**Attendees:** Nick Chui (Principal), Sharon Vieira (Vice-Principal), Fatima Elamiri (Chair), Flavia Corbella (Treasurer), Tanya Swenor, Sarah Rosen, Keiko Oyama, Shelley Gimbel, Shadi Emami Pour, Kiho Equizabal, Tara Chapple, Cassie Rodriguez, Melanie Worobec (Recorder).

| Agenda Item | Discussion | Action Items |
| --- | --- | --- |
| 1. Welcome & Introductions | * Minutes of October meeting were approved * Sarah to update and send direct appeal letter – complete * Sarah to prepare the donation request letters from Corporations for Main and Annex – complete * Cassie to f/u re: potential Pub Night Fundraiser – Pub is interested (not a Friday or Saturday night) – schedule for the Spring * PAC to look into organizing a book fair for Main School – scheduled February 25-28 (request for volunteers sent out to parents via email) |  |
| 2. Main School Report | * Clothing drive – discussion if we want to do this initiative again. Fatima to investigate options for organizations that will pick up donations * Nic to remind staff/students not to throw food and scraps into the recycling containers * Reminder to display words for National Anthem during assembly * Discussion about talking to teacher about library process with classes if parents have questions * Pizza lunch for Division 12 – to be scheduled (winners of recycling challenge) * Next recycling challenge will be for Jan-June period * Upcoming Fundraising Dates:   + January 31 – hot dog day   + Feb 5 – bake sale   + Feb 27 – Canuck Place Cookie Sale   + Feb 28 – hot dog day   + Feb. 28 – Hot Dog   + March 13 – Hot Dog   + April 24 – Hot Dog   + May 8 – Bake Sale   + May 22 – Sports Day – to be confirmed   + June 4 – Hot dog day | Nick to f/u re: PAC allowed to identify company donation – in progress  Move Night - Nick to confirm gym reservation etc. for possible Movie Night – in progress |
| 3. Annex School Report | * Pizza going well * New fundraising event being planned – Champlain Heights musical bingo (hosted in gym with adults and kids) along with a Silent Auction and Door Prizes – will be scheduled after Spring Break tentatively Saturday, May 2nd * T-shirts – plan to have t-shirts ready for sale at the musical bingo; looking into pricing packages etc. * Last Saturday recycling drive was quite successful (despite snow) * Purdy’s successful $1117.44 * Flower basket/seedling fundraiser planned * Teachers/PAC need to look at budget/spend plan for funds |  |
| 4. Main School Principle’s Report | * Happy New Year – Lunar New year celebration with signs and candies today * Last assembly recognized Business Fair and asked the 2 charitable organizations ($606 raised) to come and receive their donations (Covenant House and International Organization that helps set up schools in Kenya) * Basketball underway (Grades 6 & 7) * Thank you to PAC for hard work with fundraising, such as Purdy’s * Report cards will come home January 31st * February assembly – pink shirt day and recognize Black History Month |  |
| 5. Annex Vice Principle’s Report | * Monday, January 27 Lion Dance and gym sense starting * Book Fair was a success ($812 raised) * Participating in district wide literacy initiative – focus on writing this year * Community Teams program starts Thursday January 30 * Winter Market held – Children brought in items and then could ‘shop’ for items and raised $380.00 which they donated to United Way * New Program Feb 3rd – Birds of Prey |  |
| 6. Treasurer’s Report | * Review of Main and Financial statements |  |
| 7. Next Meeting | * Next meeting will be February 5th, 2020 at Main School |  |

*These minutes are in draft form and will be adopted at the next PAC meeting if members are in agreement*