



**Mitchell Elementary Parent Advisory Council (PAC)**

**Meeting Minutes #01 – 28 Sept. 2017 (Thursday), 6:00pm to 7:30pm, SchoolLibrary**

- A. Welcome and Introduction
- B. Meeting No 1 was called to Order.
- C. Attendance: Vandanna Naidu, Noriko Miida, Anne-Marie Olmstead, Suman Bilkhu, Hajira Hussain, Kim Eunjung, Rity Bains, Benita Lawrence, Colleen Howu, Sharon Ho, Yaping Lu, Haydee Salvador
- D. Nominated PAC executives, committees and division parents representatives:

Position	2017-2018 Executives and Committees
Chair	Rahim Othman
Co-Chair	
Vice Chair	Hajira Hussain
Treasurer	Helen Sangara
Secretary	Haydee Salvador
Fundraising Chair	Sachin Mishra
Member at large	Benita Lawrence/ Pam Begg/ Noriko Miida/ Lilibeth Jaromamay/ Anne-Marie Olmstead-Wilcox/ Ritu Bains/ Colleen Howu/ Randeep Poonia
Committees -hot lunch - RDPA - CPF - Graduation Com.	Noriku Miida / Colleen Howu Anne Marie Olmstead-Wilcox Sharon Ho Vicki Naidu / Beeta Kular / Suan Bilkhu
Division Parents Rep.  Div 1 (Grade 6/7) Div 2 (Grade 6/7) Div 3 (Grade 6/7-EFI) Div 4 (Grade 5/6) Div 5 (Grade 4/5) Div 6 (Grade 4/5-EFI) Div 7 (Grade 3/4) Div 8 (Grade 3/4) Div 9 (Grade 3/4 EFI) Div 10 (Grade 2/3) Div 11 (Grade 2/3) Div 12 (Grade 2/3 EFI) Div 13 (Grade 1 EFI) Div 14 (Grade 1/2 EFI) Div 15 (Grade K/1) Div 16 (Grade K EFI) Div 18 (Grade K/1)	<i>(We need parent-volunteer for this position. Calling on previous Div parents rep and interested new ones!!! ☺)</i>  Hildegard  Ann-Marie O-W. Noriko M. Benita L. Noriko M. Suman B.  Anne-Marie O-W. Ritu B.  Colleen H.

Division Parents Representative role:

- liaison between parents of the division and PAC; inform the parents of PAC event, meeting schedules via email
- participate in various PAC events such as fundraising (i.e. hot lunch, etc.)
- maintain and update contact list of the division (parents email address to be provided by the school)

It was discussed that an email invitation for Division parent representative shall be sent to each Divisions to request volunteer. Those divisions without parents representative, notification will be sent by either Ann-Marie and Ritu.

- E. Reports from the Treasurer

<b>Gaming Account:</b> Income: gaming grants - \$ Expenses: \$ Balance to date: \$	<b>General Account:</b> Income: fundraising- \$ Expenses:- \$ Balance to date: \$
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Budget Meeting schedule – October 24, 2017 (Tuesday)

#### F. Fundraising Reports

1. APEX – Mitchell attendee tracking issue with the online code. All physical promo cards used were logged. Working with APEX team to determine the fair fundraising payout and give update next meeting
2. Boston Pizza Ear Back – to give update next meeting
3. Popsicles – profit \$704.24
4. Sports Day - Concession profit \$67.54. Thank you, Intact Logistics for Free Hot Lunch, for all the students. Thank you Randeep and Ritu for Starbucks coffee. Thank you, Ken and Brandy for Starbucks coffee, for staff and parents.
5. September 27 Pizza Day – update to check with Colleen H.
6. October 18 Hot Lunch Day – pre-ordered sushi – Colleen and Noriko
7. October 27 Movie Night – Anne-Marie to check the movie license  
Concession – pizza, drinks, popcorn
8. Other fundraising ideas/contact number
  - i. Foodie Kids – Brian Tang 6047703160
  - ii. Kernels Popcorn – Dawn Siu 1-888-267-6262 ext210
  - iii. HT Photography – Tia Lee 604-780-7999
  - iv. RDPA – survival kit - 604-277-5855
  - v. Freshslice – Gurpreet – 778-231-0978

#### G. Canadian Parents for French (CPF)

2017 CPF BC & Yukon Membership Drive Launch - During this year's Membership Drive (Sept 1 - Oct 31) your chapter will receive **90%** of all new and renewing membership dues! In addition, the chapter that has the highest growth in membership (as a percentage of your membership) will receive a **100%** return!

<https://bc-yk.cpf.ca/about-us/chapters/>

Richmond Chapter is in need of Volunteers to take the role of executive positions, to plan the activities for EFI children.

#### H. Richmond District Parents Association (RDPA)

Food safe certification course on Nov 4, 2017. Interested parents may register at

<https://www.sd38.bc.ca/schools/dpac/Pages/default.aspx> . One 1 parent per school – can register for free. Noriko Miida to attend from Mitchell PAC.

BCCPAC -Budget Survey - [jenmezei@bccpac.bc.ca](mailto:jenmezei@bccpac.bc.ca)

Parents Information -Brighthouse library , 4pm to 5pm, Thursday – Oct 5, Nov 2, Dec 7, 2017

#### I. Reports from Admin

1. Mural update – The artist is coming back on Oct 11-12 to complete the grouting of the mural. There was some budget left to purchase a plaque for the mural.
2. Bookfare – Oct 17 and 19, 2017. Mme. Dignan (librarian) is on leave during this days due to medical reasons. Hence, parent volunteers are requested to help during the set up and clean up on those 2 days. Suman and Vicky volunteered to help.
3. Grade 6/7 camping – Thank you PAC for sponsoring/subsidizing the camping cost.
4. School Upgrade – Mitchell is one of the schools chosen to receive un upgrade this year.
5. Water fountain – some of the water fountain are closed as it requires testing.
6. Playground – most of the works were completed during the summer.
7. Parents Workshop at McNeely- to discuss next meeting is MitchellPAC can share the cost for the speaker with the McNeely Total \$450).



8. Traffic issue – no one is following the 30kph rule for road adjacent to the school both Cambie Road and No 5 road.
9. School Entrance along Cambie Road is for Mitchell staff/teachers only.

THANK YOU.

Next meeting date: October 24, 2017 – Tuesday.

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Please visit /contact us at:

Email: [Mitchellpac@hotmail.com](mailto:Mitchellpac@hotmail.com)

Facebook page: <https://www.facebook.com/MitchellElementaryPAC/>