

Sangster PAC meeting minutes
Tuesday, January 9, 2024

Present:

- Nargis Kiewiet, *President*
- Sarah Fitton, *Past President*
- Meagan Bagnall, *Secretary*
- Jessica Alva, *Hot lunch coordinator (on site)*
- Carla Charles, *Media Relations*
- Bonnie Barazzuol, *Fundraising*
- Sarah Baidoo, *Member at Large*
- Jessica Dovanne, *Member at Large*
- Justine Howley, *Member at Large*
- Monty Raisinghani, *Parent*
- Sivia Costa, *Parent*
- Camille McFarlane, *Principal*
- Georgette Walker, *Vice Principal*

Absent:

- Kara Beach, *Vice President*
- Jessica Vanderkuip, *Fundraising*
- Jessica Alva, *Hot lunch coordinator (on site)*
- Allison Hyatt, *SPEAC*
- Dana Dawson, *Treasurer*
- Josh Picardal, *Emergency Preparedness*
- Tonya Crowther, *Hot lunch coordinator (offsite)*
- Alanna Goodman, *Member at Large*

Territorial acknowledgment by Camille

Meeting called to order at 7:03pm

Approval of January's agenda

Approval of December's minutes

Principal's Report:

- Thank you to the parent community, PAC, and Sangster staff, for supporting such a successful winter concert on December 21st
- Thank you to parent volunteers who came on December 22nd to prepare and serve popcorn for the movie afternoon
- Follow up from last month's conversation on designated eating time at lunch
 - From Camille and Georgie's recent observations, students in all classrooms are eating until at least 1pm
 - Camille will follow up about this topic at this month's staff meeting (next week)
 - Request from Camille for parents to connect with their child's teacher and herself if there are continued concerns surrounding designated eating time at school

- Basketball is starting this week; mostly grade 5s, some grade 4s
- Black Excellence Day is January 15, 2024; Black history and cultural celebration programming taking place with all classes
 - Library time is a focal point for increasing diversity programming for all classes
- Literacy & Numeracy week is coming up January 29 to February 2
 - Author visit(s) being organized
- Hack-A-Thon happening this month with grade 5s at Dunsmuir

Treasurer's Report

General Account Balance: \$33 191.00

Gaming Account Balance: \$3447.00

***These totals do not include the following from the Holiday Concert (from Jess V.):

Best seats in the house draw: \$250,

50/50 draw: \$475 combined.

All reporting for these is completed already (the GERR)

Concession: \$191.11

- Sarah F. confirmed that annual report from 2022/2023 was submitted at end of last school year
 - Suggestion to review by-law/positions to help redistribute role(s)
 - Typically this job, along with all gaming license applications fall under the Treasurer's responsibility, however it has not been done this way for the last few years
 - The Treasurer's role is such a large one; it could be beneficial to delegate the gaming/reporting tasks to another executive position(s)
 - Bank appointment update: have been unable to get in touch with Coast Capital to make the appropriate arrangements; decision to keep things as they are for the remainder of this school year, and revisit next year with new executive members

Fundraising report:

From Jess V. via email; highlighted items are further notes from this evenings meeting:

Purdys Spring - Fundraiser is active online now, Catalogues expected Mid to Late Jan. Orders due by March 4th, Pick up date March 17th

Family Dance - Pre-Registration is live on HotLunches.net, Current as of 4:30 PM PT Jan 9th 2024 we have 118 persons pre-registered for this event. I set a cap of 225 patrons at this event, this can be increased/decreased if we need it to be based on the following notes:

- **Camille approved increasing the cap to 300 patrons**
 - I believe we have arrangements for a tented outdoor seating area which will allow more freedom of movement in the gym as there will be no tables or seating in the gym at all.
- **Monty confirmed tent(s) donated/borrowed from Gablecraft; delivery/setup donated by Titanium Tents; Monty will confirm dates with Gablecraft contact**

- Gym concession will not be used for anything but storage, this will ensure there is no huge line in the gym of people waiting for snacks and will prevent the bottle neck of people in the gym hallway area.

- Dance concession will be at the end of the school hallway outside of the gym. Which will allow volunteers more workspace and provide a speedier experience. As well we can have multiple "cashiers"

- What type of concession do we want?

Option A) Snack only concession, Soda, Juice, Water, Chips and Candy. Estimated Spend \$350 Estimated volunteers 3-4

- Vote for snack only concession
- Concession to be run by Grade 5s and their parents for year-end trip fundraising efforts
- PAC to source and purchase all snacks and drinks
- Additional volunteers will be needed for entrance table/donations

Free Family Game Night

- Pre-registration is Live on HotLunches.net, Max occupancy set at 120, Currently 49 patrons have signed up to attend.
- Snack Concession Only - anything left over from the dance will be utilized at this event. However a small top up *MAY* be needed
- Chips Candy Soda Juice Water - Max Spend \$125, likely not needed if we have random left over snack items from the dance like we did last year. However we should vote to approve a small budget for this just in case
- Arrange with Mcdonalds locally for Coffee, Tea, Hot Chocolate donation as was offered by parent at the concert. Estimated volunteers 3-4

Silent Auction

- Letter will be drafted this week
- Will need assistance soliciting items like we did last year via email. Whomever wants to help with that please let me know. It's quite easy.
- Items will not be added to the auction unless we have the item physically present in hand.
- Auction will happen in March, to be completed by April.

This typically is a larger fundraiser about \$3000. I'm hoping moving it away from the Spring Fair by a few months, and starting to ask for donations now at what is traditionally the beginning of most businesses fiscal year we will be able to increase the funds raised here. I've set an ambitious goal of \$5000

- Vote to skip the Silent Auction this year.

*Optional Digital/Online 50/50 at this time also if the PAC wants to do that at the same time as the Silent Auction. It will require a more expensive gaming lic. then our typical smaller ones, which is not currently in the budget. and there is a longer application window for those (10 weeks)

- Vote to approve Online 50/50 draw, in place of Silent Auction.
 - Goal to meet/surpass funds raised in previous years by Silent Auction
 - We need someone to take ownership of this campaign; Sarah B. expressed interest in teaming up with someone else to organize

Spring Fair - The Legion would like to confirm the date for the Spring Fair and I am unable to find it in any of the records from the previous meeting that say the exact date, I can not recall if we have confirmed a date in May as of yet so if we could confirm the date and vote on it or if someone can loop back to me with that date It would be appreciated. Once i have that date I will email the Spring Fair package for PAC to review.

- Confirmed May 30, 2024
- Meagan to email PAC executive members to get ball rolling to for Spring Fair Committee

Hot Lunch

- Hot Lunch Website - All Hot Lunch Dates are live for orders From January through to March, including Cookie Days

Media Relations

- Carla is currently working on February's calendar of events; will send draft out in the next week or two for review

Round Table

- Discussion around changing AGM to April (rather than May)
 - This would allow for more time for handover/training of new PAC executive members
 - PAC must follow constitution in order to change by-law
 - Camille sent copy of constitution via email for our review
- Suggestion for each current executive member to draft a document outlining their role and responsibilities
- Sarah F. to contact GFL bottle depot re: existing Sangster account
 - Will also reach out to Dot regarding organizing dates for next year/get contact info to arrange next year

Meeting adjourned at 8:35pm

Next Meeting is Tuesday, February 13 2024 at 7:00pm