

Willows PAC AGM Meeting Minutes

May 18, 2016

Meeting opened at 7.00pm

Chair: Bronwen Sharpe

Minutes: Brian Wagner, Secretary

Opening Remarks / Agenda Approval

Opening remarks by Bronwen. Motion to approve agenda by Bronwen Sharpe, second motion by Angela Jackson.

Previous Minutes

Motion to approve April 20/16 minutes by Stephanie Novak, second motion by Bronwen Sharpe.

Upcoming Blossom Tree Festival

Angela Jackson provided an update on the upcoming Blossom Tree Festival to take place on May 19/16. Angela requested parents and teachers provide feedback to her after the festival as to what they liked/disliked. Additional volunteers needed still. This year there will be two food trucks and an ice cream truck, and tickets for games are fifty cents each (to avoid cash being needed once people arrive).

Upcoming Oak Bay Tea Party Parade

Bronwen Sharpe provided an update on this upcoming event happening on June 4/16, noting that students can volunteer for the parade, and that a school can win a "spirit prize" based on school enthusiasm displayed during the parade. Bronwen will send out a video to PAC website subscribers on how to make a parade "shaker" which the students can make at home (note the school colours are red and white). Wendy Holob (Principal) noted that there is a new school banner this year.

Upcoming June PAC Meeting

It was noted that the upcoming PAC meeting on June 15/16 will be held in the gymnasium, as a guest speaker (Julie-Ann Richards) will be speaking on childhood anxiety. Parents from neighbouring schools are invited to attend. The event will be for adults only, not students, due to the topic being discussed.

"Welcome to Willows" Package

Krissy Johns provided an update on the PAC project "Welcome to Willows", intended to welcome new parents/students to the school who start their year after the normal school year begins. Anyone with ideas/suggestions are encouraged to get in touch with either Bronwen or Krissy. The project is likely not going to be ready to display for the upcoming school year. An idea was discussed on putting together a "welcome committee" comprised of parent volunteers with peer students for incoming children; idea to be discussed in future meetings.

Bike to School Week: Recap

This event, organized by Jaqui Lines, was recapped by Bronwen, and was noted to be a huge

success, with around 200 bikes at the school every day (compared to an average of 40). Staff participation was also noted and warmly recognized. The Bike Train had around 100 participants. The school provided safety talks about bikes, bike repair, and participation from the Oak Bay Police Department.

Stationery Ordering for 2016-2017 Year

Dana Bell provided an update on stationery ordering for the upcoming school year. It was noted that Willows is currently working with Staples as their exclusive vendor for children stationery, while noting that Monk's (a local company) is making an effort to earn the school's business for a future year. It was noted that Staples has a simpler ordering process.

2016-2017 Budget Presentation

Chelsea Wozniak (Treasurer) made a presentation on the upcoming school budget (attached), providing an overview of the school's budget and noting the difference between General Funds and Gaming Funds. The following points were discussed:

- PAC contributions were around \$2,000 less than hoped for current year;
- Pizza Day generates the most revenue for the General Fund;
- Each class receives \$200 for discretionary use (no receipts needed);
- Victoria Sings an upcoming event every other year at the University of Victoria for four nights of choir performances (buses a significant expense);
- Year not finished, but anticipating a carryover balance;
- Only 8 teachers have not used their bus funds;
- Earthquake supplies being refreshed (every year);
- General Funds balance anticipated to be around \$60,000 by current year end;
- Crossing guard gratuity adjusted based on feedback.

Motion to approve budget put forward by Stephanie Novak, second motion by Dana Bell.

Nomination for PAC Positions

Kate Donahue accepted nomination for the Class Rep Coordinator; second motion by Bronwen Sharpe.

Secretary position will be vacant in upcoming year (Brian departing school); no volunteers or nominations at this time.

Daphne Wood accepted nomination for the Emergency Preparedness Coordinator; second motion by Bronwen Sharpe.

Lice Check Coordinator will be vacant in upcoming year; no volunteers or nominations at this time.

Dana Bell motioned to approve the slate of nominations; second motion by Heather McRae.

Meeting adjourned 8.45pm.