

# MINUTES

Sullivan Elementary PAC

---

*Date / time* **Wednesday February 5, 2020 | 6:30 pm**

*Meeting type:* **General Meeting**

---

PAC EXECUTIVE	POSITION	ATTENDANCE
Greg Martin	President	Present
Elaine Silvaggio	Vice President	Present
Sindy Saran	Treasurer	Present
Amy Lucrezi	Secretary	Present
DPAC	Sarb Minhas	Present
Director at Large	Kirsty Ellison	Present
Director at Large	Mirella Lockhart	Present
Director at Large	Breanne Sutton	Present
Director at Large	Stacey Blondheim	Present

OTHERS IN ATTENDANCE: Ms Der, Jen Bay

- 1) CALL TO ORDER 6:34 pm
- 2) ADOPTION OF MINUTES: From Wednesday January 8, 2020 Sarb 1<sup>st</sup>, Sindy 2<sup>nd</sup>
- 3) REPORTS
  - a) Treasurer's Report
    - i) It looks like a 10% surcharge for square payment. When we signed up it was 2.49% transaction and \$0.30 a credit card fee. Greg will look into this as it is higher than expected.
    - ii) Halloween Dance brought in \$235
    - iii) Bank account is sitting at \$34155.72 includes deposits from yesterday.
    - iv) Gaming is sitting at \$9,865.13, field trips have been cut from this and grade 7s fund
    - v) Staff appreciation is the gift card we did for Sharon.
    - vi) Social refreshments are from deck the halls, hot chocolate and candy canes.
    - vii) Art Start that came in January was taken from main account but can come from gaming so Sindy will reimburse the account from gaming.
    - viii) We are about \$200 behind this month last year for hot lunch
    - ix) We are about \$600 behind this month last year for popcorn. There are three new teachers and a change in process so this could be affecting it. Mirella said Goldstone does Hardbite chips and does really well. Would be a nice option for kids with braces but we are nearly out of storage with the closing of the kitchen in March.
  - b) Principal's Report
    - i) Art starts came in. The children enjoyed the puppeteer and the Aquavan.
    - ii) Speechfest was yesterday

# MINUTES

Sullivan Elementary PAC

---

- iii) Family day on Feb 14<sup>th</sup> instead of Mother's day or Father's day celebration. There will be some activities in the class
  - iv) Science Fair February 28<sup>th</sup>
  - v) Early dismissal on Tuesday March 10<sup>th</sup>. Parent teacher interviews for intermediate classes that day.
  - vi) Gymnastics will be running in the gym prior to Spring break
  - vii) Fundraiser for the school – Ignite a Dream run by Surrey Fire Fighters. We will do a competition with Hyland Elementary for a coin drive. Kicks off March 2<sup>nd</sup> for a week. The school that makes the most, the fire fighters will come out on Games Day.
  - viii) Saturday of Spring Break, the gym shuts down. We need to pull out anything from the loft and kitchen that we will need access to. Anything that we are keeping will be packed up into storage containers. The last popcorn day will be Feb 26<sup>th</sup>. We won't be able to do a planned hot dog day on March 9<sup>th</sup>. Will have to look at outsourcing. Grade 7s are doing a pizza day on March 6<sup>th</sup> so a different vendor
  - ix) Equipment for games day will be minimal as they need somewhere to store equipment and there is minimal space for storage. The school is a better option than the hall still.
  - x) Pancake breakfast on May 15<sup>th</sup>, the hall is still booked. Rental fee is \$100, Mrs Der can arrange getting kids there but PAC has to use that kitchen. Breakfast will be held later as they would come to do attendance then go down there.
- 4) SPIRIT NIGHT
- a) Update – May 29<sup>th</sup>
    - i) first meeting was this week. Thinking of preordering pizza & samosas instead of spending money ordering BBQs. Using someone local so a run to grab more can be possible.
    - ii) Silent auction class baskets will be done and a call out to the school community for donations. Items will be posted in the classroom for ideas of what to do for donations.
    - iii) A different bouncy castle company is being looked into.
    - iv) Sportball and YMCA are coming
    - v) Marle is going to talk to Jenn & Colin about a sponsorship for the event and maybe a big ticket item for the auction. Also thinking of having sponsors for bouncy castle
    - vi) Vintage fire truck coming
    - vii) Opted out of dunk tank as there have been concussion issues
    - viii) Want to bring the popcorn machine and do that outside near the kitchen with some candy
    - ix) Freshstreet is donating 100 cupcakes and will do a cake walk.
    - x) The hall fee will be \$225. Elaine managed to get them to waive they \$300 deposit. Mirella is going to double check with Lori if anything can be done.
    - xi) Korki the clown was \$300 last year and was super popular. Suggestion to do a donation jar to try to recoup some of the cost of her. Keith is friends with her so Claudia may be help with this.
- 5) INVESTMENT BOND
- a) CIBC Bond – thinking of investing money we have on hand into a low risk bond to get our money working for us and earn something for the playground. Mrs. Der said her husband is a financial planner and would sit with us to give some advice on the best spot to put the money.

