

Highlands Parent Advisory Committee

DRAFT Executive Meeting Minutes

August 24, 2015

Executive Present: Moira Cregan, Ed Desaulniers, Tracy Stirling, Amber Zhao, Verna O'Neill, Tracey Lebedovich, Marnie Giblin, Carmen Kaufmann

Executive Regrets: Jason Krupa

Next HPAC Meeting: Tuesday, Sept 15th, 7:00pm (6:30pm), Highlands Elementary

Next Exec Meeting: Tuesday, Sept 22nd, 1:00pm, **School Library?**

Exec Budget Planning Meeting: TBD– Once Ed receives the teacher/admin wish list

1. Dates for Exec meetings and PAC Meetings

- Regular HPAC meetings will be on the 1st Tuesday of every month from 7-8pm in the library. HPAC Exec will meet early at 6:30pm in the staff room
- HPAC Exec meetings will be held the 3rd Tuesday of every month at 1pm **in the library?**
- Need to set initial budget planning meeting once Ed receives admin/teacher budget wishlist – Ed will let us know
- Special first PAC meeting, Tues Sept 15th
- Budget/event proposals are due Monday Sept 21st

2. Calendar of Events

- Welcome Back Pizza/Cake Walk/Halloween Costume Sale

Fri Sept 25th – Carmen to follow up with the leads Deb Chang & Aimee Beauchamp (all HPAC members on deck night of if free)

- Need to set the time – possibly 6-8pm?
- Carmen will look into the details (order forms spreadsheet etc)
- Usually way too many cupcakes
- Moira – to organize Halloween costume sales – sell \$5 per costume
- Sell them in the front hallway (collect costumes in the hallway the week before)
- Tracey – to ask Maureen if she has rolling clothing racks
- Candy donation bin and donate leftover costume to a have-not school – Moira to find out if we are allowed to donate candy
- Marnie G – to find out about Save On wheel to use for cupcakes

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- New Parent Tea and Orientation
 - Hosted by Co-Chairs & Verna - Sept 16th in music room – Time TBD (All HPAC members on deck)
 - Add volunteer sheet for snacks
 - Not sure of new parent numbers yet
 - Need to find out Meet the Teacher time – start 45 mins before Meet the Teacher – Moira/Ed to confirm time
 - Moira/Ed to work with Verna on presentation
 - Promote everything the PAC does and fundraises for
 - Promote volunteering and coming to HPAC meetings

- MJM Family Photos
 - Deb Chang to lead – Carmen will book dates with HT
 - Carmen talked to different companies, HT came back and seemed promising
 - \$25 sitting fee kept by HPAC – 15 mins sitting fee and includes 8x10 and 8 poses to choose from
 - HPAC Exec agrees to try HT this year
 - Last time - 3 nights – 5 to 8pm in the music room
 - Possibly Week of Oct 19th
 - Carmen to confirm with Deb

- Terry Fox Run
 - Set for Sept 30th (Blair emailed Verna)
 - HPAC provides cut up oranges at the end
 - Some parent from Save On Foods donated oranges – Marnie G to ask Save On Foods for donation again

- Gingerbread Event/Poinsettia Sale – Angie/Brandy/Dana
 - Waiting on Ed to find out the date of the Christmas Concert
 - Carmen to let Brandy/Dana/Angie know that the houses didn't work well, so we recommend going back to cookies.
 - Moira – mentions cookies are available to buy from Michaels
 - Previous cookies may have come from Save on Foods
 - TS/Verna – Possibly look into a local baker from Delanys or a parents from Highlands that wants to bake gingerbread men for the school?

- Morning Call Backs – Lindsay Lal – Verna to follow up with her about a sign up sheet – she needs volunteers

- Movie Night – Marnie G – Jan/Feb possible date

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- Spring Plant Sale – Brandy – Possibly during EcoFest on April 19th or 20th
- Card Project – Meghan Menning – Ed to contact Meghan to confirm when she's doing this and help plan with the teachers
- Mabels Labels - Verna – to ask Meghan about Mabels Labels link on the website.
- Eco Fest – Kirstie as temporary lead for now. Elsie said she would help – a few days before Earth Day on Apr 19th or 20th
- Spring Fair – Sat May 7th – still needs lead
 - Nikki Brown will be part of the committee but does not want to lead it
 - All HPAC members on deck
 - Should we do a bbq or water day or fun day instead?
 - Kids love the entrepreneur fair
 - What other things could we do or how else can we simplify – its way too much work as it stands now
 - HPAC members to think of other possibly community-based fundraising ideas to try instead of the Spring Fair
 - Last year it brought in \$4,000
- Book Fairs – Christina needs a partner
 - Amber was saying kids were crying and fighting with their parents and the pressure to buy things
 - Should refocus back to books and reading and earning money for the library
 - Does the library really need this and is it valuable?
 - Leave it up to Christina about maybe having one per year
 - Marnie/Verna – to talk to Christina about limiting toys and maybe doing one?
 - Marnie to ask Ms. McGee librarian her opinion
- Talent Show
 - Amanda Clark has reserved Wed Feb 24th (request from Todd that the rehearsal is on an early dismissal day)
 - HPAC owes her \$100 owes for deposit
 - Can this become a fundraiser by adding on a higher ticket price?
 - Is there something else that can be done at the event for?
 - Tracey to talk to Amanda about the \$100 and possibly raising ticket prices and doing additional fundraising in the lobby

