

William Watson Elementary Parent Advisory Council (PAC)
Annual General Meeting Minutes – May 12th, 2021
Location: WWE Front Lawn of WWE

Welcome, Aboriginal Territories and Call to Order: Rebekah Paul calls the meeting to order at 6:34 pm.

In Attendance: Anne Smith, Rebekah Paul, Rochelle Arlitt, Farid Salji, Melanie Terry, Candice Paradon, Cassandra Pelzer, Carrie Lakatos, Harjeet Grewal, Sandy King and Teri Parker(via phone), 11 members.

Approval of Previous Agenda and Minutes: It is noted that we have quorum.

I (Rebekah P) motion to approve February 17th 2021 Agenda and Minutes, Rochelle A 2nd the motion, 11 members in favour, none opposed, motion approved.

Anne Smith will now give the Principle's Report

Principle's Report: given by Anne Smith

This has been a crazy 2 years, who could have predicted Covid-19 and the effect the restrictions would have on our number one fundraiser Hot Lunch. The initiation of Treat Tuesday has become a huge hit.

Teacher Appreciation Day - On May 4th, PAC celebrated Teacher Appreciation Day with a surprise delivery of sinful treats donated by Safeway (thank you – Susan Pelzer) and a huge carafe of coffee, all the fixings and 26 cookies, generously donated by Starbucks. The teachers were blown away and very grateful. A big thank you to PAC and Starbucks for their time and enthusiasm.

Students – Next year we are expecting 388 students to enroll at WWE.

Staffing – Next year we are expecting 17 Divisions.

Outdoor Garden Space – The outdoor garden space is coming along. A rain barrel has been purchased to store water closer to the site. Spring flowers have been blooming over the last months and we are expecting even more this month. A big thank you to PAC for the \$500 donation and to Susan Pelzer for her kind donation of gardening gloves and small tools. The space will require regular watering over the summer.

Playground Equipment – We are expecting the arrival of 2 new pieces of playground equipment on 14th July 2021. This means construction will not interfere with students using the playground this year and it will be ready to go for the new school year in September.

Thank you Anne, I (Rebekah Paul) will now give the President's Report.

President's Report: given by Rebekah Paul

Given this is the last AGM for this Executive council – I would like to spend my President's report time reviewing some of the Biggest highlights from our time here. These are the top few...

Covid-19 Response – The past two years have been daunting for every PAC. There hasn't been another time in a council history as tricky and important to get right. I am so proud of our PAC team's pivot to continue fundraising, finding new ways to continue hot lunch safely with Treat Tuesdays and creating fun at William Watson with Spirit days...all with safety at the fore front. From the beginning of schools re-opening, we were the only school to open in September with personalized school masks. We've worked hard to be a steady presence ever since through pandemic times at William Watson!

Playground – Our PAC is so proud we were able to fundraise, plan and ultimately execute this phenomenal upgrade to the school. For years to come we can come back to Watson and remember the special work done here as a team! Our parent body was so receptive to the extra fundraising and efforts put forth to get this done! Kudos to everyone!

Spirits Days – We introduced Spirit days back in 2019 with our 1st Spirit days being the Winter Pancake Breakfast and the Window Art Scene. Since then – we have had countless spirit days. A tradition we hope continues at William Watson! It has brought so much school pride and comradery for both the student and faculty alike.

Website – We wanted to create a digital forum of information separate from the school website. Implementing the PAC website was a real treat! The website requires email monitoring and response and monthly updating. We hope the PAC executives of the future continue to use it as a tool for keeping the parents in the know!

PAC Board – We wanted to create a visual forum of information inside the school, especially for our non-savvy tech-parents. The board requires monitoring and monthly updating. We hope the PAC executives of the future continue to use it as a tool for keeping the parents in the know!

Constitution and Bylaws (C&B) – Our school C&B is a legal document registered with DPAC. When we started in 2019, it had not been updated since 2003! The process of weeding through, keeping the relevant and adding the necessary was an awesome learning experience. We thank our DPAC representatives, particularly Lakkir and Rena, for all their help. It is now current and effective for our council's needs.

There is so much more that could be reviewed, but Rochelle will give a recap of fundraisers, so I don't want to overlap. Thank you Anne and everyone at William Watson for the warm welcome, steady teamwork, and overall awesome experience! We leave with grateful hearts!

