

## **Cortes Island PAC Meeting Minutes**

**By Alanah**

Monday, December 2nd, 3 pm in the library

Attendees: Erica, Rose, Michael, Anne, Alanah

Erica Call to order 3:05

### **Action Items:**

#### **Undesignated**

- **Tim's Body Break Space**
  - **Purchase lights, acquire couch, curtain for door**
  - **Organize Workbee - Michael?**
- **ask Taylor C if she wants to assist with hot lunch on January 19**
- **buy jars for hot lunch leftovers**
- **looking into having instruments repaired**
- **create signage for PAC Totes for storage in woodshop**

#### **Michael**

- put call out for professionals
- apply for Gord Downie Grant
- Gala Fundraiser
  - MC and DJ
  - ask Taylor Wren to dj from 7-9
  - bring own sound equipment
  - help clean up
- find instruments
- get proposal to Carrie Isham
- find designated spot for PAC totes in the woodshop
- ask Giorgio if he can help out with his truck for a dump run

#### **Rose**

- Gala Fundraiser - help clean up
- buy a roll of foil from Costco

#### **Anne**

- Winter Celebration - will lead singing
- will fill out cards for staff gift baskets
- ask Henry Verschuur for cedar log donations

#### **Alanah**

- Gala Fundraiser
  - research square account details
  - will help set up

- Winter Celebration - will assist Anne with singing
- will include Action Items in the text of email when Minutes are sent out

### **Miranda**

- will include Action Items in the text of email when Minutes are sent out

### **Amy**

- Buying 2 more totes for PAC storage

### **Approval of agenda**

**Motion:** Erica, Alanah seconds, all approve.

### **Approval of November meeting minutes**

**Motion:** Rose, Micheal seconds, all approve.

### **Arts & Sports** - what is the plan for the various classes?

Erica: Could we have professional artists come in? Previous PAC member communicated there used to be lots going on years ago, 2 music sessions/year, learning to read music, etc. Currently there is lots going on at the school with different activities and sessions: Ayajuthem lessons, Dayna - natural art and poems, Rue - mask making.

Can we find professionals to lead, starting in the new year, Dayna?, Marino (ukulele)? Jane (art)?

Budget? How much time, how to allot it, share between several professionals.

Rose: No extra money in budget, would need to pull from already allotted funds: sports(\$750), rainy day lunch (\$1500), garden (\$750/garden). Michael suggests we can figure it out.

1 month block, 3 hours, 1 day/week

Michael: We are applying for Gord Downie Grant for Brenda to come in and do an indigenous themed music program (earth hymns?).

Michael: We are really targeting literacy this year. There could be different focuses for each year - art, music, etc. Anne suggested the kids could make some painted rocks for the Welcome Garden.

**Action:** Micheal to put call out for professionals, applying for Gord Downie Grant

### **Rainy Day Lunchtime Activities**

On hold until **Arts and Sports** figured out.

### **Tim's Closet/Body Break Space (Counsellor)**

Spirit of the space is a cocoon, comfy space.

Michael has green paint, get rid of black curtain, Taylor C - \$200 to donate, Michael has funds too, purchase christmas lights.

Look for a couch to match the colour scheme.

Curtain for door window.

Workbee possibility over the break to redo this space.

**Action:** Purchase lights, acquire couch, curtain for door. Workbee?

### **Winter Gala / Auction**

Discussion around auction donations and Gala Event.

Volunteers for set up and clean up - 3 pm set up. Alanah volunteered. No hired cleaners found. Rose and Michael to clean up.

Confirm MC & DJ - Michael

Sound Equipment - rented from hall, plus Michael will bring his too.

Auction until 9:15, then DJ, Michael will ask Taylor W. to dj until 9.

Account for square - Do we need a bank account? CCCU won't accept square transfers. Rose offered a savings account she doesn't use. Alanah will research: What are the transaction and transfer fees, interest, use funds by a certain time, is square card an option?

We've already received \$2000 in donations and will use it to buy alcohol.

**Next year - online bids, start asking for donations earlier (September) as some businesses require 8 weeks in advance for donations.**

**Action:** Michael will MC and DJ, ask Taylor W. to dj from 7-9, bring own sound equipment and help clean up. Rose will help clean up. Alanah will research square account details and will help set up.

