

General Meeting – Monday, September 17, 2018

Minutes

Present: Michele, Cintia, Michelle, Jasmine, Kristina S., Naz, Deanna
33 parents in attendance (+10 drop in votes (aka sign out sheet votes)).

Absent: Sara, Lyndsay

Call to Order, Approval of the Minutes and Adoption of the Agenda

- The meeting was called to order at 9:14 a.m.
- Approval of the Minutes from the September 7, 2018 Annual General Meeting. Motion to approve called by Michele; first by Cintia, seconded by Jasmine. Approved unanimously.
- Motion to adopt the Agenda for today's meeting called by Michele; first by Cintia, seconded by Xenia. Approved unanimously.

PAC Business - Cedardale Pixar Family Event

Michele - Thanked everyone for attending the meeting and thanked Mme LaBounty for being there. Introduced the new PAC Executive:

Deanna McDonald - District PAC Liaison

Nazanin Emami - Treasurer

Lyndsay Charles, Kristina Szakaly, and Cintia Martins - all Members-at-Large

Cintia was voted in as a Member-at-Large at the September 7 AGM and will act as Secretary for this meeting. PAC is looking for a permanent replacement for the Secretary role, please contact Michele T. if you are interested.

Why are the PAC meetings so formal? The PAC follows a Code of Ethics and has a Constitution both of which are in place in accordance with the Roberts Rules. According to PAC Bylaws, the PAC needs to have at least 15 members to have quorum. We have quorum here today. Cintia counted 33 parents in attendance.

Michele clarified that people cannot vote via phone, only those who attend the meeting in person can vote. Those parents who attended the meeting but had to leave early could vote by signing the sign-out sheet at the door indicating their vote.

PAC hopes to amend the Bylaws to allow for phone in and/or video conference votes in the future. The Bylaws will have to be amended to allow for this to happen.

1. Proposal of a FAMILY event for the 2018/2019 school year to replace the previous years' soirée in the school gym.

We have had an event in the school gym for last 5 years and this is an opportunity to have a family event, children included. Proposing to have a private event at Science World featuring the Pixar exhibition which is running for a very limited time. STEAM is featured at the event.

2. Proposed date and time Saturday, 24 November 2018 at Science World's Pixar Exhibition.

There would be a live band, non-alcoholic beverages, food, a photo booth and a silent auction. School art projects would be auctioned off at the event as well. We would hope to feature some of Cedardale's strength and achievements. Big buddies will be there. This is an opportunity for the older kids to earn community hours and it gives parents a chance to interact with other families.

Already have sponsors to help put this on; RBC, ClearLink, Mandarin Orange (program started by Michele and another parent, started at the school), and Federal French Funds (provided by the school) which has been targeted for cultural events. If the event does not go ahead the deposit will be used for a field trip to Science World. The Federal French Funds are a 5-year grant provided by the Federal Government it is up to the administrative discretion as to where the funds get spent. The sponsors have promised the money for this event, the sponsorship is event specific. If this event does not go ahead, the sponsors will not provide the money.

Concerns were raised about where the funds for the deposit came from and why the deposit was made without a vote on the event. Questions were raised concerning whether it was PAC Funds that were part of the Administrative Discretionary Funds that were used for the deposit? How was a deposit made without a vote being held? Michelle - clarified that the funds used to make the deposit came from a Federal grant which is left to the administrator's discretion as to where/how those funds will be used. The money was not PAC funds. And the deposit was made to secure the date but also, if not used for the PIXAR event, it could be used at a later time for a field trip to Science World.

3. Proposal to privately rent out Science World's Eureka and Special Pixar Exhibition of the evening.

Slideshow presentation by Michele.

In the past, there have been approximately 200 families at the school of which approximately 35% would attend the soirée. Approximately 120 tickets would be sold at \$50 per ticket for the soirée.

This year there are approximately 211 families. If we assume the same number of participants (35%) that would be approximately 74 families to in attendance. Ticket prices do not include cost of parking.

Proposing keeping the adult ticket at \$50, child ticket at \$30

Family package (includes 2 adults and 2 kids) \$150

Science World Admission Rates at the door = Adult (+19) \$25, Youth (13-18) \$20.25, Child (3-12) \$17.00, The Science Behind Pixar Upgrade +\$8.00

Questions - what happens if we don't raise that much?

What was the amount raised last year? \$35,000

What was the average raised over the last 5 years? \$8000 for silent auction and \$10,000 for the art auction.

The average family of 4, attending The Science Behind Pixar event at Science World would pay \$122.50, no food, no entertainment, and not a private event.

There would be an early bird discount of 10%.

We have had a growth of 5% in the school since last year.

Estimated revenues \$46,590.

The following questions and concerns were raised:

Must pay to use Science World tables i.e. rental fee. Don't we have tables we could use? We have tables but it is Michelle L. and her husband that would have to transport them there. The rental fee is nominal.

What kind of band will be there? Bobs and LoLo type? A family friendly band? Nothing is set in stone but was thinking someone playing a guitar at the entrance to the event.

