

Approved Minutes of the Willows PAC AGM: Wednesday, May 21, 2025 - 7:00 pm Willows Library

1. Welcome & Land Acknowledgement

Cloe welcomed all for coming and recognized the beautiful Lekwungen territory that our school resides on. We are grateful to the local people for sharing their teachings and knowledge and being gracious keepers of the land.

Meeting called to order at 7:10 pm

2. Determine quorum- a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member) present.

In Attendance: Cloe, Jenna (remote), Lindsay & Hayley (50% +1) and approx 6 parents.

3. Approval of Agenda

- a. Approval of Agenda or any edits or additions

*Lindsay moved approval of agenda and Jenn seconded. CARRIED.

4. Approval of Minutes

- a. Approval of April 16, 2025 minutes

*Shona moved approval of minutes, Jenn seconded. CARRIED.

5. VCPAC Update (Jenn)

- a. Had the AGM and Jenn has been elected as Secretary
- b. Looking forward to engaging parents
- c. Jenn brought the ballot box for voting in the VCPAC role (this role is a voted in position)

6. School Leadership Update (Stef)

- a. Jump rope for heart coming up in June
- b. Fun Day June 13th
- c. Grad events coming up
- d. Cindy and Stef happy how the year has gone - working towards the end of year planning with staff
- e. Maturation talks went well and staff liked the resource. Received the partial refund for the resource and it is now accounted for within the budget.

7. Co-chair report & Special Committees Updates: (Cloe)

- a. Discussion on how the budget and the calendar are being determined. These items upcoming later in this meeting.
- b. Special Committees:
 - i. School Supplies - Nicole
 - 1. Last year did Monk individual kits
 - 2. Feedback from staff is preference for bulk buys (district requires the use of Monks)
 - 3. Currently in the process of looking at teacher requests and then will see what portion of families would be interested in that cost and go from there.
 - 4. Benefit of going through Monk's to order kits is parents do the order so it is more streamlined in that respect. The supplies list is also always provided if parents prefer to select separately.
 - 5. Nicole is in communication with Cindy and Stef and will update PAC on what is determined.
 - ii. Fun Lunch - Cloe on behalf of Ruth and Kerrie
 - 1. Kerrie and Ruth are coordinating again this coming year and will mentor new coordinators to take over for the following year (please let us know if you're interested in this role).
 - 2. It was a successful year that went smoothly because of the many helpful volunteers!
 - 3. Over the course of 10 lunches, we provided over 3500 smoothies, over 4000 slices of pizza, and over 1800 rolls of sushi! We are also grateful to everyone who donated to help offset the costs of lunches for students in need.
 - iii. Blossom Tree Festival - Shona
 - 1. Biggest event of the year - happening this Friday, May 23rd!
 - 2. We have many types of events (bouncy castles, blacktop games, face painting) and also many sponsors for food and prizes

8. Treasurer report and 2025/2026 proposed budget (Jennifer not present this meeting)

- a. Cloe reviewed the proposed budget with the group

Jenn motioned to approve the proposed budget for 2025/2026 and Sarah seconded. CARRIED.

9. 2025-2026 PAC Executive Nominations and Election:

- a. Chair

Hayley nominates Jenna Bailey as Chair - vote 10 for, 0 against

- b. Vice Chair

Hayley nominates Cloe Thomson as Vice Chair - vote 10, 0 against

- c. Secretary

Cloe nominates Hayley Arnott as Secretary - vote 10 for, 0 against

d. Treasurer

Cloe nominates Jennifer Blood as Treasurer - vote 10 for, 0 against

e. Members at Large (up to 4)

Cloe nominates Jenn Bird as Member at Large - vote 10 for, 0 against

Cloe nominates Tonya Gaber as Member at Large - vote 10 for, 0 against

Jenn Bird is VCPAC rep and other committee roles to be assigned at a later date.

10. New business (including upcoming events)

a. Events:

- i. Blossom Festival May 23rd, 5:00-7:00 pm
- ii. Go by Bike Week - June 2nd-6th
- iii. Oak Bay Tea Party Parade? June 1st deadline.
 1. There may be an interested volunteer - to be confirmed
- iv. Volunteer Appreciation Coffee Morning - June 18th
- v. Staff Appreciation Luncheon - June 27th
 1. Suggestion to do a breakfast instead of a lunch
- vi. Fun Day - June 13th
- vii. Welcome to Kindergarten - May 29th - Cloe and Hayley will attend either session as PAC reps

b. Fundraising Opportunities:

- i. Rifflandia - Cloe will send out info in coming weeks. Ticket purchases for non-profits and a portion of ticket cost goes to PAC.

c. PAC meeting time change discussion - not strong interest to move earlier but suggestion to do one meeting as an event at an earlier time.

d. Ballot election of Jenn Bird as VCPAC rep (vote by ballot)

Cloe motioned to destroy VCPAC physical ballots, Hayley seconded. CARRIED

e. School Code of Conduct - Stef in communication with Cloe about gathering feedback for revisions

f. Review calendar for events 2025/2026

Lindsay motioned to approve the proposed 2025/2026 PAC events calendar and Jenn seconded. CARRIED.

g. Fun Lunch Succession Planning - (see above in Special Committees Update)

11. Meeting adjourned at 8:34 pm moved by Cloe, Lindsay seconded. CARRIED.