

Nootka PAC Executive Meeting

6:15pm, Tuesday, March 5, 2024
zoom

Present: Mary Anderson, Jenn O'Sullivan, Sarah Smith, Lindsay Siu, Nori McMichael, Andrea Hooge, Johanna Suttor-Doerksen, Jenna Thomson

1. Cash Handling
 - a. Jenn suggested we should amend our bylaws to be clear what our practices are for cash handling
 - b. We typically have two counters and Jenn deposits it.
ACTION: Jenn will look for other bylaws we can crib from and suggest amendments to be discussed before the next PAC meeting.
 - c. Jenna suggested that this could be a procedure if we don't want to escalate it to a bylaw. This will be discussed after Jenn does research into other PACs bylaws.
2. Gaming Fraud Prevention
ACTION: Jenn will research what other PACs do for gaming fraud prevention. This is a requirement of the gaming grant.
3. Who is on PAC Exec and Volunteer Coordinator
 - a. Johanna is included in the WhatsApp and feels that it makes sense that she is included in the exec.
 - b. Johanna runs the Nootka PAC Volunteer gmail account.
 - c. The exec can decide what roles are important, which includes the volunteer coordinator role.
 - d. From the bylaws: "The executive officers will include the Chairperson, Secretary, Treasurer and other members of the PAC as the membership decides. In any year, two persons may choose to share the position's duties as "Co" officers. Each co-officer shall be considered an executive member."
 - e. Sarah reported that pasta went really well today.
4. School Dance
 - a. April 12th. 6-7pm for Primary, 7pm-onwards for all.
 - b. Parents must be in attendance.
 - c. \$2/kid, parents are free.
 - d. Grade 7s are running the concession and registration as part of their fundraising.
 - e. Posters are up.
 - f. Trying to keep it simple. Nikki is doing the lighting, Jacob is DJing, Sarah is decorating.
ACTION: Nori will talk to the Grade 7s about face painting.
 - g. We will need volunteers for setup and cleanup. Grade 7 parents will handle concession and registration. Nori can be the point person for volunteers.
5. Read-a-thon
 - a. Nori reported that Heather Houghton, an EA at Nootka, provided a form for how to run a Read-a-thon, but she is concerned about asking people for money.
 - b. Make donations optional.
 - c. Cost to us for prizes - whichever class in a grade reads the most wins a prize?
 - d. Run during the month of April.
ACTION: Nori will work out details and send them to the PAC.
6. MiniMakers After School Program

- a. This company reached out to Mary about running after-school programs.
Would need admin approval.

ACTION: Mary will pass this along to Jesse

7. Washrooms

- a. There are significant concerns about washroom cleanliness and maintenance. How do we want to approach this with Administration?
- b. This is an ongoing problem.

ACTION: Mary will draft an email to Jesse and Nicole

8. Murals

- a. There is a grant we could apply for and Johanna has a contact with a dad at the school who is interested in painting.
- b. Interested in doing the area around Door A, which would cost about \$2000.
- c. The grant has a May deadline, which means work could be done in the new school year. The grant covers 80%, and we would have to fundraise the remaining 20%.
- d. Jesse and Nicole seem on board.

ACTION: Johanna and Lindsay will work on this.

9. Web hosting

- a. Jenn has paid for web hosting. The previous owner needs to do a few things to make the changeover to ensure we don't lose old data.