, successfully elected by acclamation.
 - C. **Vice-Chair: Farha Khan.** Farha sought re-election, unopposed, Farha is successfully re-elected by acclamation.
 - D. **Treasurer:** Kam Deol. Farha (incumbent) did not seek re-election for this position, Kam Deol nominated for treasure, unopposed, successfully elected by acclamation.
 - E. **Secretary (Records Keeping): Kiran Chohan.** Nazifa (incumbent) did not seek re-election, Kiran nominated for Secretary Records Keeping, unopposed, successfully elected by acclamation.
 - F. **Secretary (Social Media): Abhijnan Kundu and Shannon McWilliam** nominated to be Co-Secretary Social Media and Co-Secretary Community Liaison, unopposed, successfully elected by acclamation.
 - G. **Secretary (Community Liaison): Abhijnan Kundu and Shannon McWilliam** nominated to be Co-Secretary Social Media and Co-Secretary Community Liaison, unopposed, successfully elected by acclamation.

- H. **DPAC Representative: Preeti Pratap.** Preeti nominated for DPAC representative, unopposed, successfully elected by acclamation.
- I. **Fundraising/ Food Sales Chairperson (Fundraising Committee): Kiran Chohan, Raihana Ali, Meenal Gupta,** nominated to serve as executives on the fundraising committee, successfully elected by unanimous vote. Returning executives, Tiffany Blakemore and Farha Khan, to also work with/serve on this committee.

6. **Adopt Proposed 2023-24 School Year Budget:** Motion to amend the budget to reflect the error on last year's revenue for treat days from \$\$686.19 to \$1386.19 made by Tiffany, motion seconded by Farha, motion carried. Motion to approve the amended budget made by Tiffany, motion seconded by Nazifa, motion carried.

7.0 Reports from previous 2022-23 School Year Executives

- A. **Chair-** Tiffany: Thanked everyone who attended and all of the new executive team. She is looking forward to working with everyone, and will be available to assist the executives in their new roles in any way possible. Tiffany as agreed to do the minutes for this meeting, as well as send out instruction/guidelines for each executive role based on the PAC and DPAC guidelines.
- B. **Vice Chair-** Farha: nothing to report
- C. **Treasurer-** Farha: See attached 2023-24 School year approved budget and the June 15th- October 18th financial reports.
- D. **Secretary-** Nazifa: nothing to report. Tiffany reported that she had written and sent home the October newsletter last week and will provide the new secretaries with the newsletter template to use if they so choose.
- E. **Fundraising Committee-** no committee, nothing to report
- F. **DPAC-** no representative, Tiffany has registered our PAC with DPAC, and will add the new DPAC representative.

8.0 Reports from Newly Elected Executives

- A. **Chair** – Hanbir: Looking forward to working with everyone, and is available to all the executives by both email and phone. Will take over the role starting immediately after this meeting.
- B. **Vice Chair** – Farha: Will work with Kam and Hanbir to get them signing authority at the bank, and pass treasurer's records and binder to Kam.
- C. **Treasurer** – Kam: Will work with Farha to transition responsibilities.
- D. **Head Secretary-**Kiran: nothing to report
- E. **Social Media/ Community Liaison Secretaries-** Shannon & Abhijan: nothing to report
- F. **Fundraising Committee-** Kiran, Kam, Raihana, Meenal, Tiffany, Farha: Will work on Raffle basket fundraiser and have notices go home before the next meeting.
- G. **DPAC** – Preeti: nothing to report

9.0 Principal's report – Nadine:

- A. **Important Dates:**

Oct. 19th Fire Drill
Oct.19 Early Dismissal
Oct.19 Interim Report Cards go home
Oct.20 no School/ ProD Day

B. Upcoming Events:

Fall Festival/ Pumpkin Patch: (Oct.27th) Request went home for parents to help pay for pumpkins, it is available on School Cash Online, raised \$330 so far. Request for PAC to send a reminder on our FB page. Parents are not invited to attend, a PAC official can attend to take pictures for the FB page.

Halloween Spooktacular: (Oct.31st). Students encouraged to wear their costumes to school, some divisions are going on a trick-or-treat field trip to SFU. Parents are not invited to attend. One PAC representative may attend to take photos. Students will get a pumpkin to take home to carve and bring back on the 31st for a pumpkin carving contest.

Diwali Celebration: (Nov.7) The school is trying to organize samosas, for the students, culturally related crafts, a Rangoli by the office, and there will be an assembly, times TBD, parents are invited to attend. Seeking PAC funds, see request below.

Remembrance Day Celebration: Students will be learning about the meaning behind Remembrance Day, there will be a school wide assembly at 10:30am, families are invited to attend.

C. Misc.:

Assemblies: The school population is now large enough that it poses fire safety concerns to have all students attend assemblies at the same time. The administration is looking at how they can work around this, likely some assemblies will need to be split, with half the school attending in the morning and half in the afternoon.

Learning Plan Focus: The school-wide learning plan is focusing on Literacy (oral, written and reading skills development). Focusing on students learning to make connections to what they are reading/ hearing and building on these connections. Focus on language development, especially for the ESL student population.

