**Ad Hoc Meeting Minutes**

Queen Mary Elementary School PAC Meeting

April 16th, 2025 ∙ 8:00 – 9.20 pm

Virtual

**ATTENDANCE**

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| **Laura Atkins** |
| **Elyssa Derban** |
| **Raymond Wong** |
| **Heidi Nienaber** |
| **Natalia Kravchenko** |
| **Christine Darvel** |
| **Ting Liu** |
| **Darcy Yu** |
| **Walter Zhao** |
| **Escobar Jose** |

**Meeting**

1. **Teacher Appreciation Luncheon Tuesday June 17, 2025  (Laura)**

At the moment we do not have many volunteers, so this year it will be a new concept. We will need some volunteers and some donations. It will be very casual, and it would be nice to do catering, for example, a Taco bar. Laura did research, there are many options. Ideally, the catering will come, bring food, and staff it.

Laura researched prices, the cost will be around $25-30 per attendee:

* $1350 food
* $200 beverages
* $400 décor (flexible cost)
* Rental company (Petersons) for 45 attendees will be under $300, incl tax. Plus$ 200 pick up and drop off.
* $350 little gifts for teachers (e.g., Thomas Haas chocolate bar)

Total cost will be around 8,75 per student. Hopefully we will have enough donations, but we will still secure some funds from PAC account.

Raymond: will provide veggie gifts.

Heidi: expresses appreciation. Heidi suggests keeping the gifts consumable.

Laura: yes, the gift price was based on Thomas Haas chocolate bar.

The next step is getting more people involved by word of mouth and we will work onPAC communication. Laura and Robin need lots of people to help. Laura hopes that people would donate money as they do not have to donate time this year.

Heidi: We can emphasize price per student to show that we are not asking for much.

1. **Direct Drive 2024-2025 (Laura)**

Laura updated the Direct Drive list. Laura suggests including some funding for the library.

The total for the campaigns will be $15 000. In previous years we had 20 000+ that we collected.

Laura suggests to also include technology replacement fund that will enable Elyssa to replace all technology that needs replacement/repair. The fund will be $10 000.

Rigamajig price is not predictable because it is imported from US

Laura asks for feedback on the technology fund.

Heidi: How much DD funds do we have available now?

Elyssa: It is exhausted, we have bought may technology items (Elyssa provides numbers).

Natalia: Can we set priorities and say that first we collect for the list and then if donations keep coming we direct it towards the tech fund?

Laura: Supports the idea

Hedi: Are not we doing this always?

Natalia: We usually set the amount after which we will close the link.

Laura: We can communicate that there are needs that we want to cover first, and then we hope to put money to the fund.

Heidi: Should we set the limit for Rigamajig price?

Laura: If it is too high, we can rethink and buy different set. We will edit wording to say that is can be similar set.

Laura: Can anyone translate the DD letter to Chinese? Please let us now. Another option is the QR code to website.

Ting offers to translate. Laura will revise the letter and send it to Ting to translate.

1. **June Celebration update (Heidi, takes pver chairing role)**

Summer celebration is on Friday June 6th, after school. Need volunteers. Focus on celebration, secondary focus is fundraising.

It will be in the afternoon on the basketball court. We will have all the games that Laura and Robin created, a stage with talent show of students K-7, food, raffle and maybe silent auction for parents only for higher price items.

Free admission.

Ticket for games, raffle, and food.

Volunteer needs: one to organize food, one for games, one for raffle/auction. Heidi will take talent show and entertainment part.

Elyssa: we might need a licence for the ruffle.

Heidi will need Laura’s expertise.

Heidi remembers a dance with a theme in June 2017. The theme was in decorations and dress up. Heidi emphasizes the focus on celebration.

Raymond: Will there be any spendings?

Heidi: Goal is to pay for itself. Also, Heidi wants to make it zero waste – everything recycled, no garbage prizes. More people needed to collaborate to think this through.

Elyssa: In the past there was a motion to set some amount so that the coordinator had some amount set aside for the event.

Heidi: Talent show and entertainment could be together, it is the one step

Elyssa: Next steps?

Heidi: Recruit volunteers and talk with Elyssa about the talent show.

1. **Principal report (Elyssa)**

As part of school planning, we plan for next year school fees and calendar. This information has to be shared with PAC to inform and have feedback. Now the calendar for 2025-2026 is on the VB website. Some days are set by the province or the district. We also have two flexible days. We can move Jan 12 and Sep 19. Also, school decides on early dismissal days.

Teachers agree with the flexible Pro-D days that were suggested by district.

Early dismissal days: week of Oct 20th (maybe 21/22) and April 20th (23/24).

Bell schedule stays the same.

