

QUEEN ELIZABETH ELEMENTARY PAC ANNUAL GENERAL MEETING

September 25, 2024 at 5:30 pm – School Library

Meeting Minutes

Attendees: 20 parents, Staff (Principal Mrs. Paget, Ms. Pomponio, Ms. Miller)

1. Annual General PAC Meeting called to order

2. Welcome.

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliwətał (Tsleil-Waututh Nation). Introductions.

3. Acceptance of Agenda and any amendments

Motion seconded by Erica Tan. Agenda approved by all parents.

4. Acceptance of the PAC Meeting minutes from May 15, 2024, as posted on the PAC website.

Motion seconded by Harper Hadden. Meeting minutes approved by all parents.

5. Vote on executives of the PAC with nominees of

- a. Co-chair: Linda Shen
- b. Co-Chair: Erica Tan
- c. Treasurer: Cindy Ng
- d. Secretary: Lisa Jones

Linda, Erica and Cindy shared a brief self-introduction to the parents and their enthusiasm to support the school and PAC.

Motion seconded by Erica Tan. All parents approved.

6. Motion to approve signing officers for PAC bank account: Two signatures are needed for each transaction. Officers are:

- a. Linda Shen
- b. Erica Tan
- c. Cindy Ng

Further, Harper Hadden, Claire McClean and Domina Edwards to be removed as a signing officer.

Motion seconded by Erica Tan. All parents approved.

7. Principal Report

Welcome all the parents and that it was a great start of the school year. 13 divisions with 100 new students this year. A few new teachers came on board and currently there is still the need to fill a Librarian and a Technician.

A great thank you to Claire M, Harper Hadden and Domina Edwards for their years of contribution to the PAC and great work done.

(Linda Shen presented a thank you card to Harper Hadden with a small gift card. Claire and Domina's thank you card will be passed on to them as they were unable to attend.)

Cross country is going well with a number of teachers support. Meanwhile we need more parent volunteers for this event.

Terry Fox run was a success despite the rain.

A friendly reminder to wear orange this Friday, Oct 27, 2024.

8. **Budget**

Cindy Ng presented last year's Income Statement for the two bank accounts, their revenue and spend as well as the budget for year 2024/25 based on prior year activities.

Through this discussion, it was identified in this year's budget, we would need to raise more money to support the gap in the school's technology needs. QE School still needs laptops. 30 laptops are needed for a class and were approved last year to support school's technology need. A cart and 15 laptops were purchased last year with funds raised from the capital campaign and some funds from PAC's General account.

There is still the need for 15 laptops this year. All computer orders must be placed with VSB which are serviced by VSB tech staff. PAC will get clarification/confirmation of this need/cost and the PAC will identify ways to fundraise. PAC will drive another direct appeal capital campaign to seek parent donations and continue to run hot lunch and consider more special menus during the year. In addition, we could consider planning other fundraising events, silent auctions, seek out grants (government or business) which we can apply for and other potential options. We are open to hearing parent's ideas for fundraising and support of these activities.

We currently have 322 students with little vacancy.

Other secondary needs of the school expressed by Ms Paget are:

- Build garden with outdoor classroom education – student can harvest food
- Update outdoor playground

Motion seconded by Erica Tan.

Budget approved by all parents, with a note that the number of "school capital need" and "capital campaign" will be updated before the next meeting.

9. **QE t-shirt sale update**

We had really great interest this year. 90 t-shirts were sold plus 31 pre orders received. We have put in an order of 72 t-shirts and expect to receive them in about a week.

Some parents have raised interest for cotton t-shirt as well as general hoodies. PAC will explore and get further information on this then gauge for further interest. Ms. Paget thinks is great idea to have more QE merchandise which allows parents to buy to raise school spirit.

10. **Fundraising events**

- a. Fall Family Dance Party: October 24, 2024

PAC proposed to organize a family dance party on the evening of Oct 24, 2024, Thursday. All family members are welcome. A DJ will be invited and children are encouraged to wear Halloween costumes. Also we plan to put up some Halloween decorations in the Gym.

We plan to ask for a small admission fee (\$5-8 per family) to cover costs. Also plan to sell food, snacks, drinks or merchandise for families to enjoy and support fundraising.