Farid will now give the Treasures' Report

Treasurer's Report: given by Farid Salji

Update on Financial Statements

FUNDRAISING ACCOUNT (as of May 12th, 2021, PAC has **\$28,010.37**)

Expenses Fund Raising Account –

Munch-a-Lunch Deficit	- \$ 3,827.00
Teacher Appreciation Gifts	- \$ 500.00 (approved at AGM today)
June Spirit Day Frozen Yogurt	- \$ 1,500.00 (approved at AGM today)
Sports Equipment	- \$ 4,000.00 (approved at AGM today)
Total =	- \$ 9,827.00

Income Fund Raising Account –

Treat Tuesday	+ \$ 1,629.00
Return It Express	+ \$ 750.00
Donation fr Parents	+ \$ 198.00 (towards Munch-a-lunch deficit)
Donation fr Parents	+ \$ 225.00 (towards new PG equipment)
Donation fr Parents	+ \$ 517.00 (towards PAC fundraising)
Total =	+ \$ 2,792.00

GAMING ACCOUNT (As of May 12th, 2021, PAC has **\$194.00**)

(*Must be used by October 2022)

Expenses Gaming Account –

- \$ 0.00

Income Gaming Account –

- \$ 0.00

Total = - \$ 0.00

I (Rebekah P) motion to accept the financial statement update, Melanie T 2nd the motion, 11 members in favor, none opposed, motion approved.

Thank you Farid, Rochelle Arlitt will now give the Vice President's Report.

Vice President's Report: given by Rochelle Arlitt

Fundraising overview 2020/2021 School year from Rochelle Arlitt, PAC Vice President

Traditional fundraising was extremely limited - due to strict safety protocols with Covid 19. This is what we were able to accomplish in this school year while adhering to all safety guidelines.

Return It Express (ongoing) - We opened this in 2020 as a new ongoing fundraiser that can continue every school year to raise money for our students. The school's phone number is used to collect and record funds. William Watson receives 12% of the value of your returned items. **Funds RAISED: \$726.05** as of May 12th 2021. And a FUN FACT: 7398 containers returned that stayed out of our landfills. YAY!

Mabel's Labels (ongoing) - Opened in December 2019 as a new online fundraiser that is ongoing. After testing on-line sales for 6 months we saw low sales and low return. Return was 20% back commission on all sales. **Funds RAISED \$3.36**. These funds are not enough to cash out – minimum. Funds will stay in account until next PAC executive provide an e-mail address and I can update account profile. I would suggest promoting in September and sending an order form home and testing again or closing.

Mask Fundraiser (September/ October 2020) - September 2020 - We created a pre-order for custom William Watson school masks that included the school logo. We sold child, adult, and family packs. **Funds RAISED \$158.75**.

Purdy's Chocolates (November/ December 2020) - Ran in November 2020 for December distribution. Entirely online. Social Media, PAC Website, School Newsletter. The school received 25% back of every purchase – **Funds RAISED \$1,300.00**. We also received gift cards from having such high sales - PAC used these to purchase chocolate prizes for students for a fun Easter Colour Contest that was hosted by PAC as part of our Sprit Days initiative.

Spell-A-Thon (February 2021) - Sent paper notice home with instructions and asked for pledges and received cash back for payment. This is the only fundraiser that was not done online as the scope of the spell-a-thon needs to be in hard copy format. **Funds Raised \$6,788.00**.

Donate Your Credits (March 2021) - Ran fundraiser as part of our giving strategy and to help lower the amount of our debt of store credits on munch-a-lunch. Done online we tested communications and received the following donation:

1 – Munch-a-lunch Store credits donated by parents was **\$198.00**

2 - NEW donations by parents was **\$225.00**.

Total Funds RAISED: \$423.00.

Hot Lunch - NO hot lunches have been sold in the 2020/2021 school year to due to tight restrictions with Covid 19. In September 2020 we had **\$7932.00** in store credits due to cancelled lunches in March of 2019. As of today, May 12th, we have decreased our debt down to **\$3, 827.00**.

NEW Treat Tuesdays (ongoing monthly) - We started this in March 2020 as a **test** to adhere with Covid safety protocols. Feedback was extremely positive and gave parents an opportunity to spend their credits. We ran the fundraiser each month that gave us two weeks to sell and one full month to distribute. Fundraiser has run a full 6 months out of the school year.

October 2020 – \$677.52

November 2020 – \$702.44

February 2021 – \$1156.40

April 2021 – \$859.72

May 2021 - \$770.55

June 2021 – sales run May 18th to May 28th.

