



## Mitchell Elementary Parent Advisory Council (PAC) 2023-2024 Meeting #1 – Agenda

<b>Date</b>	Tue 17Oct2023
<b>Time</b>	6:00pm to 7:00pm
<b>Location</b>	Mitchell Elementary (onsite)

### A. Welcome

- a. Reminder of Meeting Rules and Etiquette Guidelines
- b. Approval of 31May2023 AGM Minutes
- c. Approval of 17Oct2023 Meeting #1 Agenda

### B. Introduction

- a. Welcome and welcome back, Firebird Families!

### C. Topics for Discussion

- a. PAC Team
  - i. Chair – Jean Capuno-Tan
  - ii. Secretary – Aljerou Limbo
  - iii. Treasurer – Michelle Wong
  - iv. Hot Lunch Coordinator – Veronika Rempel
  - v. RDPA Representative – Colleen Howu
- b. PAC Open Positions
  - i. Members-at-Large
    1. Shall assume responsibilities and duties as directed by the Chairperson (after consultation with the Executive)
  - ii. CPF Representative
    1. Member of Canadian Parents for French to act as liaison for Mitchell PAC
  - iii. Grad Parent Representative
    1. Parent of Grade 7 student to act as liaison between Grade 7 parents, teachers and Mitchell PAC
- c. Upcoming Events
  - i. Halloween Trunk-or-Treat (Fri 27Oct2023)
    1. Information sent on Tue 10Oct2023
    2. Ticket system – for ease of traffic and organization
    3. Volunteers for trunk participation and treat donors needed
    4. Pizza option for dinner?

### D. Report from the Treasurer

- a. Budget review and approval
  - i. See attached Proposal documents

Please feel free to contact Mitchell PAC for any questions/concerns/ideas.

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Facebook: [www.facebook.com/MitchellElementaryPAC](https://www.facebook.com/MitchellElementaryPAC)

**E. Fundraising**

- a. Hot Lunch Program (Munch-a-Lunch)
  - i. Scheduled for every Friday (Thursday on Pro-D Day weeks)
  - ii. Grade 7 Helpers for class distribution
- b. Spirit Wear
  - i. Continue sales from existing stock
- c. Movie Nights
  - i. Possibility of 1 Movie Night per term
    - 1. Before Winter Break
    - 2. Before Spring Break
    - 3. Before Year-End
- d. Passive Fundraising
  - i. Mabels Labels
  - ii. Return-It Depot Bottle Return Kiosk

**F. Canadian Parents for French (CPF)**

- a. *To be announced at meeting*

**G. Richmond District Parents Association (RDPA)**

- a. *To be announced at meeting*

**H. Reports from Admin**

- a. *To be announced at meeting*

**I. Open Discussion / Q&A**

**J. Dismissal**

- a. Thank You to all parents who were able to attend! We hope to see you again 😊
- b. Next meeting date Tue 14Nov2023

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