

## **Minutes of the Kitchener PAC Meeting & AGM 12:45pm - Thursday, May 9, 2013**

Present: Melody Eng (President), Tommasina Mele (Vice-President), Doreen Lee (Fundraising Coordinator), Binita Vermani (Co-Treasurer), Kristina Murray (Secretary), Sherri Boljuncic, Victoria Brenden (DPAC ), Claude Tani and Nikki Levis.

Staff: Dennis Taylor (Principal)

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1. **Call to Order:** The meeting began at 12:45pm. The minutes of the April 2013 meeting were reviewed and accepted. Moved by Melody and seconded by Victoria. Passed.
  
2. **Principal's Report – Dennis Taylor:**
  - a. Sports Day is next Friday, May 17<sup>th</sup> from 9am-12:30pm.
  - b. Alpha Secondary PAC meeting is June 3 – all parents of Grade 7 Kitchener students are welcome to attend.
  - c. The school will be painted over the summer.
  - d. Kindergarten enrollment is currently 40.

### **3. Treasurers' Report – Binita:**

April 2013 fundraising activities:

Proceeds from the LaMontagne chocolate fundraiser totaled \$4,594. PAC will retain 50% of this (Will be approximately \$2200.00). Payment has not been made to LaMontagne yet.

Yearbook sales totalled \$1,390 at a price of \$10/ea, with all proceeds going to LifeTouch. Consistent with prior years, there was no mark up in price to keep costs affordable for families. Payment has not been made to LifeTouch yet.

During the month we also received a \$330 rebate from LifeTouch (percentage of sales).

Disbursements:

There were no disbursements during the month of April.

Below is a high-level summary of the financial results for the ten months ending April 30, 2013:

	General	Earthquake	Gaming
Beginning Cash Balance @ Jul 1, 2012	23,113	1,080	2,114
YTD Net Revenue	17,986	0	5,923
YTD Expenditures	<u>(8,596)</u>	<u>-</u>	<u>(4,799)</u>
YTD Net Rev over Exp	9,390	0	1,124
Ending Cash Balance @ Apr 30, 2013	32,503	1,080	3,238
Cash in Bank	12,453	1,080	3,238
Cash (Float for various events)	50		
ST Investments	<u>20,000</u>		
	32,503		

Total cash and investments at April 30, 2013 is \$36,820.

#### 4. DPAC Report – Victoria

- a. BCCPAC was this past weekend. Submitted our schools proxy votes. DPAC Executive meeting is this Monday (will receive updates then).
- b. A new curriculum is being created for this Fall.

#### 5. SPC Update - Dennis: apologies that we have not met yet as the plan is not completed (it's being put into a new template). Will meet soon.

#### 6. Committee Updates:

- a. Sports Day Concession – Melody: Victoria has sign-up sheet – most spots are filled. Pizza and milk requires three parents at 11:30am to deliver to classrooms. Victoria will bring price signs.
- b. Night out event - Doreen: Rev's Bowling on May 31<sup>st</sup> at 5:30pm. Tickets are selling well. The Canucks, Whitecaps, Giants, Brentwood, London Drugs have donated stuff. Silent Auction only, no raffle or 50/50 draws. Tickets will be returned to Melody next week and will be sold on the playground. All donations for Silent Auction need to be brought to Doreen's house. All prizes have been donated this yea. For next year – will look at buying some
- c. Staff Appreciation Lunch – Melody: May 30<sup>th</sup> – East Indian Lunch with Binita, Ayesha, Hamira and Aman.
- d. School Gym Wear – Melody: Selling current stock at Sports Day. Will order in August to sell in early September. Executive meeting in August. Melody will contact Mighty

Wear to purchase the clothing – motioned by Melody, seconded by Doreen. All in favour – Passed.

- e. Sign boards: carrying forward to September.
- f. Traffic Safety/kiss 'n' drop zone – Melody: no time for this year. Parked until August/September. Maybe signs from Costco U.S. (cut out of child playing), form a committee and review other PAC minutes.
- g. Traffic Safety - Claude motioned to set up a traffic safety committee, seconded by Binita. All in favour – passed. Victoria, Claude and Nikki have volunteered to be on the committee.

