

**ÉCOLE ST. GERMAIN PARENT ADVISORY COUNCIL
MEETING MINUTES**

Wednesday, October 2, 2019, ESG Library

6:30 p.m. – Open House

7:00 p.m. – Regular Meeting

Attendance: Meghan Care, Sara Dickson, Nicole Hohner, Krista Kutcher-Poole, Trevor Nadeau, April Peterson, Darya Prokapalo, Kevin Raitt, Cathy Robert-Swain, Nicole Hacault, Susanne Dandenault

Regrets: Charlene Allard

Absent: Alanna Brown, Jamie Care, Stephanie Clement, Sharon Coughlan, Kim Dunford, Dana Forsyth, Lisa Hettrick, Diane L'arrivee, Crystal Meisner, Apryl Nadeau, Marcia Neufeld, Kim Sawers, Joni Tesoro, Eva Trachtenberg, Matthew Wiebe, Adam Woollard, Lindsay Wollard

Visitors: Cathleen Hues, Greg Hues, Aimee Bowcott, Karin Holmes, Lisa Holmes, Ed Lazarko

Open house meeting discussing with guests what PAC is and how awesome we are.

1. Call to Order 7:00pm

Voting in of new members: Lisa Holmes, Kim Sawatsky, Ed Larazko and Aimee Bowcott

Sharron moved to accept as new members of PAC, Krista second, **PASSED**

Those that did not get voted in come to next meeting to get voted in.

2. Approval of October 2019 Agenda, moved by Sharron Coughlan, second Kevin Raitt. **PASSED**

3. Approval of September 2019 Minutes, Moved by Trevor Nadeu second Meghan Care **PASSED**

4. Welcome all members and guests

5. Correspondence

6. Treasurer's Report - September Financial Statement – See Appendix A

7. Unfinished Business

a. Mount St. Germain – Ron spoke to division regarding more fill and planting clover in June to grow over the summer. Ed provided more info to be reviewed and considered before summer. Tabled until spring.

b. ESG PAC Brochure Jamie away, no discussion

c. CJS Update - Sharon update: CJS is over capacity, discussion on government commitments over expansions. Last two years of renovations completed by school division. Next step is class room renovations, however at standstill while waiting for review and government.

d. Hot Lunch / Munch a Lunch update: PAC taking over hot lunch program, and moving towards Much a Lunch program for online ordering and payment. Pizza, subs, and booster juice twice a month as options. Expected roll out by end of October.

8. Committees/Events

a. Fall BBQ – Didn't make money, although never intended to be a money maker. Reduced volunteer need but still didn't have enough. Sierra Noble suggestions to change style of performance to accommodate the group. Placement of food worked really well. Possible idea of food trucks for 2020. BBQ planning for next year, possible sub committee to form in April?

b. Peak of the Market – orders came in October 1st. Delivery October 10th

c. Sobeys/Co-op Cards – November April & Krista – Same % of returns with a bonus for over \$20,000 sold of a \$100 gift card.

d. Book Fair – week of November 25th. Meghan, April, Lisa, Kevin, to take charge of book fair. Best idea to have 6 people work entire night rather than filling more shifts

e. Show & Save – March / April Charlene and Sarah

f. Movie Night – March 12th, serve popcorn, hide the matts, no outside food.

g. Staff Appreciation – week of March 23rd. Ideas of themes and volunteers for each day of staff appreciation.

h. Lacoste – for May long – Susanne – Baskets and gift cards.

9. New Business

a. Goals 2019-2020: no report

b. Succession Planning: Jamie, April, Trevor to fill new positions possibly for new years and include in leadership actions to prep for next year to ensure an easy transition as well as open to any others who wish to take on a larger role.

10. Administrator's Report:

- Climate strike, 75 students participated, grade 5 student was a presenter on main stage. Environment plan to have a new plan.
- ReGen group coming to assembly soon with a new plan coming out shortly.
- Working on this year to work as a team with staff to identify strengths and needs of the school.
- Larger financial commitment ideas to be thought of throughout the year with smaller asks fulfilled as the year progresses.

11. **Next Meetings** – Wednesdays: November 6/December 4/January 8

12. **Adjourn** 7:42

APPENDIX A

**ECOLE ST. GERMAIN PARENT ADVISORY COUNCIL
SEPTEMBER FINANCIAL STATEMENT**

ACCOUNT BALANCE AT SEPTEMBER 1, 2019 **\$ 11,437.01**

CREDITS	Interest	\$0.54
	Deposit	\$1,115.00
	BBQ pre-orders (\$935)*	
	In lieu of Fundraising (\$180)	
	Deposit	\$1,060.00
	BBQ pre-orders (\$447)	
	Walk-up Food (\$295)	
	Cake Walk (\$318)	
	TOTAL CREDITS	\$2,175.54

DEBITS	NSF cheque - BBQ pre-orders	\$6.00
	Service Charge (NSF cheque)	\$5.00
	#522 Arctic Co-operatives Ltd. (yam)	\$149.16
	#523 Sierra Noble	\$825.00
	Service Charge (bank draft chq #523)	\$6.50
	#524 Bob Fleury (honorarium - sound tech bbq)	\$200.00
	#525 Krista Kutcher-Poole (bbq - cakes)	\$200.00
	TOTAL DEBITS	\$1,391.66

ACCOUNT BALANCE AT SEPTEMBER 30, 2019 **\$12,220.89**

LESS FUTURE COMMITMENTS / MOTIONS		
	Student Leadership (patrols, mini u, etc)	-\$1,191.95
	Babysitting for PAC meetings	-\$155.00
	Staff Appreciation Week	-\$400.00
	PAC costs	-\$228.00
	ESG Scholarship (Convocation 2020)	-\$500.00
	Playground Hill Repair	-\$500.00
	Playground Enhancement Project	-\$3,000.00
	2019 BBQ budget	-\$1,100.00
	Playground Radios	-\$225.00
	#521 MunchaLunch	-\$268.80
	#526 Trevor Nadeau (4 microwaves)	-\$204.96
	TOTAL FUTURE COMMITMENTS	-\$7,773.71

TOTAL FUNDS AVAILABLE **\$4,447.18**

MOTIONS / NOTES

- *BBQ pre-orders = \$935 + \$30 (Petty cash replenishment) = \$965
- Motion - up to \$400 for "Lunch a Munch" program (motion fulfilled)
- Motion - up \$1,500 for entertainer for Fall 2019 BBQ (motion fulfilled)
- Motion - up to \$500 for hill repair
- Motion - up to \$225 for playground radios
- Motion - up to \$400 for microwaves (motion fulfilled)

Fall BBQ Report

	2019	2018	2017
Pre-orders - Food	\$ 1,412	\$ 2,057	\$ 1,885
Pre-orders - Game tickets	\$ -	\$ 459	\$ 445
Concession Walk-up *	\$ 295	\$ 319	\$ 364
Sucker Tree	\$ -	\$ 252	\$ 280
Cake Walk	\$ 318	\$ 335	\$ 381
Food/BBQ supplies	\$ (910)	\$ (1,024)	\$ (982)
Entertainment	\$ (1,775)	\$ (50)	\$ (452)
Prizes/Game Supplies	\$ (200)	\$ (1,439)	\$ (1,046)
Other	\$ (23)	\$ (226)	\$ (51)
Profit	\$ (883)	\$ 683	\$ 824

*2017 includes glitter tattoos & game tickets, 2018 includes game tickets

Donations in lieu of Fundraising

	2019	2018	2017	2016
Donations	\$ 180	\$ 448	\$ 370	\$ 930