

McKinney PAC Meeting – Minutes

March 4, 2024 at McKinney Elementary/Zoom

Welcome	7:04 pm – Call to Order
Meeting Attendees:	Ivy Ho, Alisa Magnan, Wynsome Leung, Stefanie So, Tara Caffrey, Cheryl Neufeld, Sunny Song, Eileen Fujimuro, Anita Sandhu, Norman Chow
McKinney Administrators:	Monika Sood
Adoption of Agenda	<p>We would like to begin by acknowledging that the land on which we gather is the unceded territory of the hən̓q̓əmi̓ñəḥ̓ speaking people.</p> <p>Agenda was adopted as presented. Moved by Norman, second by Eileen. Motion passed.</p>
Chair Update: Tara	<ul style="list-style-type: none">– Movie Night is on March 7.
Administrator's Report: Monika	<ul style="list-style-type: none">– Outdoor Education<ul style="list-style-type: none">▪ Form was sent home on Friday, March 1.▪ Admin is aware of cost concerns.▪ A meeting with parents of Grade 6/7s is schedule for April 3, 6pm, to discuss questions and concerns.▪ Families can apply for Affordability Fund to assist with costs.▪ Funding from Eagles Nest sales will also assist with costs.– Track & Field<ul style="list-style-type: none">▪ Track & Field will be an extra-curricular activity for Grades 4 to 7 students.▪ Coaching to take place during recess, lunch, and before/after school depending on the number of students that sign up.▪ A meeting for interested students will be held before Spring Break.▪ Practice/training starts in April.▪ Parent volunteer coaches are welcome.▪ Monika: Check on permissions/approvals for parent volunteer coaches.▪ Monika: Compile list of activities that students want to participate in and identify which activities need coaches. Send list to Anita.▪ McKinney may not have representation at all activities, Track & Field committee has been advised.– Eagles Nest<ul style="list-style-type: none">▪ Starts on Friday, March 8.▪ Lots of students have signed up▪ Questions to Eagles Nest organizers, Heather and Michelle.<ul style="list-style-type: none">i) Who is making the schedule?ii) Who will train on cash and handing out snacks?iii) How many volunteers are needed at one time?▪ Tara: Forward above questions to Heather and Michelle.

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<p>Treasurer’s Report: Eileen</p>	<p><u>General Account</u></p> <ul style="list-style-type: none"> – About \$4502 expense for Food Days. – Received \$75 donation from Canadian Online. – Received \$35 for Spirit Wear hoodie that was returned due to incomplete order. – About \$698 expense for teacher reimbursements. – About \$2 expense for bank fees. <p><u>Gaming Account</u></p> <ul style="list-style-type: none"> – No expenses this period. <p><u>Additional Updates</u></p> <ul style="list-style-type: none"> – Donation receipts were sent in January 2024. – Charity return was mailed out mid-February 2024. – Have not had communications about the Steveston-London Scholarship. – Monika advised that: <ul style="list-style-type: none"> ▪ Vancity (No. 2 & Blundell location) and Coast Capital (Lisa at Steveston location) are required to give back to the community via donations and/or volunteering such as by helping with playground build. ▪ PAC can write a letter requesting funds for community.
<p>Food Days Coordinator: Sunny</p>	<ul style="list-style-type: none"> – Movie Night <ul style="list-style-type: none"> ▪ Several parents have asked about ticket purchases at the door. ▪ Munchalunch fundraising is lower than the previous movie night. ▪ About 100 tickets have been purchased.
<p>Fruit and Veggie Program: Sunny</p>	<ul style="list-style-type: none"> – No update.
<p>Social Media Liaison: Cheryl</p>	<ul style="list-style-type: none"> – No update.
<p>Other Business</p>	<ul style="list-style-type: none"> – Movie Night (March 7) <ul style="list-style-type: none"> ▪ Gym capacity is 400 people. ▪ About 100 tickets have been purchased; there may be confusion about requirement to purchase tickets this time (was not required previously). ▪ PAC decided to have tickets available for purchase at the door. ▪ Food orders is closed. ▪ There may be extra pizza, popcorn, and yogurt for purchase, but this is not guaranteed. ▪ Sunny will organize volunteers to check tickets at the door. ▪ Yoga mats will not be laid out to avoid spills on the mats. ▪ Gordon will be present. ▪ Tara has purchased the DVD. ▪ Monika: Send email reminder about tickets at the door.

