

## Brentwood Elementary PAC

Meeting Minutes  
October 25<sup>th</sup> 2016

### Opening

The meeting of the Brentwood Elementary PAC was called to order at 7pm on October 25<sup>th</sup> 2016 in the Brentwood Elementary School Multi Purpose Room (MPR) by Michelle Martin.

### Present

Michelle Martin – PAC President  
Kelly Hoffman – COPACS Rep  
Amanda Beck – Recording Secretary  
Julie Ethier – Correspondence Secretary  
Pam Carvalho  
Meada Harrington  
Beverley Devries  
Nicole Robinson  
Karren Rodden

Emma Shearing  
Eva Jaycox

**School/Administration Staff**  
Shelley Hardcastle – Principal

**Apologies**  
Shannon Rennie – Treasurer

### Approval of Agenda

**Motion** to approve meeting agenda (ES, KH): **PASSED**

### Approval of Minutes of last meeting

**Motion** to approve September minutes (ES, KH): **PASSED**

### School Administration report

Shelley presented the School administration report – copy attached.

SH offered to hold an info evening to explain multi-age/split classes and also the new curriculum changes this year. SH offered to hold it before the next PAC meeting at 6:30pm. **Action:** SH to give talk at November meeting at 6:30pm.

## Treasurers report

SR unable to attend.

The bank account balances are as follows:

General: \$14,949.00 (about \$1500 in Paypal account from fun lunch still to be transferred. balance will be \$16,450).

Gaming: \$21,870.00 (the field trip cheque will be coming out and is \$ 3,443.00. So will be \$18,427).

Popcorn deposit was over \$1500, and Coupon Books was over \$4000!! Fun lunch also generated huge sales!!

MH asked if the gaming fund could be used for a nature garden or playground. SH explained the process of getting a plan approved by the school board. MH also asked about possibly using the surplus from the \$30k donation earlier this year. **Action:** MH to discuss with SH re policies/procedures. Also, MH to arrange a brainstorming meeting for ideas and possibly to approach companies for ideas on cost.

## COPACS report

KH presented the COPACS report – copy attached.

There was a discussion around the forgotten lunch program and the possibility of a breakfast club. Needs a champion to run so is unable to move forwards without this.

## Correspondence Secretary's report

No report.

## Fundraising report

Popcorn order payment is now online.

Poinsettia orders will be up and running next week – payment available via PayPal. Paperwork will be distributed to students on Wednesday 2<sup>nd</sup>.

MH offered to make posters in advance of events and post around school.

Fun lunch went very well this month – Reflex Math donations totaled \$190.

Coupon books also went extremely well with over \$2000 in funds to the PAC.

Parent Social ticket sales slow so far but event is not until February so still plenty of time for ticket sales. Need to sell 100 tickets to run the event.

## Volunteer/Class Rep report

MM thanked all the new parents and volunteers that have stepped up this year.

## PAC Events/Discussion

BD discussed Active & Safe Routes Intro and has offered to be the contact for the program.

MH asked about the Movie Night licence? Cost is \$400 for unlimited movies for 1 year. MM advised to remember to book the gym. **Action:** MH to contact the school board for available dates and to arrange the movie licence. Idea is to offset costs with concessions sales (popcorn etc.).

MH also asked about Spring Fling. Might be too late for next year but she will investigate. **Action:** MH to talk to JE/KH.

MH asked about the possibility of running a Christmas Tree event like the Empress do. SH suggested that there is too much already going in December.

Christmas Hampers will happen again in December. Donations will be asked for in December. **Action:** KH will be the main coordinator with MH and NR as helpers.

Parent Green Team member. Fiona Mosher would like more parents to help e.g. with recycling at events. Any parents interested to contact Fiona.

PC offered to arrange a Paint Night. Deposit is \$100 – minimum is 35 tickets and \$15 of each ticket goes to the PAC. Brentwood Empourium was suggested as a venue.

**Action:** PC to move forwards and discuss with MH re dates. Paint Night company need 8 weeks notice to organise.

## Adjournment

Meeting was adjourned at 8:40pm by Michelle Martin. The next general meeting will be at 7pm on November 22<sup>nd</sup>, 2016, in the Multi Purpose Room (MPR).

Minutes submitted by: Amanda Beck

Approved by: Michelle Martin