

# Willows Parent Advisory Executive Committee BCSD61

<b>Meeting Minutes</b>	April 18, 2018
<b>Commencement</b>	7:06 pm
<b>Adjournment</b>	8:25 pm
<b>Executive in Attendance</b>	Cindy Rodier (Chair), Chelsea Wozniak (Secretary), Angela Jackson, (Vice Chair), Wendy Holob (Principal), Tim Murphy (Vice Principal) and 8 parents.

## Welcome from the Chair

Corrections to the agenda made by Angela Jackson and Cindy Rodier. Chelsea Wozniak approved the Agenda from April 18, 2018 with corrections and Bronwen Sharpe seconded, the agenda was adopted with corrections.

Jean Pakvis approved the February 21, 2018 meeting minutes and Krissy Johns seconded, the minutes were passed as written.

## Chair update and PAC business: Sausage Fest Community Event

Person here to discuss the Sausage Festival. This year will be held in June, with both Willows and Monterrey benefiting.

Festival will be similar to last year's June festival with more vendors. Mini donuts, at least 3 beer vendors, cider vendors, lemonade stand.

June 23, 2018. 12 – 9 pm (liquor until 8 pm).

(This is the same day as the Willows grade 5 graduation party at 5 pm).

Any fire duty crew will need to respond to emergencies as a priority, so parents are needed to help out.

Security will be done by professionals.

Safe family event, whole event is inside the fences of the beer garden.

Big Marquis tent to be set up this year.

Borrow tables and chairs from Willows and Windsor. Can't borrow too many as we need them for Grade 5 graduation party.

Open to feedback. Our contact is Dianne McKerrell 250-858-9189

dianne@yourmagazinevictoria.ca

Duties and responsibilities that need to be filled. 5-6 people for each duty (from both Willows and Monterrey).

1. Set up 0830 – Willows
2. Tear down – Monterrey
3. Dunk tank – 2 parents to take money and control balls

4. Food stations. Any food safe volunteers great.
5. Ticket sales
6. Bouncy Castle supervision at all times
7. 50/50 ticket sales
8. First Aid – don't need any first aid, but with first aid would be great
9. Runner position. Running between positions to collect money and make change. Does anyone need anything or can I help?
10. Firemen in uniform this year at the front gate. Parents could help there as well.

**Action item: Cindy sends Angela final numbers, Angela creates a sign-up genius and sends it back to Cindy for distribution to Willows and Monterrey.**

### **Empty PAC positions to be filled**

Vice Chair, Secretary to be filled.

Assistant Treasurer, as a suggested new position to support the Treasurer.

Welcome Committee coordinator, need a new person.

VCPAC rep needed.

**Action item: Cindy to write up about each position and send out to parents to seek new members.**

### **Crossing Guard contact**

Contract ends with Beacon Services at the end of the school year.

Will discuss paying for this service at our executive budget meeting at the school on Sunday April 22, 2018 during the rehearsals. At 1330 in the library.

Need to petition municipality of Oak Bay, SD61, Kiwanis, Rotary, Lions

Crossing guard safety gear is available from Beacon for whoever takes on the role.

**Action Item: Cindy to speak with all the above named organizations about funding our crossing guards. A plan for September is needed urgently.**

### **Blossom Tree Festival**

May 17, 2018. Angela can't attend, no one has stepped up, we need to change the date.

**Action Item: Angela to discuss a new date with Wendy and get back to us on Plan B.**

### **Bike to School Week**

Jackie Lines, will coordinate again this year. May 7-11. Bike Roadeo on May 10 for grade 4s.

### **Oak Bay Tea Party Parade**

We are entered. We will have promotion on the morning announcements. We will encourage red and white wear, red and white decorations. Bikes, scooters, balloons. June 2, 2018.

### **Playground Update**

Email has confirmed that the playground will be installed imminently. Treasurer will send a cheque.

**Action Item: Bronwen and Jenny collaborate to get a cheque to Ross to initiate district installation of our playground.**

### **Report from Wendy**

Getting a new parking lot. Came about accidently due to an inspection with the new studio. Had to be done faster due to poor fire access. Plan to evaluate and reorganize for play space.

Dogs. Some feedback that it is nice not to have all the dogs on the property. Kids are afraid or allergic, need some space away from dogs. Parents have been rude and aggressive with people reminding them of correct places to keep dogs. They will stay banned for now.

**The next PAC meeting is May 16, 2018. 7 pm in the library.**

**PAC morning coffee chat May 17, 2018. 9 am in the staff room.**