Donations (Ongoing) - We also have a separate add on fundraiser running within a fundraiser called “Would you consider making a donation?” We add this option to every online munch-a-lunch sales offering. **Funds Raised \$517.00** .

Teacher Appreciation (May 2021) – Traditionally PAC hosts a lunch at the end of the year in appreciation of our teachers. This is supported by the parents who contribute drinks, food, and desert. Again, with Covid-19 restrictions, this can not occur. PAC is running a fundraiser: May 3rd to May 14th to support a special gift for each teacher. **Funds Raised \$705.00** (as of today) with a goal of \$1200.

Summary -PAC managed to plan, execute, and run **10 different fundraisers** through the 2020 2021 school year and raise thousands of dollars to support our students and staff! Incredibly impressive results during a worldwide pandemic. A special thank you to the three executives, Rebekah Paul, Teri Parker, and Farid Salji who have put in countless hours of volunteer time and went above and beyond to make these years such a huge success! And a special thank you to Carrie Lakatos who stepped in to help and support our fundraising efforts for treat Tuesdays and munch-a-lunch programing. We appreciate it so much. I have so much gratitude for our PAC executives, parents, and staff at the school. Thank you. Rochelle Arlitt, PAC Vice President.

Old Business:

Playground Replacement - Two aged out pieces of playground equipment were removed by the District in March of this year. Two new pieces of equipment have been ordered, assembled and are pending delivery. On July 14th 2021, Habitat’s team will start the install at William Watson.

Outdoor Garden Space – There has been some vandalism at the outdoor garden space, containers and dirt were turned over. Over the summer, teachers have signed up to keep self-watering containers full of water. There is a call out to parents for seed packet donations.

New Business:

Volunteer Vacancies – All four executive positions will be vacant September 2021 school year. If the positions remain vacant, William Watson PAC will dissolve and our accounts will go into a holding pattern. Our current executive will fully support the transition for a new PAC executive.

Are there any volunteers for the two year commitment in the following PAC Executive positions?

PAC President: Carrie Lakatos

PAC Vice President: Cassandra Pelzer

PAC Treasurer: Harjeet Grewal

PAC Secretary: Melanie Terry

I, Rebekah Paul motion to accept the 4 volunteers for the above executive positions, Rochelle Arlitt 2nd the motion, 11 members in favor, none opposed, motions passed. Congratulation!

Additional Funds for Teacher Appreciation – With Covid restrictions, last year we were not able to execute anything for our teachers. Depending on the amount raised through our munch-a-lunch fundraiser, I (Rebekah Paul) motion PAC spend up to \$500.00 to ensure the teachers receive a \$25.00 gift card, a personalized cookie and a thank-you card before the months end, Rochelle A 2nd the motion, 11 members in favor, none opposed, motion passed.

Free Treat Day in June - PAC wanted to execute three free pizza lunch days for our William Watson students this year, but do to Covid-19 restrictions this could not happen. I (Rochelle Arlitt) motion PAC spend up to \$1,500.00 to provide one surprise free treat (frozen yogurt) day in June to celebrate our amazing students and staff, Rebekah P 2nd the motion, 11 members in favor, none opposed, motions passed.

\$ for Salima Noon – Salima Noom is a Sexual Health educator. She will come to William Watson and teach our grade 4–7 students age appropriate sexual health. This will involve a reverse permission form, so that parents can opt out if required. I (Anne Smith request on behalf of the teachers), PAC spend up to \$500.00 to retain her services, Farid S 2nd the motion, 5 in favor, 4 opposed, motion will rest. Anne to investigate the availability of a Nurse Sexual Health educators first.

\$ for Sports Equipment – Our sports equipment is taking quite a beating from the extra cleaning protocols. The tape and wood is breaking down on our badminton rackets and the leather is disintegrating on our soccer balls. I (Anne Smith) request on behalf of the teachers, PAC spend up to \$4,000.00 to replace the ruined equipment, Farid S 2nd the motion, 8 in favor, 3 opposed, motion passed.

Announcements:

This was our PAC Executive Team's final AGM. Thank you William Watson, for having our team! We look forward to the next executive teams' tenure!

Adjournment: I (Rebekah P) motion to adjourn the meeting, Rochelle A 2nd the motion, 11 members in favor, none opposed, meeting adjourned at 8:10 pm.

Next General Meeting: TBD by NEW incoming PAC Executive
September 2021

Respectfully submitted by Teri Parker (WWE PAC Secretary 2019 - 2021)
It has been my pleasure!