



# MINUTES

## **Willoughby Elementary School PAC Annual General Meeting**

May 17, 2021

The meeting was called to order by President C. Bennett at 7:03 pm.

16 in attendance. 13 Voting Members.

Introductions were made.

### **Principal's Report**

P. Giovani stated that they are beginning to work on class placements for both schools next year and finalizing staffing. There are 850 students between the two schools that need to be placed.

A modified Sports Day is in the planning stages for June.

A virtual Scholastic Book Fair is currently running (see newsletter for details) until May 31<sup>st</sup>. If you order on Wednesday between 6-8:00 pm, shipping will be free. Shipping is free on all orders over \$40 during the entire Book Fair. Willoughby will donate half the Scholastic credits from the Book Fair to DGR.

School supply orders are now available through School Start for both schools. Parents can use the lists on the School Start website to purchase their own supplies if they would like. Willoughby donates their "kick back" from School Start back to cover the cost of shipping for families. There will be no late fees for school supply orders this year.

### **President's Report**

Deferred to Committee Reports

### **Election**

C. Sellers and B. Sinclair presented the nominees for next year's PAC Executive.

#### **President**

- J. Viaje was nominated for President and accepted the nomination.
- Nominations were called for from the floor, of which there were none.
- J. Viaje was voted in as President for 2021-22 unanimously.

#### **Vice-President**

- E. Matthews was nominated for Vice-President and accepted the nomination.
- Nominations were called for from the floor, of which there were none.
- E. Matthews was voted in as Vice-President for 2021-22 unanimously.

## Treasurer

- M. Johanson was nominated for Treasurer and accepted the nomination.
- Nominations were called for from the floor, of which there were none.
- M. Johanson was voted in as Treasurer for 2021-22 unanimously.

## Secretary

- N. Maas was nominated for Secretary and accepted the nomination.
- Nominations were called for from the floor, of which there were none.
- N. Maas was voted in as Secretary for 2021-22 unanimously.

## Member-At-Large

- M. Gobin and K. Eastgate were nominated for Members-At-Large and accepted the nomination.
- Nominations were called for from the floor, of which there were none.
- M. Gobin and K. Eastgate were voted in as Members-At-Large for 2021-22 unanimously.

## District PAC Rep

- T. Ngo Quon was nominated for DPAC Rep and accepted the nomination.
- Nominations were called for from the floor, of which there were none.
- T. Ngo Quon was voted in as DPAC Rep for 2021-22 unanimously.

## **Treasurer's Report**

The PAC Financial Accounts were reviewed for both the General & Gaming Accounts for April 2021.

### General Account & Gaming Account

- April 2021 – motion to pass R. Rathjen, R. Peck 2<sup>nd</sup>.

C. Bennett noted that A. Malli has applied for next year's Gaming Grant. The incoming PAC Exec will be required to submit a Year-End Gaming Report at the end of our fiscal year (August 31, 2021).

It was also noted that bank signers will need to be updated to include E. Matthews, M. Johanson, J. Viaje, and N. Maas. L. McDonald, C. Bennett, A. Mallie, and R. Rathjen should be removed as signing authorities at the end of June 2021.

In the past, the Executive has presented a draft budget at the AGM. However, since all the current executives are leaving, it was decided to wait for the new Executive to be elected and then hold an Executive Meeting to draft a budget. The proposed budget for 2021-22 will be presented for approval at the next meeting.

## **Secretary's Report**

The April Meeting Minutes were submitted for approval.

- Motion to pass R. Peck, R. Rathjen 2<sup>nd</sup>

## **District PAC (DPAC) Representative Report**

April had the largest number of Covid-19 notifications for our district. Questions about what can be offered to students who cannot attend school for more than five days were discussed.

Questions were also brought up regarding a dog policy on school property. It was unclear if it is a TOL issue or school district issue.

## **Committee Reports**

- Republica Coffee and Entertainment Book Fundraiser
  - 90 pounds of coffee were sold during this second round. One Entertainment Book was sold.
  - The fundraiser raised \$455.
- Compassionate Support
  - R. Rathjen reported that there is now a family receiving daily lunches that are made each week and supplies have been restocked as needed.

## **Old Business**

- Tree Grants
  - The request is still with maintenance and tree planting will be done between September and November now.
- Playground Updates
  - The purchase order for the swings and buddy bench has gone through and now is with maintenance for installation.
- Staff Appreciation
  - PAC purchased individually wrapped snacks, treats, coffee, tea, etc., to stock the staffroom and office during the week of May 3<sup>rd</sup> (Teacher Appreciation Week).
  - P. Giovani thanked PAC and said staff thoroughly enjoyed the wide arrange of treats provided.
- Munch-A-Lunch Refunds
  - Emails were sent to families with credits on Friday.
  - Parents have the option to donate their credits to PAC, request a refund, or carry forward their credits to next year (if they are remaining at Willoughby).
  - A deadline to respond of May 31<sup>st</sup> was given. Any credits remaining will be considered a donation.
- Grade 5 Farewell
  - One Stop Fundraising is putting together some gift certificates from their vendors for the students. C. Bennett will follow up and get the certificates to P. Giovani in early June.
  - K. Muuren has arranged for “bee” cookies and a certificate of achievement for the Grade 5 students.
  - A virtual slide show of the Grade 5’s with messages and their baby pictures will be created, as in other years.

## **New Business**

- Year-End Gifts
  - P. Giovani will provide a list of staff retiring and leaving. PAC Exec will meet to figure out the gifts.
- There is still a \$300 credit with Party Perfect for our cancelled Fun Fair last year. They will continue to hold the credit indefinitely for future use.

- Hot Lunch Coordinator
  - K. Eastgate has volunteered to be the Hot Lunch Coordinator (if/when we can have hot lunches again). She has a great deal of experience with Munch-A-Lunch.
  - R. Rathjen and N. Maas would be willing to help as well.
- Sports Day
  - It was agreed that PAC could provide freezies for each class for Sports Day. PAC will freeze a box for each Division and teachers will pick up their box from the PAC freezer to distribute to their students.
- Donation to Donna Gabriel Robins PAC
  - When applying for a Gaming Grant, schools apply based on the previous year's numbers. Willoughby therefore will receive funding for approximately 250 students that are moving to DGR next year. DGR is not eligible to apply until the end of the 2021-22 school year. Typically, schools donate \$20 per student to new schools. It was proposed that Willoughby PAC donate \$5000 to DGR Elementary PAC.
  - The vote was unanimous to proceed with the \$5000 donation from our Gaming funds to DGR.

### **Open Discussion**

- P. Giovani thanked PAC for their donation to help start the DGR PAC.
- L. McDonald inquired about the memorial for Ms. Kelly. Sadly, it will need to be put off once again to the next school year due to the pandemic.
- E. Matthews proposed that PAC look into installing gaga pits at the school. She will look into the options.
- C. Bennett thanked everyone for attending and congratulated the new PAC Executive for 2021-22.

### **Next Meeting**

The next PAC meeting will take place on Monday, June 21, 2021, at 7:00 pm through Zoom.

The meeting was adjourned at 8:00 pm.

Respectfully submitted for approval at the next meeting by: L. McDonald, PAC Secretary