

**Chaffey Burke PAC Executive Meeting Minutes**  
**Tuesday, September 12<sup>th</sup>, 2023, Chaffey-Burke Elementary School**

Start time: 3:00pm

Location: Room 15, Chaffey-Burke Elementary

In attendance: Jeff Hutton (Principal), Kim Clark (Vice Principal), Mehreen Chaudry (Chair), Flora Sze (Vice Chair), Yukiko Otsuka (Treasurer), Rosanne Wieringa (Secretary)

1. PAC Meeting schedule for 2023/24

- PAC meeting will move to in-person meetings at the school, with an option for parents to join via Zoom. The Zoom link will be sent out in a reminder email to parents a few days before the meeting.
- Meeting Schedule:
  - Thursday, Sept 21<sup>st</sup> at 6:30pm
  - Wednesday, October 25<sup>th</sup> at 6:30pm
  - Wednesday, November 22<sup>nd</sup> at 6:30pm
  - Wednesday, January 24<sup>th</sup> at 6:30pm
  - Wednesday, February 28<sup>th</sup> at 6:30pm
  - Wednesday, April 24<sup>th</sup> at 6:30pm
  - Wednesday, May 22<sup>nd</sup> at 6:30pm (AGM)
  - June meeting – TBD
- The PAC executive will meet a few times during the school year. The executive will plan to meet in early November, March 13<sup>th</sup> and in May, before the AGM.
- Flora will try to arrange for snacks/refreshments to be available for the meeting.
- Executive will look into the possibility of offering babysitting during the meeting, to make it easier for parents to attend.

2. Upcoming events

- Family Picnic
  - Will be held on Thursday, September 21<sup>st</sup>. Students and teachers will be outside from 1:30 to 2:55pm. Parents are welcome to join, but they are not required to attend.
  - PAC will set up a table where parents can get more information about the PAC and can sign up to volunteer for upcoming events. **Action:** Print out small leaflets listing upcoming events that can be handed out to parents.
- Terry Fox Run
  - Will be held on Thursday, September 28<sup>th</sup>.
  - Derek Aquin has offered to help organize the parent volunteers and Ms Clark will be the staff contact for this event. **Action:** Rosanne will email Derek and Ms Clark, so that they can connect and sort out details about the run.

- We will need about 30 parent volunteers to be there from 12:30 until 2:30. **Action:** Rosanne will email a sign-up sheet to parent volunteers from last year. A sign-up sheet will be at the PAC table at the family picnic on Sept 21<sup>st</sup>.
- Fruit and Milk program
  - We have received the delivery schedule for the year. The first delivery date is Tuesday, Sept 26<sup>th</sup>. We will plan to distribute the fruit and milk on Wednesday, Sept 27<sup>th</sup> in the morning.
  - We will only be receiving enough servings for 75% of the student population. **Action:** Yukiko to get class lists from Antonella, so that we can figure out a distribution schedule for the year.
  - Jeff will inform teachers at the upcoming staff meeting that not all classes will be receiving fruit and milk on each distribution day, but it will rotate through the divisions during the school year.
- Halloween Costume Sale
  - Costumes will be collected before and after school from Sept 25<sup>th</sup> to Sept 29<sup>th</sup>
  - The sale will take place from Oct 3<sup>rd</sup> to Oct 5<sup>th</sup> from 3:00 to 4:30 at the undercover area beside the gym
  - PAC needs to make sure that costumes adhere to district guidelines. **Action:** PAC will need to look up wording regarding district policies for costumes that can be included in the email to parents.
- Mabels Labels
  - This fundraiser is set up online and will be ongoing throughout the school year. Information is available on the PAC website.
  - The link to the fundraiser should be put on the school website and emailed to parents.
  - Information about this fundraiser should be included in a welcome letter to Kindergarten parents.
- Movie Night
  - Licensing needs to be sorted out. **Action:** Flora to look into licensing options. Should check with Jetty to see what was done before Covid.
  - Important that the capacity of the gym is not exceed. Jeff suggested that we set a maximum of 350 to 400.
  - First movie night is tentatively scheduled for November 17<sup>th</sup> at 6:30pm.
- Pancake Breakfast
  - Possible date is December 14<sup>th</sup>, second option is December 15<sup>th</sup>. **Action:** Rosanne will email the Burnaby Lions Club to see if they are available for either of those dates
  - Last year the mandarin oranges from the Fruit and Milk program were served at the Pancake Breakfast. **Action:** PAC will ask Save On food if they can donate enough mandarin oranges to top up the Fruit and Milk delivery.
- Special Lunch

- Over the summer Yukiko worked with Ellen to confirm the final profit from the Special Lunch program.
- Yukiko will review the numbers with Jeff, Kim and Mehreen.
- The policy regarding leftovers should be reviewed and then clearly communicated to parents.

3. Meeting adjourned at 4:45pm