

## Capitol Hill PAC Planning Meeting

École Capitol Hill Elementary School, 350 Holdom Ave, Burnaby, BC

**September 14 2016**

*In attendance: Ariel Pavic, Kaori Delola, Glen Kent, Calvin Taplay, Adam Ballantyne, Crystal Robertson, Niamh Pollak, Valentina Farley, Tania Ballantyne*

Meeting started at 7:04pm (Please note that this meeting was informal and had no agenda. The following are notes based on observation and do not present any particular order or level of priority. Also the actions in many cases are recommendations to those members in attendance at October PAC general meeting.)

- 01) Back to school event debriefing – There are left over funds that could be used for tree planting ceremony. *Action: add this item to the October agenda.*
- 02) Family photo event: In previous year the price for sitting was \$20 which resulted in an 8x10 photo and option to purchase additional photographs from the sitting. This year the contractor has raised this price to \$25 to get 8x10 photo plus the option to purchase additional photographic packages from the sitting. The sittings will take place on September 21 and 27<sup>th</sup>. *Action: solicit feedback from parents on their views on increase. Action: look into obtaining alternative quotes for next year.*
- 03) Magazine sales – revenue is declining on this effort comparing annual results. *Action: recommend to PAC general meeting that this fundraiser be removed for this year and substituted with other potential fundraisers.*
- 04) Poinsettia sales – This has been a source of fundraising in past years. *Action: recommend to PAC general meeting that this fundraiser be added to this year's fundraising activities.*
- 05) Christmas bake sale – this has been a source of fundraising in past years. *Action: recommend to PAC general meeting that this fundraiser be added to this year's fundraising activities.*
- 06) Movie Night – This may be a good way to build community and as a potential fundraiser. *Action: Add to PAC general meeting agenda for discussion purposes.*
- 07) Donation Letter: This should be issued before year end to ensure that funds received by the school can be recognized by donors who may be interested in receiving a charitable tax receipt for the gift. *Action: Ask Principal what resources teachers are looking for to support which may serve as the basis for a donation letter.*
- 08) Fundraising Committee: To ensure that general PAC meetings are run as efficiently as possible, the members suggested that fundraising and other

subcommittees be struck that would report back at PAC general meetings. One idea floated was to raise funds for a water fountain to filter and fill water bottles. *Action: Add to agenda for PAC general meeting.*

- 09) Class or Grade Parent Reps: To help out with PAC organization and communications it was suggested that we see if it is possible to organize a parent rep for each grade in the school. *Action: add item to PAC general meeting.*
  - 10) Pizza Fundraiser: Glen presented a pizza fundraiser from Dominos that may build off of previous pizza fundraisers and increase participation. *Actions: See which Domino's franchises honour the pizza fundraiser certificates. Present informaton at PAC general meeting to see if we can get a minimum of three parents to participate in organizing this initiative.*
  - 11) Health and Safety Committee: *Action: see if it is possible to get a professional to come in to do lice screening this year.*
  - 12) Hip Hop Dance Lessons: *Action: add to PAC general meeting agenda to recommend paying half of dance costs.*
  - 13) Executive elections: We currently only have one executive position filled - the PAC Treasurer. The DPAC reps are also filled positions but are not executive positions according to our existing bylaws. *Action: prepare announcement about elections to be distributed one month prior to the PAC general meeting. Place elections on the agenda for the October general meeting.*
- As there was no further business, this planning meeting was adjourned at 7:30pm. The first PAC general meeting will be held, Wednesday, October 12<sup>th</sup> at 6:30pm in the Capitol Hill Elementary School Library.