We need lots of parent helpers for this event to happen. Will send out parent volunteer sign-up sheet for the planning, set up, during event, and clean up for this event.

b. Winter: Holiday Bazaar or other

All agreed this is a great QE tradition and will continue for this year. There is a general agreement by parents to raise holiday bazaar price from \$1 to \$2 per item.

Last year, all proceeds from the events were donated to a charity – Van Sun Children’s Fund Society, to help the less fortunate. Discussed the option to keep half of the proceeds to school and half to charity this year, as we will likely have more money raised with the price adjustment, while two parents expressed that they prefer all funds raised from holiday bazaar to go to charity donation. Agreed to further consider this and decide later.

Also agreed that PAC should communicate more clearly with parents the purpose of this event and where the proceeds go. Email should be sent out early to parents, so people will have plenty of time to accumulate items to donate, in order to ensure we have enough donation in December.

Also discussed the option to combine the traditional Holiday Bazaar, with a silent auction or raffle tickets sale, for fund raising purpose. For the silent auction, we can call for donations from parents and also seek local businesses to donate free coupons to school, like beauty salons, dentist, and bakery, etc. We need lots of parent helpers for this.

c. Lunar New Year: special hot lunch menu, dragon / lion dance in school

Last year’s special hot lunch menu was a success and this year we will continue. We will also invite dragon/lion dance performance to school.

d. Summer: Summer Family Picnic

Will discuss in details next year.

e. Direct appeal for fundraising

PAC will start the direct appeal capital campaign as soon as we can to seek money donations from families to raise fund for the school to purchase new laptops so that there are 30 laptops for a class. Now we have 322 students in school, if parents could donate \$50 for each students, it could almost satisfy the capital this capital need.

PAC will do best to communicate the need to parents and drive the donation.

11. Volunteer opportunities for parents

- a. Class parents :We have found class parents for most divisions, but are still looking for one for Division 5, 11 and 13. A parent in the meeting was in D 13 and agreed to be the class parent.

b. Hot Lunch:

Big success last year and was the main fundraiser for the school; a parent asked whether PAC can arrange hot lunch for more days, but Julia explained the difficulties and considerations to keep it two days. Mrs. Paget recommended we can consider to add more special menus this year.

c. Events helpers

PAC needs lots of parent volunteers to make those fun events happen for our children.

Event coordinator Role

In past years PAC was unable to find a volunteer coordinator. This year we are thinking of looking for one coordinator for each major event, so that we can break down the work and divide our volunteers into groups to work for each event and each group will be led by one coordinator. In this way, parents can work in a more focused and organized way.

d. Garden

12. Other Topics – Traffic Safety

Mrs. Paget has contacted the City to change the current signs for “drop off” for student safety. There is concern that current bylaws are not being obeyed.

September newsletter has gone out to advise parents the traffic safety, including to park 1-2 blocks away and walk the child for drop off. Mrs. Paget also encourages parents to arrive earlier in the morning to avoid the congestion in the drop off area.

Mrs. Paget encourages parents to call 311 to report if you see parking violations.

A parent shared that it is helpful for Teachers to educate the kids about parking rules which helps them to remind their parent of the parking violations.

PAC will send out a traffic safety reminder email to all parents and will call for parent patrol volunteers to manage the traffic flow at the drop off / pick up area, to make sure cars are moving quickly so cars behind will have space to stop.

Meeting adjourned: Next PAC meeting in late November.

Sept 25, 2024
AGM

Queen Elizabeth Elementary
PAC Meeting Attendance

	Name	Child Grade	Child Division
1	Wing Shen	5	7
2	Shen He	4	7
3	Alice Tepung Somerville	2	11
4	Yuning Zhang	4	7
5	Connie Pomponio	teacher	
6	Chelsea Miller	teacher	
7	Hee Won Lee (Stella)	2	12
8	Junhyeok Lee	2	12
9	Julia Whyte	7	1
10	Meer Rajor	1	12
11	Jennifer Fang	3	9
12	Mamunur Rashed	3+5	7+8
13	Xuan (Shelley) Wang	K	D13
14	Juli Carrillo	7	D1
15	Nancy Paget	Principal	
16	Harper Hadden	5	5
17	Linda Shen	5	5
18	Erica Tan	5	5
19	Cindy Ng	3	10
20	Beth Hirsh		
21			
22			
23			
24			
25			