

# Chantrell Creek Elementary School PAC Executive Meeting Minutes

January 19, 2023, @9:30am  
Zoom Meeting

Email: [hello@chantrellcreekpac.ca](mailto:hello@chantrellcreekpac.ca)  
Website: [chantrellcreekpac.ca](http://chantrellcreekpac.ca)

## PAC Executive Team:

Chair: Sophia Zhang  
Vice Chair: Evans Jia  
Treasurer: Vin Zhang  
Secretary: Vacant  
Hot Lunch/Tech Coordinator: Kevin Zhang  
Safety/Traffic Coordinator: Christine Ma  
Care Fund Coordinator: Kiran Surendranath  
Book Fair Coordinator: Ivy Chen, Jessie Lu  
Fruit and Vegetable +Milk Coordinator: Julia Magalhaes  
Members at Large: Yuan Ren

Special Guest: Principal Ms. Chris Koppensteiner

\*\*\* [subscribe to our PAC newsletter at chantrellcreekpac.ca](http://chantrellcreekpac.ca)

Attendees: Evans J, Vin Z, Sophia Z, Annie S, John Y, Lisha W, Rosalyn W, Sue W, Janice, Amanda D, Tammy B, Yuen R

Special Guest: Principal Ms. Chris K

## Minutes:

9:30am Meeting started.

### 1. Principal's update

Ms. Koppensteiner provided some of the volunteer requests from Ms. Davis for the Musical Show:

- a. A certified electrician needed to make sure all the lighting working properly on site;
- b. Makeup master: one volunteer needed to review the makeup inventory, and may need to replenish/purchase new products;

c. Hairing/Makeup team: 4 volunteers are needed for each show (one on Mar 14th, two on the 15th and one on the 16th), preferably familiar with French Braid

2. Budget review

The budget was reviewed with no issues.

3. Running Program

There are concerns about the budget for ribbons, pending the school staff meeting feedback from the principal.

4. Hot Lunch

Work with Ms. Koppensteiner in regard to the families needing extra support.

5. Ad Hoc

a. Spirit wear

Just received a quotation from the vendor, planning to roll out the ordering next week;

a. Fun days (Pizza/Donuts/Freezie Day)

Pizza Day has been added on the last Friday of every month. Will work with the principal to find out dates for Donuts Day and Freezie Day.

a. Movie night

It is proposed to hold a movie night for the students and their direct families sometime after Spring break. Will work with the principal to identify possible dates and logistic arrangements.

10:30am - Adjourned

Please contact us should you be able to offer the requested volunteer work for the Musical Show. Appreciate in advance for your contribution to the school community and the success of the Musical Show.

**Next PAC Executive Meeting is on February 16, 2023.**