### **January Feast - January 16th - TREE THEMED**

Lead & Second - Amy lead + Rose can assist, is Taylor C. interested to assist?

The senior class are writing tree-themed poems.

CIA will not be here that day to help with set up.

The strings of lights are great and Erica asked to include light music.

Rose suggested 3 trolleys for food, especially for the younger kids so their plates are ready as it takes a long time (1hour) for everyone to come get their food and clean up can't start until service is done.

**Action:** Does Taylor C. want to assist?

### **Other Business**

**Ukuleles and Recorders** - Michael will find them. How many do we have and what state are they in? We can take the damaged ones to a repair shop to find out if they are worth repairing.

**Action:** Michael will find instruments. **Who is looking into having instruments repaired?**

**Christmas Gifts** - Rose - baskets complete, about \$5 remain per staff of budget. Naomi is donating cards, Anne will fill them out, Taylor is donating some of her products.

**Action:** Anne will fill out the cards.

**Winter Celebration** - Siri is making gingerbread for the kids to decorate. Melissa is doing cookie boxes. Hopefully this has been confirmed with Melissa. Anne and Alanah will lead some singing. Anne will ask Luke if he will come play music.

**Action:** Anne will ask Luke if he will come play music. Anne and Alanah will lead some singing.

**Clip Board Laminated Hot Lunch Totals** - Erica: Dietary restrictions are complicated. Cooks need to know numbers for each class. It would be great to have a laminated sheet for attendance and dietary details for each class and also adults. Discussion around leftovers. Erica suggests we invest in mason jars for leftovers and for adults to take home. \$2 donation requested if someone takes a jar home. Rose to get a roll of foil from Costco to use for lids for containers we already have for items that don't store in jars.

**Action:** Rose to buy a roll of foil from Costco. **Who is buying jars?**

**Sex Ed** - Micheal needs to get a proposal to Carrie Isham so she can give us an estimate on cost. She will do 2 parent workshops in the evening and 2 days of school workshops. She will need accommodation for 2 nights. Micheal offered his cabin for \$120/night. We will cover the cost of her accommodations and travel expenses.

**Action:** Michael will get a proposal to Carrie Isham.

**First Aid Kit Making** - Date is set for March 6 with Sujon and Tamara(?).

**Totes** - Amy is going to pick up 2 more totes as they are on sale and match the ones we have. Micheal says they can be stored in the woodshop. Erica has requested a designated, labelled spot.

**Action:** Amy is buying totes. Micheal will find a spot for them in the woodshop. **Who is creating signage for the designated spot?**

**Woodshop** - Michael is cleaning out the woodshop. A truck is needed to take things to dump. Michael will ask Giorgio.

**Action:** Michael will ask Giorgio if he can help out with a dump run.

**Playground** - Michael: Most of the funds will go into the actual piece (play structure). There will be a little fitness area. Seesaw will be removed. The design is such that more pieces can be added and we can fundraise to add pieces later on. Michael has not successfully connected with Klahoose about log donations. Anne will ask Henry Verschuur for cedar log donations. Michael shared that the logs need to be debarked elsewhere, not at the school. Anne needs cedar bark so if the logs come from Henry she will get the bark.

**Action:** Anne will ask Henry Verschuur for cedar log donations.

**Treasurer's Report**

Income from Fall Fair \$1286. Rose hasn't received some of the 50/50 money from Siri.

Grant in aid - for multimedia application for CIA, for manda, funnelled through us - \$5000.

\$270 more spent on shelving for than budgeted for - total was \$1467 and budgeted for \$1200.

Received \$4000 Grant In Aid (of \$5000 applied for) - Designated for hot lunches. Budgeted for 9 lunches at \$750 each. We can still do all 9 and pay people for TRC hot lunch.

**Motion:** To pay TRC hot lunch helpers - Erica lead, Alanah, Taylor and Rose assist. Erica, Rose and Alanah abstain from voting due to conflict of interest. Michael and Anne approve.

**Secretary** - Erica requests that the Action Items be included in the text of the email when the Minutes are sent out.

**Action:** Alanah and Miranda will include Action Items in text of email when Minutes are sent out.

**Adjournment** 4:07pm