

**PHIL AND JENNIE GAGLARDI ACADEMY PAC  
MEETING MINUTES - Approved  
September 15, 2020**

Meeting called to order at 6:37 pm

**OPENED IN PRAYER** by Gennelle Holley

**Attended by:**

Gennelle Holley, President  
Tara Moose, Secretary  
Madelein Smit  
Kelly Hiller, Vice President  
Darcy Loewen  
James Moller  
Gillian McRae  
Giovanna Cochlan  
Bobi Linekar  
Melanie Bean  
Rhea Dollete-Bruce  
Amanda Wannop  
Anna Hall  
Simona MacKinnon  
Shannon Smith  
Bernadette Pitcher  
Jen Tomlinson  
Patricia Dol, Treasurer  
Joy Chan

**PAC AGENDA AND MINUTES**

**MOTION:** *'To adopt the agenda for current meeting'*. Moved by Jen Tomlinson, seconded by Madeleine Smit. All in favor: yes. Motion carried.

**MOTION:** *'To adopt the meeting minutes from June 2020.'* Moved by Jen Tomlinson, seconded by Kelly Hiller. All in favor: yes. Motion carried.

**REPORTS**

**Hot Lunch (Joy Chan)**

- Joy has developed a hot lunch COVID safety plan in order to resume our hot lunch program for the 2020/2021 school year. The plan focuses on hand hygiene, bathroom use by volunteers, etc. According to the new plan, we can only offer prepackaged food which limits us to about 6 vendors.

- Food delivery is also an issue. Only 3 of these vendors deliver. Taco Time, Subway and Seh Mi Sushi need a delivery solution. Perhaps we could create a COVID safety plan for volunteers to pick up and deliver food.
- Gloves are not required by volunteers as we are focusing on hand washing. Any extra food (e.g. for students who are absent) should continue to be delivered to the office and office staff will distribute accordingly.
- For now, the hot lunch schedule will focus on the 3 vendors that can deliver. (Panago, Pita Pit and Quality Foods).
- We could look into Skip the Dishes as a delivery service. Skip the Dishes likely has a COVID safety plan already in place for their deliveries and could act as an approved carrier. Perhaps using an approved carrier would improve perception of PAC making strong effort to ensure safety. KYTE is another delivery service we could look into.
- Hot dog day (with hot dogs prepared by volunteers) will be canceled this year. Maybe Costco would be able to provide hot dogs for hot dog day. Joy will look into this option.

### **Hospitality (Jennifer Tomlinson)**

- The pastor's lunch that is normally scheduled for next month is canceled for this year due to COVID.
- It is unclear exactly how the Christmas concert will look. Gathering as an entire school community will not be possible. Staff is open to ideas on how to present something resembling the Christmas concert. Maybe PAC hospitality could focus on decorations in the school for Christmas (Christmas trees, etc.)
- We need to examine all the hospitality events planned for the year so that we can determine numbers for this year's budget. Jen and Tricia will meet about this.
- All food events will be canceled.
- We can redistribute money normally spent at food events to decorations and to cater appreciation lunches for teachers.

### **Fund Raising Committee (Anna)**

- Anna will be stepping down from her role in the fundraising committee and we are looking for a new volunteer to fill that role.
- Normally the Vessey's bulb fundraiser starts right about now.
- Popcorn sales will be canceled this year.
- Thrifty's smile card fundraising application has already been submitted to Thrifty's.
- We should plan another raffle for this year as other fundraisers have been canceled.
- Perhaps there is a way to offer online sales of raffle tickets to reduce points of contact and increase COVID safety.
- Typically, Rocky Mountain chocolates and Pointsettia sales come up after the Vessey's.
- Anna is willing to organize/oversee the scheduling of the fundraisers but needs volunteers to actually implement the fundraisers. Also, some fundraisers (e.g.

- Thrifty's Smile cards) run over the course of the year and require a volunteer to oversee them.
- Shannon Smith is willing to handle the Vessey's fundraiser. A parent rep (Shannon) needs to contact Vessey's and they will send the required number of catalogues to the school and then the catalogues get distributed to the families of the school.
  - Another valley school has had success with cookie dough sales. Tricia reports that our school tried this fundraiser quite a few years ago and it was not successful.
  - Some organizations use Dairy Queen or Subway coupons as a fundraiser.