- Teacher Appreciation Lunch – Laura Clarke - Requested date was June 15th
- Emergency PAC container - \$500-\$2000 budget – Marnie G & Julie W. Marnie to confirm if the \$2000 per year ask could be lowered
- ePACT – Tracy S to confirm with Eric that he sent payment to ePACT for this coming year (Moirra had emailed Eric the invoice)
- Fruit & Veggie plan – Elsie will lead this, but she needs helpers – add sign up sheet. Veggies come once every couple months. Moira – to talk with Elsie

3. Budget/Financials Update

Exec needs to set up a working budget meeting once Ed has wishlist from teachers/admin.

- Budget update from Tracy S:
 - Tracy met with Eric about what money is there now
 - Tracy reviewed last year's budget powerpoint presentation
 - 41k currently in contingency funds + 14k in checking account - \$55k total now in the bank.
 - HPAC always has too much money left in the bank.
 - HPAC budgeting has been quite conservative
 - Consensus that more money should be spent so people benefit from the fundraising.
 - TS – will find out a good average amount to keep in contingency funding account
 - Marnie – Do we need to request the full amount of the \$63,000 from the budget or can we just ask for what we'd like the HPAC to pay for?

4. Parent Social/Targeted Natural Playground Fundraising – Carmen, Marnie, Tracey

- Friday, Nov 6th Seymour Golf Club – HPAC held a parent social there in 2012 that was very successful. Free overnight parking, balcony, fireplace, dance floor and space for a lot of people
- Carmen to share menu options and budget from last year
- Tracey requested that the parent social be a targeted fundraiser for the natural playground

- Funds donated from parent social and other playground-specific donors (and grants) need to be kept track of carefully (this could be done with bookkeeping versus needing a separate account)
- Tracey to draft a policy for natural playground donations/recognition like Lynn Valley's (vote on for Oct 6th?)
- Review School District/Tax policies for donation limitations and issuing tax receipts
- Moira – mentioned the Vancouver Rowing Club as an alternative venue (parking might be tough)
- Verna – has done fundraiser like this before so she is able to help
- Ed – make sure that we are getting tax receipts for donors
- Need to set a minimum limit for issuing tax receipts – Tracy S suggested \$100 minimum, Ed suggested maybe less to encourage more donors
- Grants Update - Marnie G – has submitted natural playground grants worth \$6200 so far with another one for \$3500 coming up. Marnie G is going to be submitting up to \$18,000 worth of grants.
- Ed – Gaming grant should be bigger next year, based on a higher spending percentage.

5. Communications/Website/Directory Update - Verna

- Marnie G – needs to meet with Verna about classroom communications
- Verna will be updating the website before September
- Verna to prepare new parent welcome package
- Pricing for Wild Apricot is going up, but we are being grandfathered in

6. First Day Coffee/Tea (all HPAC members should attend)

- TS will get coffee/tea donated from Delany's for 80 people
- 8:35am start time (start table set up at 8:15am)
- Tracey L will make a welcome back sign and will print out all the volunteer sheets and post up on the Volunteer Boards by 8:15am
- Tracey to bring name tags for HPAC
- HPAC to provide tea bags, milk

7. Safety/Walking School Bus Update

- Amber spoke with Erin and Erin suggested they might start small with a “test” walking school bus to see how it may work

8. Recycling Volunteer – Ed spoke with Todd and said that this should not be something run by HPAC but by the school instead.

9. **W.O.W. Program** – Brandy will lead this

10. **Hot Lunch Program** - Meredith K and Cathy Groot will lead this again

11. **School Wear**

- Marnie G said last year it was a ton of work for very little profit and suggested we do this once every 2 years.
- Marnie suggested two sizes of hats, but hats may become an issue at school.
- Tracy S was interested in helping with school wear this year
- Ed to look into website that will do most of the ordering/shipping work for us so we don't have to have an inventory and school wear could be sold year round.

12. **Misc** - Moira – mentioned using the creative lab school supply paks as a fundraiser item – she will look into it more.