

Sullivan Elementary Executive PAC Meeting

HELD: August 28, 2019 at Starbucks Hwy 10 & 152

IN ATTENDANCE: Greg Martin, Elaine Silvaggio, Sindy Saran & Amy Lucrezi

CALL TO ORDER: 3:30 PM

ADOPTION OF PREVIOUS MINUTES: postponed until first general meeting

AGENDA:

1. Back to school BBQ - proposed the 19th for the same day as the teacher interviews. Maple Leaf donated 100 hotdogs. Greg wants to look for someone to donate buns. Will need a small budget for ketchup, mustard, juice boxes, water and buns if no one will donate. Rachel will contact district to see if they have BBQs and if not Greg will bring his. Vote, for a budget of \$200 to purchase supplies. In Favour: 4, Opposed: 0

Sindy will head to Costco the week of to purchase.

2. Budget – Items currently in the budget:
 - a. BC CPAC Membership, question if we want to renew it. There are some benefits with workshops and voting at the AGM. \$75 will not be used to renew it this year.
 - b. PAC emergency fund – Sindy thinks it is a just in case she can't find someone to pay something but our bylaws cover amounts up to \$200, so strike out
 - c. Staff lunches – last year spent \$543.27. Trina got a good deal at New York, New York previously and supplemented with people bringing desert; we will leave at \$700
 - d. Staff appreciation – for teachers leaving at year end; we will leave at \$500
 - e. Social refreshments – is for game's day freezies, hot chocolate, welcome back coffee for parents. We don't have space for coffee this year and never spent \$400 for the year. We will reduce to \$200
 - f. Music teacher & French teacher are separate line items and are not part of the amount we allot for teachers in the budget. Ms Ibbotsen will be in the library this year so unlikely she will want supplies, does want buses for the symphony trip though. Full time teachers receive \$200 each, and with them part time, Music, French & Librarian will each receive \$100.
 - g. Grouse trip – haven't heard anything about this taking place, so striking out
 - h. Art start – cut to sponsoring one of them at \$900 and the school typically pays for one.
 - i. Field trip – keep at \$15 per student
 - j. Grade 7s- keep at \$20 per student
 - k. Halloween dance – last year made over \$900 last year but someone would need to take it on. Slushies made \$200 alone. It will need to be done at the hall because the school won't be accessible. Keep in \$200 and hope someone will take it on this year.
 - l. Take out hip hop as it hasn't been done in a few years
 - m. Take out stand by me
 - n. Ms. Nasimi give her \$100 to supplement her programs. She still has much of the supplies from last year.
 - o. No new teachers this year. The ones hired have been teaching in the past.

- p. Scholarship fund was \$500, Sindy hasn't seen the cheque come out yet, but we will keep it the same
 - q. Symphony – asking for approx. \$1575, cut to \$800 for now, but we need a proper break down and would like to know if she is able to fund raise separately so we can pay half
 - r. Teacher class supplies – this is \$200 per teacher, so \$2600 total
 - s. Teacher wish list – take out of the budget and they can approach separately if they need something
 - t. Walkie talkies – don't require this year
3. Budget – New items
- a. Need to clarify what account each item is coming from so we can see at a glance the balance for gaming and general.
 - b. Purchase a safe – for in the office to keep money and parents can put money in an envelope and put in the slot. Sindy said they are at Staples. Vote: \$150 for the purchase of a secure box with a mail slot. In Favour: 4, Opposed:0. Approved.
 - c. Need a small tablet just to process square payments. Vote: Purchase a tablet for under \$100. In Favour: 4, Opposed: 0. Approved.
4. Bank Account – Sindy checked into BMO. They charge for community accounts and cheques, etc. CIBC has a new manager and new staff that is more accommodating. Sindy will set up a meeting with Greg & Elaine to add them to account. Greg wants to ask them about donations if people open new accounts, similar to what BMO did for Cambridge. Sindy will ask them again about online viewing to see if we can have that available. Greg wants to ask about the gaming account to make it dual signatory too.
5. No extra garden beds approved
6. Gaming grant application is done but the 18/19 revenue report needs to be completed still
7. Communication
- a. Executives need their own email account so we can have a thread of conversations if someone leaves. Greg will set up emails
 - b. Anything that goes to someone outside the exec needs to come from a sullivanpac.ca account
 - c. We want to approve all posts to Facebook so that we can make sure all the information coming out is accurate. There will be moderators to the site to approve the posts. Breanne is willing to be moderator. Greg will review the settings to make sure people can post still. We want to drive as much traffic as possible to the website to track numbers to pump up sponsorship ads on pages.

ADJOURNMENT: 4:54 pm

NEXT MEETING: General PAC meeting September 18, 2019 at 6:30 in the library