## 7. New Business:

- a. Year-end BBQ: Melody motioned to allow Kristina to purchase the burger foils at approx.. \$40.00, seconded by Tommasina – all in favour, passed. Melody motioned to have Kani Kai and DJ back (\$100.00 for DJ), seconded by Victoria. All in favour, passed. **ACTION: Melody will talk to DJ, Victoria will talk to Kani Kai.**
- b. Crosswalk safety: Gilmore at William – Nikki requested lawn signs (faxed to BCAA).
- c. PAC Constitution proposed by-law changes – Victoria: each individual proposed change was reviewed and voted on (see attached proposed changes):
  - Victoria motioned for section 15 to be amended to say twice a year (see attached), seconded by Sherri. All in favour, passed.
  - Victoria motioned for section 5-2 to be amended to be one Chairperson and one Co-Chairperson. No one seconded, therefore, it stays the same - President and Vice-President. Not being moved, no motion, no change.
  - The Directors: Victoria motioned to vote on 5-3a, seconded by Melody. 8 in favour, 1 abstained - Passed. Notice of motion: Tommasina would like to change the wording in December to say that you cannot run for President if your youngest child is in Grade 7.
  - 5-3 b, c and d parked to December meeting.
  - Section 6: Victoria motioned to pass 6-1, defeated - needs to be revised to less than quarterly, talk about in December.
  - Victoria motioned to pass 6-2, seconded by Sherri. 6 in favour, passed. Notice of motion by Sherri to re-submit in December with new wording.
  - Section 7: notice of motion to amend 7-1(b) for December meeting
  - Section 8: notice of motion to amend 8-5 for December meeting
  - Section 10 and 12: notice of motion to amend for December meeting.
- d. PAC Budget approval vote: postponed to September.
- e. Vote in Kitchener PAC Executive for 2013/2014: Melody motioned to vote by show of hands; seconded by Victoria. All in favour – passed.
  - **President:** Kristina nominated Melody Eng; accepted. Seconded by Tommasina. All in favour – passed.
  - **Vice-President:** Victoria nominated Tommasina Mele; accepted. Seconded by Kristina. 1 abstained - passed.
  - **Secretary:** Melody nominated Kristina Murray; accepted. Seconded by Tommasina. All in favour – passed.

- **Treasurer:** Victoria nominates Janice and Binita, seconded by Kristina. All in favour – passed.
- **DPAC Representative:** Kristina nominated Victoria Brenden; accepted. Seconded by Melody. All in favour – passed. Second position to be filled in September.
- **Fundraising Committee Chair:** carried forward to September. Position open
- **On-line administrators:** Claude will continue, but looking for someone new in September.
- **SPC:** Tommasina nominated Melody Eng, Nikki Levis and Victoria Brenden; all accepted. Seconded by Binita. All in favour – passed.
- **Members at Large:** Doreen and Sherri.

Meeting adjourned at 2:42pm. The next PAC meeting is September 12, 2013 at 6:30pm. *Please arrive early to get settled and read the minutes (by 6:20pm would be appreciated).*

### **ADDENDUM - Unfinished Business**

#### **Agenda items for next meeting – September 2013:**

From September 2012: Maybe prizes shouldn't be offered for walkathon pledges, that the act of getting pledges for your school should be incentive enough. To discuss again in *May and/or September 2013*. **Action: Lidia**

From March 2013: Tennis Program Fees – PAC to pay for fees or part of fees. To discuss again in *September/October 2013*. **Action: Nikki/Kristina**

From March 2013: Lidia will take pre-orders for pink t-shirts next year in November for ordering in December. To discuss in *September, 2013*. **Action: Lidia**

From April 2013: Possible new fundraisers – PartyLite or First Aid kits. To discuss in *September 2013*. **Action: Doreen/Victoria**

#### **Outstanding Items from Previous Meetings:**

From January 2013: Sherri asked if the school could change to ordering school supplies via teachers and then have the district or school do a bulk purchase. Dennis will bring to teachers and see if they are interested and if Burnaby allows it. **Action: Sherri/Dennis**