

**Approved Minutes of the Willows PAC General Meeting
On Wednesday, April 17th, 2024 at 7pm in school library**

1. Welcome and Land Acknowledgement

Ken, co-chair, welcomed all present and recognized and acknowledged the Songhees & Esquimalt Nations on whose traditional territories we live, learn, and do our work. Meeting called to order at 7:07 p.m. Ken paused for a moment of silence to recognize the passing of Janine Slevinsky (co-chair).

2. Quorum (a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member) achieved. In Attendance: 3 out of 4 Exec (Ken, Michele B, Alex) present and 3 parents (Hayley, Jen, Laura), Regrets: Trevor, Ruth

3. Approval of Agenda. Alex moved approval of agenda, Hayley seconded. CARRIED

4. Approval of minutes of meeting on Feb 21, 2024. Alex motioned to approve minutes and Ken seconded. CARRIED.

5. School Leadership Update (Brenna and Carey)

- Brenna acknowledged Janine's incredible passion and efforts and thanked PAC for their letter.
- District administrative moves: Cindy Harte will be coming from Doncaster as Principal; Stef Sloboda is coming from Lambrick Park (and Oaklands before that) as Vice Principal. Brenna will be moving to Quadra Elementary and Carey is going to Strawberry Vale. We know you will be in good hands with Cindy and Stef!
- Huge thank you to PAC for all of the projects approved:
 - Misha Smart will start in May and complete the mural this school year.
 - Bottle filling station has been ordered and ready to install.
 - TV has been ordered and should be up soon.
 - Playground equipment has been ordered.
 - Clubs equipment is going to be confirmed very soon.
- Starting initial planning for next school year – staffing and calendar scheduling.
- **ACTION: Brenna and Carey to send PAC invoices/receipts for project expenses to be paid/reimbursed by PAC.**

6. Co-Chair report (Ken)

- Ken thanked Brenna and Carey and showed gratitude for all that they have done for the school and how they will be missed dearly.
- Past Events: Coffee Morning (Mar 6): very well attended – 40 cups of coffee distributed. Low cost way to get parents to engage with PAC. Spring Dance (Mar 8): went very well though 50% less attended compared to Fall Dance. Photo booth was fun!
- Road safety concerns were raised by a parent. **ACTION: Ken to prepare a letter to send to the municipality.**
- Budget: Next year, classroom allotments may need to be proportional to Contribution Drive Donations rather than an absolute amount. Communications to be done at the same time as Fun Lunch order at the start of the school year, do not delay into Nov/Dec.

- TC10K Volunteer Marshalls Honorarium \$500 for 20 volunteers: Perhaps too late for this year to organize, but PAC may consider this opportunity for next year to raise money for a charity.

7. Treasurer report (posted online)

Financial documents can be viewed by any PAC member in the password protected Guest Area (<https://www.willowspac.ca/financials>). Email willowspac@gmail.com to ask for the password hint.

8. Upcoming Events

- Blossom Tree Festival (May 24): Need lots of volunteers. Bouncy castles will be set up on Cadboro Bay Field and Dance Party in the Gym. PAC fundraising effort for MPS Awareness Day to CureMPS has been launched with tickets sales for Blossom Festival at

<https://willows.hotlunches.net>. Donate any dollar amount and receive 5 bonus tickets. If you want a tax receipt then kindly donate through CanadaHelps:

<https://www.canadahelps.org/en/pages/curemps/>. To learn more visit <http://www.curemps.ca/>

- GoByBike Week (May 27-31): Students can stick a sticker for each day they get to school actively on LogMyRide posters. PAC can reach out to Oak Bay Police to escort Bike Trains tentatively scheduled for Friday June 7, 8:15am leaving from Allenby Park and Oak Bay Marina.

- Parent Education Night (May 28): Diversity and Inclusion in Disability, Join this event for an authentic conversation about disability in school. How do I talk about disability with my child? What's my role as a parent in shifting the culture around disability so that spaces in the school, on the playgrounds, at playdates, etc. are inclusive? Come and learn. [Speaker Details](#). Join Zoom Meeting (Meeting ID: 819 3954 2841 Passcode: 829043):

<https://us06web.zoom.us/j/81939542841?pwd=kbXlCzYFhfwQxbarK40h9PtUiUnATE.1>

- Welcome to kindergarten (May 31) – PAC will make a little welcome note attached to a small token to give out to incoming kindergarten students to introduce PAC to new Willows parents. Need a volunteer to purchase items, then print and attach a note. Submit receipts for reimbursement.

- Oak Bay Tea Party Parade (June 1) – need a volunteer to register Willows School and bring the Willows School banner, music and speaker and wagon to transport, assemble thank you candy bags to hand out to participating students. Submit receipts for reimbursement.

- Fun Day (June 14) - PAC to supply popsicles, need a parent to purchase popsicles, put in freezer in paper bags divided by classes, ready by 1pm. Submit receipts for reimbursement.

- Volunteer Appreciation (June 19) – before and after drop off, PAC will have coffee and muffins set up by picnic tables for all parents and would-be volunteers. Need a volunteer to order and pick up coffee and muffins. Submit receipts for reimbursement.

- Staff Appreciation Luncheon (June 28) - Volunteers are needed. Ken will attend. Michele B cannot attend but will organize dish and cutlery rentals and sandwich orders. A SignupGenius will be posted for families to sign up to bring their favourite potluck dishes to feed our wonderful teachers and staff, bring flowers for centrepieces, help set up and clean up, launder tablecloths. Special recognition gifts need to be purchased for staff who will be leaving Willows. Submit receipts for reimbursement before June 28.

9. Old Business

- Financial Review Committee
- Long term PAC spending - PAC needs a mandate for spending and saving money as appropriate

10. New Business

- Nominations for 2024-25 PAC Executive is open.
- 2024-2025 Proposed Calendar of Events: Suggestion to schedule events on different days of the week rather than mostly on Fridays.
- 2024-2025 School supplies to be ordered through the school.

11. Meeting adjourned 8:10 p.m. Alex moved, Michele seconded. CARRIED

The next meeting is the **Annual General Meeting on Wednesday May 15, 2024 at 7pm online courtesy of VCPAC**. Join Zoom Meeting (Meeting ID: 873 8755 0047 Passcode: 520505): <https://us06web.zoom.us/j/87387550047?pwd=2nObw0EG42MBcjAajcwn7i7dkd4UnZ.1>

Vote in Elections for 2024-2025 PAC Executive Positions: Chair, Vice-Chair, Treasurer, Secretary, and Members-at-Large (4). A Communications Member-at-large is especially needed! Please consider serving your child's school in this important way!

Michele Bristow, Secretary 2023/24