

Chantrell Creek Elementary School PAC Executive Meeting Minutes

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

Email: hello@chantrellcreekpac.ca
Website: 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

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Attendees: Sophia Z, Evans J, Vin Z, Sue W, Amanda D, Yuan R, Rosalyn W, Shona F

Special Guest: Principal Ms. Chris K

Minutes:

9:30am Meeting started.

Sophia welcomed everyone joining. Thanks to Evans for helping set up today's Zoom meeting.

We have 2 kinds of PAC meetings. Every parent/guardian is invited to attend: (a) PAC general meeting; (b) PAC executive meeting. Today's PAC executive meeting and office hour is the last executive meeting of the school year. We have our last general meeting, annual general meeting (AGM), on June 1, at 7pm.

We can do a hybrid meeting on June 1. But every attendee needs to log in Zoom. We have found that the screen sharing via library projector turned out blank /black for attendees joining online.

9:37am Financials update (Vin)

PAC and gaming accounts both on track. No major changes from what was presented on the general meeting on April 27.

One highlight is that library has spent \$944.09 of the cash rewards from spring book fair (\$956.26).

9:44am Movie Night Report (Amanda)

Amanda reported that it was a successful night. About 100 people attended and had a good time. \$913.3 raised to date. The fund will be deposited in PAC account.

To support fundraising for new laptops/ ipads for the school, parents/guardians can send donations via an e-transfer to hello@chantrellcreekpac.ca, or to write a cheque to Chantrell Creek Parents Advisory Committee. Please put in the subject line: donation for technology fund.

9:45am Gaming night planning (Amanda)

Amanda has contacted a couple of food truck companies. All have the permit. Amanda and Principal will check the vendor's list. Time and dates to be confirmed: 5:30-7:30pm on June 26, or 28.

More updates to be provided the end of next week.

10:00am PAC roles and responsibilities (Sophia)

Check out roles and responsibilities in [PAC Constitution and Bylaws](#). PAC systems trainings to be scheduled for executive roles including Chair, Vice Chair, Secretary, Tech/Hot lunch Coordinator in mid June.

Hot lunch – usually contact suppliers in August. Sophia will share contact info of current suppliers and inform suppliers of PAC exec/ coordinator updates in June.

Fruit and Veggie +Milk program <https://www.bcaitc.ca> – renewal form for 2023-24 is being submitted.

To order the school supply list via [School Start](#) - a purchase option for families. Plan to complete any changes and corrections needed for 2023-24 in June.

10:15am – Adjourned

Thanks all.