



## Mitchell Elementary Parent Advisory Council (PAC) 2024-2025 Meeting #1 – Agenda

<b>Date</b>	Wed 2024-10-09
<b>Time</b>	6:30 PM
<b>Location</b>	Mitchell School Library

### A. Welcome

- a. Reminder of Meeting Rules and Etiquette Guidelines
- b. Adoption of 2024-10-09 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. Fall Movie Night – Fri 2024-11-01
    1. Movie suggestions?
    2. Pizza pre-order, onsite sales, both?
    3. Volunteers needed for ticket sales, concession

### 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.

e-mail: [MitchellElementaryPAC@outlook.com](mailto:MitchellElementaryPAC@outlook.com)

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

**E. Fundraising Opportunities**

- a. Hot Lunch Program
  - i. Scheduled for every Friday (Thursday on Pro-D Day weeks)
  - ii. Volunteer sign-up on SignUpGenius
    - 1. PAC Lead + 4 Volunteers
- b. Treat Days
  - i. Scheduled for every Wednesday until 2024-11-06
  - ii. Will switch to Wednesday Hot Chocolate Sales after Remembrance Day, through to Spring Break
  - iii. Volunteer sign-up on SignUpGenius
- c. Movie Nights
  - i. 1 Movie Night per term
    - 1. Fri 2024-11-01
    - 2. Before Spring Break
    - 3. Before Year-End
  - ii. Volunteers needed for ticket sales and concession
- 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: Coffee Morning Fri 2024-11-15

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

e-mail: [MitchellElementaryPAC@outlook.com](mailto:MitchellElementaryPAC@outlook.com)

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