



Meeting Minutes - **Tuesday, Dec 10 2019 - 6:00pm NHS Learning Commons**

Meeting dates - 2020 - Jan 14, Feb 11, Mar 10, Apr 14, May 12

Attendees: Kimberley Funk, Graham Sereda, Mark Lebar, Kierra Doerksen, Lesley Reimer, Tanya Pomaranski, Christa Cooper, Michelle Barnes.

Regrets: Mira Salter

Chair Report *(Tanya Pomaranski)*

- Meeting called to order at 6:05pm
- Previous Minutes - no questions; passed for posting
- **Governance**
 - Raffle Draw - 3rd, 2nd, 1st, grand prize draws.
 - Draw conducted by Administration and recorded by PAC.
 - Winners contacted and prize pickup arrangements made.
- **Student Involvement** (Kierra)
 - Students held Soda Friday lunch. Will not interfere with upcoming canteen (Dec 13)
 - Dec 13 - lunch - taco-in-a-bag (4 students 12-1pm).
 - Dec 14 - students not needed. Canteen
 - Food Drive - students collected and contributed/wrapped two hampers to families in the community.
 - Band Concert - run canteen with drinks and candy canes.

Principal's Report *(Kimberley Funk)*

- Presented and reviewed at each meeting
 - Thank you to PAC for their show of appreciation
 - First school fundraiser in November - thanks students and parents for their support in chocolate sale. Fund use = tbd.
 - Phase 2 of the school is ahead of schedule and we hope to be moving our drama and band classes into the new space in late winter or early spring. The daycare is set to open in late spring or early summer.
 - Student leadership team, in conjunction with staff, collected enough food and toys to provide two Christmas hampers to families in the community. We are proud of our students' efforts and caring hearts.

Financial Report *(Mira Salter)*

- **Monthly Budget Rpt** *(Mira)*
 - upload PAC drive copy; presented @ each meeting; ~\$1600 in general acct
 - HSD reporting requirements - Nov, Feb, May - reference LGA summary doc
- **Online Banking** - follow up on our fees and services to determine cost effectiveness; next month
- **Vendor Accounts** - Gorp - complete; account documentation filed; Bigway - not needed at this time.
- **HSD Tax Receipt Plan** - Manage on request



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Communication Report *(Leslie Bardal / Cyndi Wiebe / Tanya Pomaranski)*

- **Monthly Bright Arrow Emails to parents** - PDF copies posted on PAC>News Tab
 - Dec 2 msg includes - Mtgs, Raffle update, DYK, Staff Appreciation, Food Drive, Canteen Sign Up / Schedules
- **PAC Social Media Reminders - FB (via Parent Volunteer)** - Volunteer Shoutouts, Events, Mtg Reminders
- **Parent Resources (PAC Web Page)** - Volunteers create content for subject areas; communication team will review/edit before school review and approval to post
 - PAC FAQs (tbd), Driver's Ed (Mira), Grade 9 Welcome (tbd), Grad Parent Committee (tbd).
 - Exec will look at these topics more closely in the new year.

Fundraising Report *(Event Leads)*

- **Corp Ask Letters** *(Tanya / Lesley R)*
 - Ask letter drafts underway; letters will be submitted once requirements are confirmed
- **Canteen Sales** *(Lesley Reimer/Christa Cooper)*
 - Dec 13 & 14 - add Dec 13 lunch to Canteen Calendar; announcements a couple of times that week. Student volunteers @ lunch - 4 students 12-1pm, along with one parent volunteer. Dec 14 canteen - volunteers for Saturday event day.
 - Jan 17 & 18, Jan 31 & Feb 1 - start times - tbc; exec to discuss the canteen options as we approach the new year. Basketball tournaments are very different than volleyball.
- **Bingo - Oct 19** *(Lorinda Huebert/Lesley Reimer)*
 - \$1022 raised. Pause on a Spring Bingo - local fundraising committee is holding regular weekly bingo nights. Perhaps consider any other fundraising experience we could work on in its place?
- **Raffle - Spirits of the Season Tickets - Sept-Dec 10** *(Lesley Reimer)*
 - Update - 50 % participation and potential profit
 - Thank you to the parents and families who sold tickets and donated prizes. All contributions are considered helpful; final update on the values will be updated in the new year. Focused on the draw and arrangements before the holiday season begins.
 - Raffle Chairperson researching Spring Raffle 2020; preparing raffle application content with Executive. Spring Raffle will be a 50-50 with an online purchase vendor fundingchange.ca). They charge a 15% fee of the total tickets sold. We need to do more research on other options for September.



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Program Support *(Executive)*

- **Green Space, School, Student Support - Goals and Plan**
- Exec and Administration discussed priorities of the list below and how they may be obtained. Updated list for next agenda.
 - **Short term- first priority - (1-2yrs)**
 - BBQ (sponsor), snack pgm, grass/trees/greenery (grant), shed (sponsor)
 - hydroponics - stands, heat lights, water systems - indoor garden?
 - Additional Student program support
 - **Short term - 2nd priority - (2-3 yrs)**
 - planters/plants, benches (sponsor), trees/greenery (grant)
 - Fitbits - purchased by school.
 - **Long-term - (3+yrs)**
 - outdoor classroom, outdoor canopy and paved Oval Track, outdoor canopy.
 - Grant writing (including HSD \$2500 yearly), planning & budget #s required for each level
- **Food Committee *(Lesley Reimer)***
 - Morning Snack Pgm
 - one parent volunteer confirmed; continued shout-outs to build roster
 - Startup confirmed for Tuesday, Jan 7
 - Bakery estimates discussed and confirmed.
 - Steinbach location for delivery and product will confirm for Jan 6 delivery.
 - New B's cafe - out of proposals; logistics and menu options do not meet our needs.
 - Freshii/Chicken Chef owner - revisit meeting in the new year. Lesley was not satisfied with the initial proposal.
- **Staff Appreciation - Nov 14 / Spring 2020 *(Christa Cooper)***
 - Nov 14 event - a solid success. Thank you again to Tim Horton's, Chicken Chef and our volunteers. Pizza and Salad are good choices for this group.
 - Discuss Spring date in the new year.
- **Grade 9 Welcome - Parent Tour/ School & PAC Orientation - 2020**
 - School priority - parent evening to be confirmed.
 - PAC provides intro/presentation - 5 W's & How. Simple overview.
- **Grad - PAC Support**
 - PAC funding requirements for Grad Support
 - Awards/Scholarships - Teacher Champion for eligibility requirements (2 x \$250)
 - Dinner tix goal - grad ticket complimentary via PAC fundraising support.
 - \$40/plate x 55 Grads = ~\$2500 for June 2020

Meeting adjourned @ 7:00pm. Next meeting - January 14, 2020.

Happy Holidays!