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**Exec PAC Meeting –Friday Nov. 22nd, 2019**

**Minutes**

**In attendance**: Cintia, Sherry, Michele, Leila, Kristina, Alma

**Zoom**: Debbie, Azadeh

**Treasurer Update:**

* Signing authority still not approved for Damien, Debby and Alma at the Bank. Best to have this process be completed first then have Kristina and Lindsay be released from the list of signatories.

**Fun Lunch:**

* Kristina is no longer with Fun Lunch. Lindsay continues to manage the program. She has a second partner to help her manage and coordinate the volunteers, Christie. Last Thursday, there was a small hiccup with Fun Lunch arriving late. Lindsay was aware and had contacted the vendor that morning but she did not hear back from the vendor that the food will be arriving late. If the vendor had communicated to Lindsay that morning she could have ordered pizza to avoid delayed meal delivery times. Otherwise, the program is going well and the new vendors added this year have been well received by the students.
* Post Diwali and/or post fun lunch clean up in the kitchen is not being done properly. To ensure volunteers and students involved are aware a notice should be posted in the kitchen to inform all users that the kitchen must be cleaned up right away post events.
* PAC related event items such as tablecloths, bowls, cutlery, cups should be labeled and added to the inventory list and stored securely in the allocated PAC space.

**Marketing:**

* Debbie is working on engaging and informing our parent community. A communication plan has been developed. How can we modernize our communication so people can be more clearly informed and kept in the loop. Nothing has been approved as yet. The website will have all the content and information including the different channels i.e. Facebook, instagram, We Chat, Telegram, and What’s app to digitize our newsletter in HTML format instead of PDF. Approval is pending. Next step is to issue a survey to see the kind of channels Cedardale parents are using today to get a sense of where we should focus our communication efforts on. This newsletter will be better visually, with bite size information and with links for parents to get more information. A rich discussion was had on posting our bios online. Many exec members are not in favor to have their bios public. This should be on a user approved basis.

**Fundraising:**

* Spud.ca- connecting with them to see if this would be a good fundraising avenue or partnering up with local restaurants (i.e Chipotle) to offer a dining night for Cedardale families as a fundraiser. Amazon and meal preparation companies also suggested.

Action: Krstina to look into Spud.ca.

Action: Alma to look into local restaurants we can partner with for fundraising opportunities. Do a school plant-based theme with Garden theme, IB theme, Spud.ca, and/or restaurants that offer these items so that all these elements are pulled together.

* To possibly do a survey to understand parent feedback on fundraising ideas i.e. Spud.ca or Amazon.ca or meal prep companies or Purdy’s.

Action: Exec Pac members to look for companies that will partner with us for fundraising opportunities and to share at next meeting.

* Movie night planning

**Guest Speakers:**

* Helen Yeung, North Shore VCH Public Health Dietitian to come and speak at a GM meeting re: nutrition and food among our students
* Debbie to also present on Communications at the next exec PAC meeting Dec. 6th at 2pm.

**Next Exec PAC meeting:**