### **Used Uniform Sale**

- The sale on new parent night was successful.
- There is another sale planned for after school this Friday.
- Madeleine plans to create an electronic database of used uniform items owned by PAC in order to make it easier to answer requests from parents for particular items between sales.
- Bobi is offering to store the used uniform totes and maintain the spreadsheet of inventory.
- Bobi could plan a scheduled day (e.g. every other Friday) and that is her designated day to fulfill requests for used uniforms.
- Gennelle, Madeleine, Kelly and Tricia will volunteer at the sale on Friday. Tricia will bring the cash box and the square reader.

### **Treasurers Report (Patricia Dol)**

#### **What's New:**

New Treasurer – Tricia Dol

I have been acting in the treasurer role alongside Caron Mulgrew since September 2019 and was sworn in as treasurer in June 2020. Many, many thanks to Caron Mulgrew for all her hard work in getting our PAC books into shape and forming this PAC into the Society it is today. I am especially thankful for her willingness to train me this past year and to continue to offer her help in the future.

#### **BANKING**

Coastal Community Credit Union has the adopted AGM minutes from June and has begun the process of removing old signatories and adding the new ones. When I last spoke to Maria at CCCU she said that she's still waiting for two signatories to sign.

Until this is completed, we won't have anyone to sign cheques as we need two signatures and only 1 person from last year is remaining.

Also, I won't have access to the bank account until I am fully added as the current login information no longer works.

An *estimate* of our current bank account is **\$13,766.06**

The Gaglardi Grad funds for last year is showing a deficit of **-\$289.57** (for those new to the school – the PAC has agreed to hold the funds that the grads raise for their Grad Celebration in our regular bank account and disburse them as needed)

The gaming account as of June 30, 2020, is **\$5,974.46**

A full accounting of the current funds in the bank account will be provided at the next PAC meeting.

## **FILING**

The Gaming Grant was applied for April 27, 2020

The 2020 BC Society Annual Report was filed on July 2, 2020.

The Gaming Account Summary Report was filed on July 2, 2020

The Thrifty Smile Card program has been applied for with the intent to purchase a brightlinks interactive projector for the school. The goal is to raise \$2,500.

## **BUDGET**

### 2019/2020

We did not raise as much as we intended most likely due to covid-19. The short school year helped cut our expenses so we managed to stay in the black although not as solid as we have been in past years.

If you look at the 2019/2020 Budget Expenses section under the "Actual" column that gives you an idea of what PAC supports each year.

### 2020/2021

The budget for the 2020/2021 school year needs to be proposed and then voted on. A budget meeting needs to be held prior to the next PAC meeting so that the proposed budget can be adopted.

Creating the budget for 2020/2021 school year is dependent on the types of fundraising we will be able to do this year. We may need to cut back if we feel that we won't meet our fundraising goals.

- Caron and Tricia have applied for the Thrifty's smile card program again and the application indicated an intention to purchase a Brightlinks interactive projector. This would go into the kindergarten classroom.
- The request from the school is that a new projector is purchased each year, gradually replacing the smart boards currently in the classrooms.
- **Playground Committee (Kelly)**

- We were awarded a matching grant for up to \$23000 towards the surfacing of the new intermediate playground.
- The new structure will be behind the school.
- The new structure needs to be in place by March 2021.
- The existing playground on the west side of the school needs to be decommissioned soon.
- A gaga ball court is being built next to the location of the play structure.
- The exact nature of the new playground has yet to be decided. The initial choice of a spider web rope climb structure may be too expensive.
- Kelly has found a playground manufacturer that makes a product that is more durable and could be less prone to vandalism.

### **OLD BUSINESS**

- No agenda items.

### **NEW BUSINESS**

1. Volunteers in COVID environment: The school is looking for a tight list of volunteers who would be flexible to volunteer in the school in various capacities in multiple classrooms. A training session will be on Monday for these volunteers. Anyone interested should email Tami to be put on the volunteer list. Bernedette believes Mary will be sending an email out to the entire parent community about this soon. Volunteer hours should still be logged but they won't be calculated this year in regards to the minimum hour policy.
2. Should the future PAC meetings switch to a Zoom format: Considering the large number of attendees at the meeting tonight, perhaps a Zoom meeting would be safer. We could consider a hybrid model with some people present in person and others participate using Zoom. We could also alternate meeting formats. Decision to hold the next meeting on Zoom to see if turn out for a Zoom meeting is supported.

### **PARENT FEEDBACK**

- No items.

Meeting adjourned at 8:10pm

Next Meeting on October 13 at 6:30, 2020 via Zoom