10.0 Teacher's report – none in attendance, nothing to record

11.0 New Business

A. Poll Results: PAC Meeting Times: The result from the poll were split, with half the active members choosing 8:45am meetings, and half choosing 7pm meetings. Going forward this year, PAC will split the meeting evenly between am and pm meeting times. The next meeting will be at 7pm, the Chair will discuss/ vote with the group in attendance at the meeting to see if 5pm, 6pm, or 7pm times may work better for the group, as an early time would work better for the principal.

B. Fun Lunch Bins: PAC voted to spend \$100 to purchase 3 rubber maid bins to accommodate the new division, and to safely store treats/ food items. Motion to approve \$100 PAC funds to purchase 3 Rubbermaid bins by Tiffany, motion unanimously approved.

- C. **Classroom Start-Up Funds/ Field trip Funds:** These have been paid to the school, via cheques. EAs were not included in these funds in previous years. The approved proposed budget for this year includes \$25 per EA this school year. Farha will write these cheques for the school, and notify EAs through the school administration that the funds have been provided.
- D. **Popcorn Machine:** Tiffany to bring the machine home to clean it and see if it still works, as it has been sitting unused for several years. If it is not working, Tiffany will find out the cost to repair and report to PAC next meeting.
- E. **Movie Night:** Tabled for next meeting, to be discussed by fundraising committee.
- F. **Letter of Intent:** Tiffany created 2 Letters of Intent that can be used when going to business to request donations. Will update and email to PAC executives.
- G. **Raffle Basket Fundraiser:** Fundraising Committee to work on getting the notices out to families in the first week of November. Collect donations until mid to end of November, sell raffle tickets from end of November to first few weeks of December. Have the Draw before Christmas concert. Committee to discuss if we will do classroom and/ or individual incentives for most tickets sold.
- H. **Principles Request for Funding for Diwali Celebration:** The principle submitted a written request for \$350 to help pay for samosas and crafts for Diwali. Current PAC budget is running at a deficit, and there are concerns about having insufficient funds for the school wide performances. Hanbir and Kam suggested a reduced amount based on our current funds available, and the uncertainty of how successful fundraising efforts will be this early in the year. Hanbir made a motion to approve \$300 of PAC funds for the Diwali celebration, unanimously approved, motion carried. Administration to continue to seek donations from the school community to help reduce the cost.

12.0 Old business

- A. **Fun Lunch:** Boston Pizza to be delivered to students on Oct.27. Sales have been good, several volunteers for the day of the event.
- B. **Gym Equipment Donation Request:** Tabled for the next meeting.
- C. **Teacher Email List:** Ms. Vandenberg will create an email thread in which PAC can use to directly communicate with the teaching staff.
- D. **Treat Days:** PAC will hold one treat day per month, with the exception of October and December, as these months tend to have more sugary treats provided already.
- E. **Fall Festival** – The PAC had contributed \$1000, and have reached out to our community businesses in an effort to get the best price/ lower the cost of the pumpkins for the school. The event will be held on Oct.27th and is always a big hit with the students.

13.0 Next AHPM PACS meeting: Wednesday November 15th, 2023 at 7 p.m.

14.0 Adjournment: Meeting adjourned at 10:40 am.

15.0 Action Items:

- A.)** Tiffany: To send out description of roles and guideline to new executives
- B.)** Tiffany: Give new executives a quick tour of PAC room, PAC drawer, photo copy area, teacher's mail boxes etc.
- C.)** Farha: Assist Hanbir and Kam with the process of becoming an assigning authority with the PAC banking institution.
- D.)** Farha: To work with Kam to hand over Treasurer's report and binder, and transition responsibilities to Kam.
- E.)** Nazifa: To give Kiran the PAC secretary binder
- F.)** Tiffany: To put a copy of all PAC minutes, newsletters, correspondence, sign-in sheets from meetings, and requests for funding, and file them in the filing cabinet in PAC room under 2022-2023 school year minutes.
- G.)** Fahra: To make copies of all financial records, expense sheet, reports from last year and file them in the PAC filing cabinet under 2022-23 School Year Financials.
- H.)** Kiran, Abhijnan and Shannon to arrange a meeting among themselves to outline/designate what each secretary will be responsible for this year, and determine a method to communicate and work together.
- I)** Tiffany to email executive's copies of PAC forms, photocopy password, and to give Hanbir the password for the PAC email.
- J.)** Hanbir and Farha to determine who should have access to the PAC email and who will be responsible to respond to emails.
- K.)** Tiffany: Add Preeti to the DPAC list of representatives for our school.
- L.)** Tiffany: Send Hanbir the Agenda template, send Kiran the Minutes template, send all Secretaries the templates for Minutes and newsletter.
- M)** Kiran: Add the following items to next month's agenda:
- 1)** 50/50 at Winter Concert
 - 2)** Gaming License for Raffle Draw
 - 3.)** Munch-a-Lunch
 - 4.)** A-Frame Signs for PAC Notices
 - 5.)** PM PAC meeting Times
 - 6.)** Popcorn Machine
- N.)** Tiffany: To update and send executives Raffle Basket Flyer to review, this needs to go out in the first week of November to teachers
- O.)** Ms. Vandenberg to create and email list with all PAC executives and teachers to create an open line of communications between PAC and staff.
- P.)** Farha to write cheques for \$25 start-up funds for each EA support worker at the school, and send out an email notifying staff that the start-up funds and field trip funds have been deposited into their teacher accounts.
- Q.)** Tiffany: Update Letter of Intent with new Chairs contact information and email to PAC executives.