

# **Chief Maquinna Elementary School - Parent Advisory Council – Minutes Wednesday June 17, 2020 - 6:30-7:30 pm - Virtual Executive Meeting**

## **1. Standing items**

1.1 Call to order

1.2 Motion to move Ana Chang be accepted as a non-voting member of the Chief Maquinna Elementary School Parent Advisory Committee for the school year 2020-2021 as permitted under Bylaw Section IV Memberships made by Garry, seconded by Ryan

-No objections

-No abstentions

1.3 Motion to move Rosa Chang be accepted as a non-voting member of the Chief Maquinna Elementary School Parent Advisory Committee for the school year 2020-2021 as permitted under Bylaw Section IV Memberships made by Garry, seconded by Ryan.

-No objections

-No abstentions

1.4 Attendance-9 present

Bruce (Principal), Jill (Chair), Deanna (Secretary), Ryan (Treasurer), Garry (Member-at-large), Scott (Member-at-large), Ana, Gary. Rosa.

## **2. Request of knowledge from previous PAC leaders to new PAC leaders.** Made by Jill. Ana obliges.

2.1 Most of fundraising is made through the hot lunch program. Other successful programs have been Purdy's, the Spring Fair, and direct donations. Other fundraising that was noted is the frozen food orders.

2.2 Purdy: worked best before the winter holidays. Online ordering was the most used avenue. Had a slow start but surpassed the goal in the last two weeks. May be more difficult at Seymour as there requires space to store and sort the orders, as well as an arrangement for accessible pick up location.

2.3 Hot lunch program: Pizza was best seller/highest profit margin. Sushi was also successful, although prices had a slight increase. May not work in Seymour due to no cafeteria space to divide up orders, as well as having to deliver to each classroom. Access to a fridge (power source) would need to be addressed, as well as a sink. May be harder to find parent volunteers to sort orders due to location. Possible solutions and other options are being explored by PAC.

- a) With the cancellation of the hot lunch program for the month of April, refunds were offered to those who had prepaid. Of that, \$240 was donated to the PAC, \$508 is being assumed to be donated to the PAC because of no response from the recipients after a variety of contact attempts, and \$120 of requested refunds were not claimed within the allotted time. The names of these will be provided to Jill in case they follow up with their refunds in September.

2.4 Frozen Food order: May not be possible due to the need to keep food cold and location being less accessible for parents/guardians to pick up promptly.

2.5 Spring Fair: Needs to consider where pandemic level is at in order to commence. May not be as highly attended and therefore less successful, due to the location of Seymour. Also the BBQ's need to be located again. Broadway Church may provide space for this.

2.6 Direct Donation: Raised \$1025 through online and \$965 through cash. Some issues arose around the wording of the letter, and difficulties depositing the funds from some benefactors.

2.6 Some fundraising may not work or would need to be reassessed due to Covid 19 safety procedures.

2.7 For the 2019/2020 year, fundraising raised a total of \$10,868.68. In previous years this amount has typically been between \$12,000-\$15,000.

2.8 Ana volunteers to continue updating the PAC website for the 2020/2021 year.

### **3. Fundraising**

3.1 Brainstorming of other possible fundraising options to pursue. PAC to further research and discuss these options, as well as how to continue the current successful ones.

3.2 What will the funds be allocated for with the limitations due to Covid 19 safety protocols. Field trips may or may not be possible. Bruce would like to purchase ipads for the school in the coming year or two.

### **4. Accounting items**

4.1 Names to change on accounts to new PAC Executive Officers. Decision to stay with the same branch manager, but have them arrange for the new members to be able to sign at Commercial and 1st ave branch instead of North Van.

4.2 New officers to sign at the above mentioned branch after July 7th.

4.3 Motion made by Scott for Jill, Ryan and Deanna to be given online access to the Vancity account, with Deanna and Ryan as initiators and Jill as approver. Seconded by Deanna

-No opposition

-No abstentions

### **5. Meeting adjourned**

- Motion to adjourn made by Gary, seconded by Ryan
  - No opposition
  - No abstentions
- Meeting adjourned at 7:38pm