

Lord Roberts Annex School Parent Advisory Council

Meeting Notes – Wednesday, October 20th, 2021 at 18:30

Meeting Facilitator: David Macdonald

Attendees:

David Macdonald (Chair)	Cheryl D'Sa
Nur Wilson (Treasurer)	Irina Laude
Cathy Ventresca (Fundraising)	John Pang
Mike Ventresca (Fundraising)	Roya Masoudi
Enwei Chu (Comm. Coordinator)	Vicki Thomson
Michael Shui (DPAC Rep)	
Elyssa Derban (Vice Principal)	
Brenda Boylan (Teacher)	

1. Call to Order, Welcome, and Acknowledgment of Territory
 - a 6:30 p.m
2. Additions and Approval of Agenda
 - a (M/S/C)
3. Approval of Minutes from June 16, 2021 meeting
 - a (M/N/M)
4. Business Arising from Last Meeting
 - a PAC Positions
 - i Remove David and Ray from PAC positions and signatories on PAC Bank Accounts
 - ii Cheque Co-Signer is required. Mike V has indicated that he is able to assist. Nur and Mike V to work out details
 - iii Still seeking people to fill the following PAC activities
 - 1 Vice Chair
 - 2 Secretary
 - 3 Co-Treasurer
 - 4 Social Co-ordinator (Sara Jones volunteered last meeting)
5. Reports
 - a Vice Principle (Elyssa Derban)
 - i School Tours have commenced, starting with kindergarten and progressing to grade 1. Positive response from parents
 - ii Terry Fox run held on school grounds on the 23rd September. Students raised \$171 and a further \$310 was donated online by families.

- iii Orange Shirt Day. The Indigenous Education Department gifted each student a button to commemorate the day.
 - iv Picture Day was held last month. With Re-takes available Monday 8th November (Enquiries to front desk)
 - v Earthquake Drill will be held Thursday 21st October. Some Families will also participate in Release Practice.
 - vi Halloween Parade will be on Friday 29th October. Students to wear their costumes.
 - vii Remembrance Day Assembly at school will be Wednesday 10th November.
 - viii Division 5 teacher, Ms Evans will be teaching Monday to Wednesday and Ms Howorth will take up Thursday and Fridays
 - ix Andrea Mullin (Office Administrator) will be on extended leave starting Monday 25th October till Spring of 2022. We welcome Kio to the team, who will be joining us Friday 22nd October.
- b Fundraising (Cathy and Mike)
- i Kickstart Fundraiser 2021/2022 commenced 19th October with an email to families of the school. Our goal of \$5k will go directly to the school that will benefit all students. Our thanks to Brenda for coordinating with the teachers to create a Wish List that is the basis of this fundraiser. Brenda kindly walked us through each item on this list for us to gain a better understating of the details.
 - ii Motion to Approve Funding of the updated “Teacher’s Wishlist 2021/2022” of \$6,500. Approved (DM/MS)
 - iii Pudery’s Chocolate Fundraiser to begin 2nd half of November
 - iv No Plant Sale this school year
- c Budget (Nur)
- i Discussed adding the Young Actors Drama Program funding (\$1890), which was approved at the September meeting, as a line item under “planned spending”, which we will reimburse school upon program delivery.
 - ii Gaming Funds have a 2 year expiry date to expend

6. New Business

- a Chair
- i David will be leaving the Pac as his family are moving to a new location
 - ii Calls were made for nominations to fill the Chair position. Only one candidate was presented. No vote required and Mike Ventresca is the new Chair PAC for Lord Robert Annex
 - iii We thank David for his support as Chair
 - iv Mike Ventresca has resigned his position as Fundraiser Coordinator
- b Pumpkin purchase (Mike & Cathy)
- i In discussion with Brenda, there is a requirement for 14 pumpkins of medium to small in size (2 per class that the children can work on)

- ii If possible, also obtain a similar quantity of small pumpkins suitable for children to take home (but wouldn't say no if more pumpkins were provided)
 - iii Drop pumpkins off at front desk
 - c Hot Lunch (Michael)
 - i Staffing changes
 - 1 Daniela Martins child has relocated to a new school and as a result will no longer be available to continue in this role. We thank Daniela for all the work on this program that she has put into the Lunch Program over the last number of years
 - 2 Michael Shui is now running this program
 - ii Update
 - 1 Looking to provide two Hot Lunches (Wed-Thu) and Pizza (Fri)
 - 2 Two vendors have been identified
 - a C'est Mon Café (Previous Vendor)
 - b Uncle Fatih's Pizza (Previous Vendor)
 - 3 Start a trial with C'est Mon Café sometime within the next month or two
 - 4 Vendors need to complete some documentation. Elyssa will commence with C'est Mon Café and follow through with Uncle Fatih's
 - 5 PAC will work with the school to ensure families requiring assistance will be included in this program
 - 6 Michael to work out details for the ordering and payment process
 - d DPAC (Michael)
 - i DPAC Special Meeting – Treasury 101. Thursday 4th November, 7pm. Pac's are invited to attend for this informative session for an "Overview of The Treasurer's Role"
 - 1 Registration is required. [PAC Treasury 101 Registration - Zoom](#)
 - ii Zoom Account – DPAC Vancouver has available a Zoom Account with which PAC's are able to make use off. Commencing November, this PAC will be us this account
 - iii Zoom details will be sent out in a separate email.

7. Informational Items

- a Communication to parents
 - i School Website:- [Lord Roberts School Annex \(vsb.bc.ca\)](http://vsb.bc.ca)
 - ii Facebook page:- [Lord Roberts Annex Parent Advisory Council](#)
 - iii Parent Board:- Located by the entrance to the gym
 - iv Email address:- lordrobertsannexpac@gmail.com

8. Next Meeting is: November 17th, 2021 at 6:30 p.m

9. Adjourn 7:30pm