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- Purdy's Spring Chocolate Campaign
 - Small order this time, only 11 orders for this campaign.
 - Made about \$100.
 - Not worth doing again at this time of year.
- Playground
 - Stefanie spoke about the Capital Project Grants application requirements and her experience with the application process.
 - i) Stefanie is on the Parent Volunteer Board at the daycare that applied and received funds for a playground structure from the Capital Project Grant.
 - ii) The Grant provides up to 50% of total project cost or up to \$250,000.
 - iii) The Grant funds projects that benefit the community and it is a competitive grant.
 - iv) Keys to successful application are to highlight how the project benefits the community and increases diversity and accessibility.
 - v) Application should include a comprehensive project budget, feasibility of project, and project timeline.
 - vi) Suggestion to describe safety concerns and age of existing structure, and how new structure increases accessibility; helps to ask below max amount.
 - vii) The daycare asked for \$61,000 and had matching funds and was able to fund structures for Infants and 3-5 year old children.
 - viii) Ensure budget is all encompassing; include costs such as demolition and takeaway, labor installation, lighting, shade structures, etc.
 - ix) Include latest vendor quotes and make sure to ask vendor about timeline (what is the lead time for ordering and receiving).
 - x) Applications typically open in June and funds are awarded in December.
 - xi) Question to Stefanie: Could you assist with the application?
Happy to help if PAC decides to apply.
 - xii) Question to Monika: How does PAC demonstrate license to occupy and what permits are required? Which parts of the existing structures require replacement or are nearing end of life?
Monika: Contact Facilities and schedule a discussion with PAC.
 - Tara: At next PAC meeting, introduce motion to postpone build date from Summer 2024 to Summer 2025.
 - Application requirements that will need to be developed include:
 - i) Project description
 - ii) Description of benefit to community
 - iii) Public inclusiveness
 - iv) Timeline
 - v) Project Risk Management
 - vi) Appropriate Approvals/Permits and Authority to Proceed
 - vii) Cost Estimates (include at least 2 quotes)

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	<ul style="list-style-type: none"> - Walkathon (May 27) <ul style="list-style-type: none"> ▪ Send home donation forms around April 27. ▪ Raffle must be open to everyone. A raffle will be given to every student that returns a form (even a form without donations is accepted). ▪ Each class should have two parents to walk with each class. ▪ Position parents at checkpoints ahead of time. ▪ Arrange more volunteers to help count donations. ▪ Update donation form for efficiency. ▪ Tara: Discuss grand prizes next meeting. - Grade 6/7s can use PAC's movie license to host a Movie Night in April to fundraise for Outdoor Education or other Grade 6/7 activities. - There was a death in the community. A Go Fund Me page has been set up.
Adjournment at 8:10 pm	<p>Next Meeting on Monday, April 8, 2024, at 7:00 pm.</p>
Summary of Actions	<ul style="list-style-type: none"> <input type="checkbox"/> Monika: Check on permissions/approvals for parent volunteers coaches. <input type="checkbox"/> Monika: Compile list of activities that students want to participate in and identify which activities need coaches. Send list to Anita. <input type="checkbox"/> Tara: Forward Eagles Nest questions to Heather and Michelle. <input type="checkbox"/> Monika: Send email reminder about tickets at the door. <input type="checkbox"/> Monika: Contact Facilities and schedule a discussion with PAC. <input type="checkbox"/> Tara: At next PAC meeting, introduce motion to postpone build date from Summer 2024 to Summer 2025. <input type="checkbox"/> Tara: At next PAC meeting, discuss Walkathon grand prizes.