

# Nootka PAC Executive Meeting

7:15pm, Thursday, June 1, 2023

zoom

Present: Jenn O'Sullivan, Niki Clarke, Nori McMichael, Andrea Hooge, Hung Nguyen, Jenna Thomson

1. Finances:
  - a. Jenna to have signing authority
  - b. Jenna or Niki to also hold some cheques
    - b.i. Need to keep stubs in the PAC mailbox so Jenn can reconcile.
    - b.ii. PAC used to have a locking drawer in the school office. We could keep them there if that is still available.  
**ACTION:** Niki will follow up with Jesse
  - c. Set up auto deposit for payments on PAC account. This could possibility lead to needing refunds if people mis-pay.  
**ACTION:** Jenn will set up auto-deposit.
  - d. Gaming grant:  
**ACTION:** Jenn will apply for the gaming grant  
**ACTION:** Jenn will ask Jesse or Nicole about receipts for Grade 7 grad.
2. Freezie Friday:
  - a. Niki has identified volunteers for next Friday morning.
  - b. Making significant funds
3. Sports day June 23<sup>rd</sup>
  - a. need volunteers for pizza & juice distribution (need extra boxes for pizza distribution) 4 people  
**ACTION:** Niki will buy juice boxes
  - b. Not everybody will get pizza – only those who pay.  
**ACTION:** Andrea will set up a station on the afternoon Friday, June 9th to round up volunteers.
  - c. We need to have extra pizza, juice boxes, and bubly to sell to parents.
4. Request letter on letter head asking Tim Hortons, Starbucks, superstore etc for donations or discounts
  - a. Defer until the future. No capacity for this sports day.
5. Staff Appreciation Day:
  - a. June 9th
  - b. Niki has thank you cards done.  
**ACTION:** Andrea will put these up on boards
  - c. Need volunteers for food setup  
Nori can shop Friday morning, Jenn & Jenna can help setup, Niki can help cleanup.

**ACTION:** Niki will ask Jesse for numbers and will connect with keen Kindergarten parents for volunteers.

6. Buy freezer
  - a. Next winter
7. Safety in zoom meetings
  - a. Will be an issue for 2023/4 PAC
8. Prep for AGM
  - a. Agenda
    - a.i. Call to order
    - a.ii. Approval of minutes
    - a.iii. Admin report
    - a.iv. Chair report
    - a.v. Treasurer report
    - a.vi. Elections
9. 2023/4 meeting dates (including exec dates)
  - a. To be done by new PAC in September
10. Welcome to Kindergarten parents
  - a. Can't come to meetings until September
11. Google Drive
  - a. Add notes and documents to shared drive for future PAC execs
12. Hot lunch coordinator role:
  - a. Broken into two pieces? One to manage vendors and one to manage volunteers

Meeting adjourned at 8:15pm