

MINUTES

Sullivan Elementary PAC

Date | time **Wednesday April 22, 2020 | 4:30 pm**

Meeting type: **Executive 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	Absent
Director at Large	Breanne Sutton	Present
Director at Large	Stacey Blondheim	Present

OTHERS IN ATTENDANCE: Ms Der

1) CALL TO ORDER 4:39 PM

2) AGM

- a) Greg reached out to DPAC for help with what the protocol for hosting an AGM during a Pandemic is and they said it depends on our bylaws. As per our bylaws we have to hold an AGM in person by secret ballot.
- b) We have to give 30 days notice and if we do it in June we can hope to be back to school by then. Thursday June 4th at 6:30 will be the AGM.
- c) In a style similar to school supply pickup in the parking lot could be good or if its raining we could do outside the library. People can come in the front door and out the back door.
- d) We would need to have 3 exec and 3 general members to stay and count the ballots and need to have a vote if the ballots should be destroyed or not.
- e) Nominations would have to be accepted before voting starts and nominations can come in up until the start of voting. Question if we could amend the bylaws to allow online voting for the AGM but still need an in-person general meeting. Decided it would be easiest to hold the meeting in the parking lot so people can keep their distance and ballots be cast.
- f) Greg will bring a Girl Guide cookie box or Elaine has the craft fair ticket tote.

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- g) We can go into the office to make copies of ballots.
 - h) Nomination forms need to be out as soon as possible.
 - i) Elaine will dig out the position descriptions that Breanne did last year to post for this year. Current executive will get back to Greg if they want to run for their positions again.
3. Greg hoping to get more members to vote on his survey to get more feedback before some decisions can be made and presented at the next general meeting. Rachel will put the survey in the shape of the week.
4. SCHOLARSHIP - Susan Rodgerson at Sullivan Heights requesting scholarship again this year. We had put aside \$500 in the budget. Our fundraising is very limited now so question if we still want to provide those funds. Thought that the students in grade 12 now were people that were in our school and provided fundraising dollars and would still be nice to fund our grads. We do have extra funds coming back for unused field trips and teacher funds when the school accounts are closed.
- a. Vote: do we want to do the scholarship? : In Favour: 8, Opposed: 0
 - b. Vote to keep the amount at \$500: In Favour: 5, Opposed: 3. Cindy will get a cheque ready for them
5. SPIRIT NIGHT
- a. May 29th won't be feasible so do we postpone it or cancel it? If we do it in September, a committee would have to work over the summer and September is always very busy for everyone. It would start to overlap with Craft Fair if it is done later in the Fall. Consensus to cancel Spirit night this year and look at resuming next Spring. Rachel will add the announcement to cancel Spirit night in the shape of the week and Kirsty will draft something for the Facebook page.
6. YEARBOOK
- a. Kirsty has requested to use school cash online as she felt more people use it as opposed to the PAC site. It would go into the school account and a report would be printed. There are no fees charged on the school cash online and Rachel can cut us a cheque for the amount after. Kirsty will provide Rosie start dates and closing dates and Rachel will add to the shape of the week. Pickup will be TBD. Possibly they can go into envelopes with report cards if they aren't too heavy. Kirsty needs pictures, even learning-from-home pics. Kirsty will start gathering information from the grade 7s for their pages.
7. REPORTS
- a. Principal's Report

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- i. Rachel is expecting a baby in August and will be going on maternity leave next year. We will know Mid-May who will be her replacement, likely it will be someone new.
 - ii. Classes haven't been packed up yet as we are waiting for direction from the District. Anyone that has to come in for medical supplies etc that was left at school can make arrangements to pick up.
 - iii. Grade 7s. Mr Mullen is waiting to see before making any final plans. Maybe there could be a celebration in the summer or start of September. Camp likely will no longer happen but an official announcement will need to happen by the end of April. Grade 7s will have to decide what to do with their fundraising money in the event that camp is cancelled.
 - b. Treasurer's Report – Cindy hasn't done any deposits so reports are the same. She has hot lunch funds of \$558.45 and she has outstanding cheques from Brianna and from Whitespot since the last time she went into the bank. Ending total for hot lunch will be \$1221.14.
 - c. \$552 for popcorn sitting in Cindy's safe. Grand total for popcorn \$1067.47
 - d. \$445 cheque for Artstart outstanding with the District
 - e. Heidi has an outstanding cheque for hot chocolate of \$92 as well.
 - f. Cindy will contact Rosie to see if any statements have been delivered to the school to update her records.
 - g. Brianna has some outstanding funds to collect for hotlunches. Cindy will send an email to make sure everything is cleared up before the end of the year and to send over reports for all the people that have ordered hotlunch separately from the site. Briana can send a cheque to the school for outstanding funds. We have to ensure property cash handling procedures are followed going forward.
8. OPEN FORUM – Playground, where is it at currently? Initial quote from one company was \$170,000. A meeting was held with them to look at ways to lower or stagger the addition and it was still approximately \$150,000. With old trees and root system and size of the space it will be challenging. The district has committed \$10,000 grant for us. Companies have been asked to come up with drawings so we can do up posters and graphics. Concerns that companies could be lowering their community fundraising.
9. ADJOURNMENT 6:03 pm

Next meeting:

TBD