School fees:

$35 general school fee will not change,

$7 for agenda

$25 activity fee will be two parts: activity + performance

Workbooks price will increase from $15-20 to $20-30

$25-30 for field trips throughout the year

$30 for grade 7 graduation

$500 for what used to be called the graduation camp and now will be called upper intermediate expenses.

$20 -30 IXL math

Hot luch, hoodies, after school, etc are optional and not included in school fees.

We will ensure equity, we will be supporting families.

Camp is getting very expensive, so we are looking for options, we want to make it accessible.

Heidi: What is the cap for camp payments?

Elyssa: $500 feels like a lot. Other schools do not do camp, but do different things, maybe several activities without overnight stay or outdoor experience that is not as expensive as the camp.

Elyssa: Laura and Robin expressed that they are really struggling to continue chairing PAC. It is time to plan for the next year. It is your PAC, but Elyssa would like to facilitate discussion. Elyssa willing to support reimagining what PAC can be. Currently, people in community might be a little scared to tale on big responsibility, we can talk about how PAC can look like so that it would not be so daunting. Elyssa proposes to have the meeting for this before AGM (June 3rd)

Raymond: W need to move on and collectively reshape this PAC.

Heidi: We will need to have it well before AGM as we will need to vote. People are scared, it seems too demanding. We have to come up with something sustainable as we have seen people burned out in this role.

Raymond needs PAC exec names to apply for the next year gaming grant before June 30th.

Heidi: We need to reimagine as now chairing feels daunting

Elyssa: There was PAC with 3 co-chairs, for example. May 6th is the next PAC meeting. Not sure if Laura and Robin will chair. There is also volunteer tea on May 22nd – good chance to invite engaged parents. Then we can do the meeting for reimagining four days later.

Heidi has 25 people for crossing guards. But they have a language barrier.

Heidi: Can tea be earlier?

Elyssa: Probably it is going to stay this way. Maybe we should have two different events. Language barrier should be a part of reimagining. There are some ways to work around - maybe co-chairs, one of which is bilingual.

Heidi has someone in mind.

Raymond: PAC should organize event before volunteer tea.

Heidi: Social?

Raymond: Yes, social, food or something.

Heidi: Coffee mornings were great but did not have great attendance.

Raymond: Can we start with cross guards? We can do appreciation, bring people together.

Heidi: It would be good to have more people.

Elyssa: Maybe we pick a day and time and then think about what we will do.

Elyssa: Coffee mornings were wonderfully attended for how little it was advertised. Elyssa’s emails go to everyone. Ice popsicle sales after school have huge attention.

Natalia: Maybe we could do ice cream social for parents?

Heidi investigated Rain or Shine previously – it is really expensive, but we can do scoop. Is there a safety issue?

Elyssa: Ice cream is low risk

Elyssa: We need to remember about the goal . Ice cream social is beautiful, but it can distract from the goal

Maybe a pizza meeting at 6 pm? Can we pick a date?

Heidi prefers after school.

Elyssa concerns that parents will get distracted.

Raymond: We could gather class parents, but we only have few this year

Heidi: It is a problem, but Elyssa can send out info

Elyssa: Because it is state of emergence, PAC can write a blurb, pick a date, any time and format.

Heidi: As a core group we should have ideas to guide the conversation

Elyssa: Meeting about the meeting

Heidi: We need some ideas about reimagining. We do not want to appear as the ship with no crew.

Elyssa: We need a group and Elyssa happy to join. We need more ideas. Do you want to pick a date?

Raymond: I am willing to be part of the meeting. I will try to chat with others and Raymond’s wife will reach out to the Chinese we-chat community.

Heidi: Should we have the little committee?

Raymond: Yes, we need to guide how it used to be and how we want it to be. We should start chatting with others.

Heidi: Zoom meeting would be good. People will be able to speak up.

Walter: It is important! Walter says he really appreciates QM, Walter thinks if they can involve in school, it is good. We need to break the wall. Chinese group discuss some info about the school. Maybe coffee time to share together? It was very good experience when Elyssa invited Walter to coffee morning. It will be very good not only for the school, but also for the family. It is about the community.

Heidi: We are setting zoom meeting for next week and try to recruit more people for the meeting.

Elyssa: Next week on April 24 evening might be good. 8 pm should work.

Heidi: Do we have little meeting before it?

Raymond offers to draft the agenda instead.

Heidi: Elyssa, do you have ideas about reimage?

Elyssa: No. It should come from PAC. We should emphasize the urgency, flexibility and PAC structure (roles).

Heidi: Looks like we do not need the pre meeting.

Elyssa: If we do it on zoom, then probably we will need Laura to sign us in zoom.