



General PAC Meeting – Minutes

Date	Sept 28, 2020	Time	7:00 pm - 8:30 pm
Location	MS Teams Online Meeting	Approval	

Attendees					
Bothwell Elementary School		Leah Christensen, Principal			
PAC Board	✓	Blair D., President (exiting)	✓	Laila D., Treasurer (acting)	
		Tara J., Vice President	✓	Liz L., Secretary	
Guests	✓	Tina C.	✓	Sunny L.	✓ Quorum met

	Agenda	Description	Speaker/Time	Action
1.	Agenda	Call to order 7:06 pm Review Agenda	Blair	
2.	Approval of Minutes	Minutes dated Nov 12, 2019 - Approved	Blair	
3.	Election of the Executive	<ul style="list-style-type: none"> ● Liz nominates Tina C. for position of Vice President, seconded by Blair. Tina C. appointed by acclamation ● Blair remains appointed President by acclamation ● Liz remains appointed Secretary by acclamation ● Treasurer position remains open 	Blair	<ol style="list-style-type: none"> 1. Liz to update grant/revoke access to new/exiting Executives. [done] 2. Blair to coordinate signing authority with Vancity and advise Tina.
4.	Discussion on guiding principles	<ul style="list-style-type: none"> ● How to handle funds budgeted for in-school activities and field trips if cancelled due to health and safety restrictions. 	Blair	<ol style="list-style-type: none"> 1. Blair and Tina to connect with Ms. Christensen - 10-12 Wed preferred <ol style="list-style-type: none"> a. What are the safety requirements/restrictions/mandates b. PPE needed? c. Distribution of funds between in-class students and the blended transition program? Online option?



5.	Review of the 2020/21 budget, pending agreement from elected executive(s)	<ul style="list-style-type: none"> ● Gaming and General budgets with differing rules for spending <ul style="list-style-type: none"> ○ Gaming - Must benefit students. Activities cannot be graded. Must be labelled PAC and cannot leave the school property ● Do online students count? (230 students estimated July 2020) ● Reviewed draft Gaming and General budgets ● Staff fund comes from General ● Gaming fund cannot be used for sunshine fund - would not be for students and would leave school property. ● Budget to be amended with feedback from PAC Exec and discussion with Bothwell Staff. PAC Execs to share with parents via Kathy for final review and vote at next PAC meeting. 	Blair	<ol style="list-style-type: none"> 1. Blair to discuss with Leah - increase Staff budget to \$8.50 per student from \$5. 2. Blair to discuss practicality of overall budgets with Leah. Target Oct 7 complete. 3. Liz to submit feedback for fundraisers from last school year: Subway, Lunch Lady, Chipotle
6.	Open Floor Discussions	<ul style="list-style-type: none"> ● Laila hot lunches - Save-on-Foods option. ● Liz Chipotle fundraiser ● Blair popcorn fundraiser ● Liz Money collection - cash vs online/contact-less ● Laila Physical items school would want in lieu of field trips/in-school activities ● Tina what are staff funds spent on? Historical: spent on classroom items: e.g. pumpkins, Lego, dice, puzzles, bubbles, play-doh, chalk, bins and ziplock bags for reading. Receipts validated by Kathy. <ul style="list-style-type: none"> ○ Liz suggests splitting funds for first half of year and second half ● Tina poor feedback on popcorn quality. Recommend going with different vendor if selling popcorn again. ● 	All	<ol style="list-style-type: none"> 1. Laila to research Save-on-Foods hot lunch option and report back 2. Liz to see Chipotle dates - aim for early Nov. 3. Blair to reach out to previous popcorn company for information for this year. 4. Blair & Tina to discuss money collection restrictions/requirements with Lea 5. Blair to ask Leah if there any physical items school would like to request
7.	Closing	<ul style="list-style-type: none"> ● Next Meeting for Execs: Wed, Oct 14, 8pm start ● Next General Meeting: TBD - target early Nov. ● Adjournment: 8:06 pm 	All	<ol style="list-style-type: none"> 1. Blair to discuss next general meeting date with Leah