

## Brentwood Elementary PAC

Meeting Minutes  
November 26, 2019

### Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:05 pm on November 26, 2019 by Bonnie Doyle. Welcome to everyone.

The Brentwood PAC would like to begin by acknowledging that we are fortunate to be having our meetings on the traditional territory of the WSANEC peoples. We are grateful to have the opportunity to meet, live, work and learn in this territory.

### Present

Bonnie Doyle – President  
Michelle Cooper – Treasurer  
Niki McIlveen- COPAC Rep  
Pam Carvalho– Vice President  
Caitlyn Addlestone- Member At Large  
Heather Wood – Member At Large

### Approval of Agenda

Motion to approve agenda – Caitlyn Addlestone  
2<sup>nd</sup> – Niki McIlveen

**PASSED**

### Approval of Last Meeting Minutes

Motion to approve minutes – Caitlyn Addlestone  
2<sup>nd</sup> – Niki McIlveen

**PASSED**

### School Administration Report

Sara/Helena

- a) Reporting Timelines – Report cards will be distributed the first week of December.
- b) Early Dismissal Days – December 4<sup>th</sup> and 5<sup>th</sup>
- c) Cram the Cruiser will take place on December 16<sup>th</sup>
- d) Indigenous Coffee Club will run on December 11<sup>th</sup> from 2:00 – 3:00 pm
- e) Christmas Hampers – The school will request a twoonie donation from Brentwood School families towards Christmas hampers. Students will receive a star which will be posted on the PAC bulletin board.
- f) PJ Day – December 20<sup>th</sup>

- g) Winter Concert Update – The Winter Concert will be deferred to January 23<sup>rd</sup> with an afternoon and evening performance.

### COPAC Report

Niki – No report this month

### Indigenous Representative Report

Sara – No report this month

### Treasurer Report

Michelle

- a) General Account Update: Michelle reviewed and discussed overall general account information and balance and provided updated income statement. The general account has a current balance of \$18,125.51 and the gaming account has a current balance of \$9468.18.
- b) Michelle applied for a PST rebate through the Provincial Government, however, there were some issues with the application, specifically with the PAC title which needs to be investigated. Michelle will follow-up.
- c) Michelle presented the group with details regarding Gaming Grant Licenses. She will follow-up with some specific questions pertaining to the Community Social and Spring Fair. The license application is only \$25, however, all items up for raffle have to be included in the application.
- d) We received the fundraising income from Monk's (school supplies). The amount raised was \$1256.73.
- e) Fun Lunch profits are sitting at \$1307.66 as of November, however, expenses haven't been paid yet. Popcorn profits are \$1863.97. No expenses as of yet.
- f) A food truck donation from the Spring Fair (last year) was received totaling \$100.
- g) All expenses have been submitted for the Halloween Dance for Reflex Math (\$491.12). \$1047.43 was raised.
- h) The PAC has paid out the following expenses to date:
  - a. \$200.00 Classroom Allocations
  - b. \$3960.00 Field Trip Fund (Gaming)
  - c. \$1044.60 Play Equipment
  - d. \$1857.92 Eagles T-shirts
  - e. \$1848.00 Pinnies
- i) The Forgotten Lunch program has paid out \$296.00. \$4 has been donated towards it to date. An additional menu item will be added to Fun Lunch for donations.

### Topics for Discussion/Updates

- a) Poinsettia Update (Niki) – Sale ends November 28<sup>th</sup>. Volunteers are required for pick-up.
- b) Spirit Wear Update (Julie) – The PAC is unable to make the December deadline for purchases with the recent strike but everything is ready to go. Spirit wear will be available for purchase after Spring Break.

- c) Christmas Hamper Fundraiser – The school will take the lead on collecting donations and purchasing hampers. The PAC will update the bulletin board to accommodate the stars.
- d) Winter Cut-Outs/Decorations for Concert – The PAC agreed on snowflake cut-outs for the concert. They will be sent home with the students to decorate.
- e) Community Social Planning – The social event will be occurring at Brewskys Taphouse on February 8<sup>th</sup>. The tickets will be sold through Hot Lunches and the PAC agreed to use the auction website again this year to start the bidding process prior to the event.

## New Business

None

Meeting was adjourned at 8:05 pm by Bonnie Doyle. The next meeting will be at 7:00pm on January 28, 2020 in the Multi-Purpose Room (MPR).

Minutes submitted by: Michelle Cooper

Approved by: