



Willoughby Elementary School PAC AGM Meeting Minutes DRAFT

Date: May 16, 2022

The hybrid meeting was called to order by President J. Viaje at 7:04 pm.

Executives		Administration:	
President	Janel Viaje <input checked="" type="checkbox"/>	Principal	Karin Muuren <input checked="" type="checkbox"/>
Vice President	Erika Mathews <input checked="" type="checkbox"/>	Vice Principal	Joel Olson <input checked="" type="checkbox"/>
Treasurer	Monica Johanson <input checked="" type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	Chantale Hubbs, DPAC <input checked="" type="checkbox"/>
DPAC	Thuy Ngo Quon <input checked="" type="checkbox"/>		
Member at Large	Kara Eastgate <input checked="" type="checkbox"/>		
Member at Large	Marnie Gobin <input checked="" type="checkbox"/>		
Member at Large	Kara Hollis <input checked="" type="checkbox"/>		

16 in attendance. 13 Voting Members.

Quorum: Minimum of 6 voting members, minimum of 3 executive members must be in attendance.

Quorum met? Yes.

1. Introductions, Land Acknowledgement– J. Viaje

We acknowledge that Willoughby Elementary resides on the traditional unceded territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.

2. President's Report – J. Viaje

PAC is planning to do an online parent survey to gather feedback and suggestions for the 2022-2023 school year.

Motion to move the election from agenda item number 9 to number 3. Motion to pass – S Georgetti, N. Maas 2nd.

3. Election

F. Lau and T. Ngo presented the nominees for the 2022-2023 PAC Executive. All parents of Willoughby Elementary School may vote and participate in PAC Executive roles.

President

- J. Viaje was nominated for President and accepted the nomination.

- Nominations were called from the floor, of which there were none.
- J. Viaje was acclaimed as President for 2022-2023.

Vice President

- E. Mathews was nominated for Vice President and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- E. Mathews was acclaimed as Vice President for 2022-2023.

Treasurer

- K. Eastgate was nominated for Treasurer and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- K. Eastgate was acclaimed as Treasurer for 2022-2023.

Secretary

- N. Maas was nominated for Secretary and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- N. Maas was acclaimed as Secretary for 2022-2023.

District PAC Representative

- M. Johanson was nominated for District PAC Representative and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- M. Johanson was voted in as District PAC Representative for 2022-2023 by secret ballot: 14 votes in favor, 1 vote abstained.

Member-At-Large

- S. Georgetti, M. Gobin, and A. Talaban were nominated for Members-At-Large and accepted the nominations.
- Nominations were called from the floor, of which there were none.
- S. Georgetti, M. Gobin, and A. Talaban were acclaimed as Members-At-Large for 2022-2023.

Motion for the nomination committee to destroy the ballots – T Ngo, R Rathjen 2nd.

4. Principal's Report – K. Muuren

- Students are being placed for next year and staff are getting classes organized.
- Grade 5's swimming last week and this week,
- May 24 – Grade 5 transitioning meeting at YCMS
- May 26 – Welcome to Kindergarten event
- June 3 – 100 Day Celebration: dress up, Maypole dancing, a time capsule. Dancing through the decades dance party.
- June 7 – Grade 5 transitioning meeting at Peter Ewart Middle School.

5. Treasurer's Report – M. Johanson

The PAC Financial Accounts were reviewed for both the General and Gaming Accounts for February 2022, March 2022, and April 2022.

- February 2022 – motion to pass E. Mathews, R. Rathjen, 2nd.
- March 2022 – motion to pass N. Maas, R. Rathjen, 2nd.
- April 2022 – motion to pass E. Mathews, T. Ngo, 2nd.

6. Secretary's Report – N. Maas

The April 2022 meeting minutes were submitted for approval.

- Motion to pass R. Rathjen, K. Eastgate, 2nd.

2022-2023 PAC Meeting Dates:

- 3rd Monday of every month, except February due to Family Day. No meetings in December or March. September 19, October 17, November 21, January 16, February 27, April 17, May 15 (Annual General Meeting), June 19 at 7:00 pm.

7. District Parent Advisory Committee (DPAC) Report – T. Ngo

The 2022-2023 DPAC budget was presented at the PAC meeting on April 25, 2022.

- Motion to pass E. Mathews, K. Eastgate, 2nd. All in favor, the vote passed unanimously.
- T Ngo will vote at the May DPAC meeting on behalf of the Willoughby Elementary School PAC.

8. Committees:

Compassionate Support – R. Rathjen

- A few children rely on food from Compassionate Support
- There has been a lot of donations

Hot Lunch – K Eastgate

- June 17 – Sports Day: Panago and Frozen Yogurt
- There are \$1309.00 in credits on Munch a Lunch from canceled lunches – parents please use these credits.

9. Old Business:

Staff Appreciation Lunch

- May 3, 2022: Pizza, veggies and cupcakes – the staff were very grateful.

Grade 5 Farewell

- Bee sugar cookies
- Gaming budget has \$150.00 for Grade 5 farewell towards cookies.

Lunch for Student Volunteers

- Gaming budget has \$275.00 for student appreciation

PAC Calendar for school year 2022-2023

- Admin cannot confirm any dates yet.
- September – Welcome Back Tea, Spirit Wear, and coupon books fundraiser.

10. New Business:

Year End Gifts

- By June 1 – Admin will know which staff are leaving and will let the PAC know

Sports Day – June 17

- Hot lunch, pizza and frozen yogurt
- Volunteers can do shifts from 9:00 am – 2:00 pm.

Proposed Budget for 2022-2023

The proposed PAC budget for 2022-2023 was provided in advance for review.

- June 10 – the school will be hosting a volunteer appreciation event – keep an eye on the newsletter.
- General Account:
 - Proposed “Volunteer Appreciation” line changed to “Meeting Expense” in the same amount.
 - Adding back RE Mountain Scholarship for \$330.00 (\$30.00 goes towards the Foundation).
- Gaming Account:
 - The Tennis Centre may have a program for the students – will fall under Sports/Dance program.
 - Adding back: Pizza lunch for student volunteers - \$275.00
 - Adding back: Birthday treats - \$600.00
 - Way to Bee program – increase to \$750.00
- Proposed PAC budgets for 2022-2023 as amended – motion to pass K. Eastgate, E. Mathews, 2nd. All in favor, motion passed, unanimously.

11. Open Discussion

- PAC would like to fund iPads for the additional divisions for next school year so that they are in place at the start of the school year – admin will order them as soon as the school re-opens in August.
- PAC will prepare sports balls/bags for the new divisions in advance.
- PAC will fund additional Gaga balls that the school admin will purchase

12. Next Meeting: June 20, 2022 at 7:00 PM - Willoughby Elementary Learning Commons.

Meeting adjourned at: 8:50 PM

Respectfully submitted for approval at the next meeting by: Natalie Maas, PAC Secretary.