# MINUTES

Sullivan Elementary PAC

---

- b) Amount to Invest – many PACs spend all of their money in the year they raise it. We need a projection for the start of next year and the end of this year. We will start an email chain to come to a consensus on an amount to vote at the next meeting.
- 6) PAC KITCHEN/HOT LUNCH
- a) Spring Break Kitchen Cleanup – needs to happen the last week of February. Elaine organized the loft but there is a lot that can be thrown out. February 21<sup>st</sup> is a ProD day and Rachel is here with the school open. We can tackle the loft on this day and the kitchen clear out will finish up on February 26<sup>th</sup> after popcorn. Kirsty said she will take home the popcorn machine after grade 7 movie night on the 28<sup>th</sup>.
  - b) Hot Lunch Menus After Spring Break – everything will have to be outsourced. The first one after Spring Break is the 30<sup>th</sup>, first day back. Rachel pointed out many families take extended holidays.
  - c) Games Day Hot Lunch – we can plan for a pizza day. The fire fighters said they can come do a BBQ a different day if we win the contest.
  - d) Hot lunch website – want to start polling parents to see how they are liking the current site or if we should move back to hotlunch.net. Greg will do a poll on the current site and on Facebook to gather info in April. He will also host a training session for everyone that needs to use it before then so a more informed decision can be made by them.
- 7) POPCORN DAY
- a) What are we selling after Spring Break
    - i) Thought to do ice cream and freezies and it could be bought each week and stored in the freezer upstairs. Wonder if it is better to sell after school and make more money. Jenn can't take this on after school but someone else can if they able to.
    - ii) Chips could be done but storage is a problem so they will be stored offsite. Chips and liquorice will start in April and we will see how that goes and decide on May.
    - iii) Breanne is interested in popcorn next year but will look at committing towards the AGM.
    - iv) Someone needs to take the popcorn machine so it isn't in the
- 8) YEARBOOK
- a) Replacement for Kirsty – she currently uses publisher. Stacey & Breanne are willing to look at it but would need more people to help. Elaine suggested a yearbook club to have the kids more involved in collecting photos and information. Rachel said this could be possible.
    - i) Kirsty requested the same crop on all photos on the individual kids from Darby so hasn't started the yearbook yet. Stacey and Breanne can sit with Kirsty to look at it.
- 9) FUNDRAISING
- a) Purdys Spring Campaign – Sindy just received information and it is up to us when we want to start and end it. She will look at the dates and cutoffs so we can get it in before Easter.
  - b) Spring Plants – Devry Growing Smiles reached out to the grade 7s with the spring planters campaign. Grade 7s have their fundraising pretty much completed, so the PAC can do it. Deliveries can be done between April and end of June. Mother's Day is May 10th so we would want them prior to May 8<sup>th</sup>. Otherwise we can look at early June. Stacey will look at the dates

# MINUTES

Sullivan Elementary PAC

---

available online and pick a Thursday or Friday. Rachel said a pop-up tent and tables can be placed outside

- c) Pub Night – Greg talked to the GM at Big Ridge. They are allowing fundraisers to come in and they do a percentage back to the school from the menu sales. Tickets are \$10 and you get a beer and get a portion back. Maybe add a 50/50 but don't want to overcomplicate it. Greg will see if we can get a Friday night. Thursday May 21<sup>st</sup> is before a ProD day. He will also look at Fri May 8<sup>th</sup>. Kids can be in the pub side prior to 8 pm.

## 10) OPEN FORUM

- a) Kirsty received an email from Big splash and they have an early bird rate of \$19. Rachel feels it is quite pricey and would need buses as it would be tough to get enough parents out. Rachel suggested a Saturday Sullivan day and see if we could get a discounted rate. Rachel suggested a schoolwide event that is local and easier for families, like a picnic day at Sullivan Park. Rachel will bring it up with the teachers and bring it to the next meeting.
- b) Book fair – Stacey spoke with the librarian. Wed the 19<sup>th</sup> to Monday the 24<sup>th</sup>. Stacey will put up a volunteer form for her. There will be no evening. She is going to send home the flyer with the younger kids and they can send in their exact change and choices they can purchase. She will be open at lunch an after school. Set up should be on Wednesday morning and she will need help cleaning up on Monday. Library monitors are ready to help
- c) Sarb mentioned we should look at the Constitution and Bylaws to see if there are any revisions prior to end of the year. It is online and everyone should have a quick look at it.

## 11) ADJOURNMENT 8:36 pm

Next meeting: **April 1, 2020 at 6:30 in the Library**