Concern that the event is running a little too late. Some kids have a strict bed time, this event runs a little late and therefore would not work as a family event for some families.

If Science World closes at 6pm, how will everything be set up by 6:30pm when the event is set to start. Is it possible to set up in half-an-hour?

Kids in the higher grades have no interest in the event and therefore some parents would be going out of a sense of obligation to the school.

Is the idea to build community or is it to raise money? Can we do the art auction in a different location? There is a rough agenda in place. There is some flexibility to the agenda.

Concerns about the cash flow. PAC funds are very healthy. Have at least 2 years worth of operating budget.

What is the timing of the cash flow for the venue, i.e. when do the next deposits have to be paid?

Michele - First deposit has already been made. Second one is coming up at the end of September. Third payment is sometime in October. Michele - we will be starting early bird sales to cover some of the costs. Estimated \$5400 by the middle of October.

Will there be ticket sales at the door? We will probably not have ticket sales at the door.

Do we have to pay an insurance to use the space? Michele - good question, will look into that.

Cash flow numbers shown on spreadsheet are incorrect - should be \$14500

Do we have the sponsorship money already? Michele - sponsors will only give the money if THIS event goes ahead, the funds promised are event specific.

Can the sponsors write the cheques directly to Science World? That is a possibility.

If this gets voted in today, will there be a vote to see how many people will be in attendance? No. We've never had a vote on the number of attendees for a soirée held in the gym.

We will try to keep costs down as much as possible. If the ticket sales aren't there, we won't hire the entertainment, for example. Food will only be ordered for the number of people attending.

Concerns raised about the timing of the event; it is scheduled to happen at the start of the Christmas season - Christmas parties, staff parties, Christmas shopping, US long weekend, Whistler opening, etc. Can the date be changed? Depending on venue availability, the date could potentially be changed.

Concerns raised about if there will be enough money for the operating budget? Concerns if we spend \$20000 for this event, we will have no money left over.

Concerns raised about past issues with time, date, cost; could be doing something in our own community, using the school facilities.

Suggested taking the auction out of the Pixar event and make it happen at the school on a different night.

Concerns raised that the gym soirée idea is getting stale and need to shake things up and change the

venue. Need something different and need to make it something the whole family can enjoy.

Concerns raised that parents with older kids won't be interested in going to this event. There is nothing for teenagers to do. Suggested there will be a live band to appeal to the older kids. This is a private event outside the school environment. Big kids need a few key players to swing the decision one way or another. This has happened before where it only takes one or two to say they are going/doing something and the rest follow suit.

Why are we fundraising if FunLunch covers the operating costs? Funds raised are for special projects, i.e. sports courts, technology, garden, music equipment (instruments, risers, stands).

Concern raised that the higher the cost of the event, the less funds get raised.

Concerns raised that Science World is too big for mingling. We've only rented out two rooms, the Eureka Room and the Pixar Exhibition.

Concerns that this event is too ambitious.

For the cost, is there something that could be done for free for the entire school?

Some parents purchased tickets for the soirée but never go. Factoring in the price of babysitter etc., this seems to be more cost efficient and family inclusive.

In previous years there has been the BBQ - that is were many of the grade 7 parents met and formed a bond. That was community building. Why isn't there a BBQ? We've moved away from that in recent years for various reasons. This is something new to try.

Further discussion on potential community building opportunities at the school took place.

Confirmed there cannot be vote by proxy. We do have quorum so the vote can go ahead.

Michelle - abstained from the vote (she is a parent but also the administrator and therefore did not vote).

3. Budget Vote

- Michele put forward the motion to approve \$20,057.14 to be used for the Pixar Event.
- Those in favour: 17
- Those opposed: 8
- Those Abstained: 1
- The yes vote has the majority and the motion carries for \$20,057.14 to be used for the Pixar Event.
- Drop-in votes - 10 people signed the sign out sheet and all 10 say 'yes'. No one phoned in. No one attended via Zoom.

4. 2018-2019 Committees and Volunteer Opportunities

Michele noted there are several committees which need to be set up for the event and there are many volunteer opportunities as well.

PIXAR Family Event Committees:

- Food and Beverage Committee
- Ticket Sales Committee

- Auction Committee
- Fundraising Committee
- Entertainment Committee

2018/2019 Committees:

- Art Committee
- New Parent Induction Committee
- Class Parent Committee
- Marketing and Communications Committee
- School Safety Committee

Please contact Michele T. to help out.

5. Adjournment

Motion by Michele to adjourn the meeting. First by Felicia, seconded by Toktam. Approved unanimously. The meeting was adjourned at 10:20am.

- Note: All PAC meeting minutes are available on the EC Website. Quorum is 15 parent members. According to the constitutional change approved by the membership in previous years, if quorum is not obtained, the members present will constitute quorum and a binding vote will be held. Child-minding is not available in the meeting.
- ****ECPAC recognizes that General Meetings are not the appropriate place to discuss school personnel, individual students or parents.****

Next general PAC meeting:

October 11, 2018 @ 9:05 a.m. in the school library