



Dorothea Walker Elementary School
Minutes of PAC General Meeting,
November 27, 2019
Meeting Commenced at 6:00pm

Attendees:

DWE PAC Members: Simon Adams, Kyla Van Eck, Steve Walker, Jennifer Huber, Darlene Atkinson, Stephanie Harland, Trudi Trask

Parent Participants: Carley Bortotin

DWE Administration & Speakers:

Meeting Chaired by DWE PAC President, Simon Adams

1. **Call to Order, Welcome & Approve previous meeting minutes**
 - Motion: To approve DWE PAC AGM Minutes from November 13th, 2019. Moved by Darlene Atkinson, Seconded by Jennifer Huber. Voted unanimously in favour.

2. **Financials (Renee Woolly, Trudi Trask)**
 - 2.1. Motion: to approve the October 2019 financial statement as presented.
 - motion by Jennifer Huber, Seconded by Darlene Atkinson. Voted unanimously in favour.
 - Note that future financial statements will be revised to show revenue coming in vs. expenses going out.
 - Second treasurer will be required for succession planning.
 - Past attending parent participant Mya would be a good candidate. Darlene to follow up with a DWE parent that she knew of that would be well qualified for this role.

 - 2.2. Motion: to approve the 2019/2020 PAC Operating Budget as amended.
 - Trudi ran through operational budget. Ammended budget as per red italics as shown on attachment.
 - Moved by Jennifer Huber, Seconded by Kyla Van Eck. Voted unanimously in favour.

 - 2.3. In person payment device (Kyla Van Eck)
 - Discussion on the adoption of a “square” type solution for online in-person payments.
 - Carley uses the online payment device, and could provide initial training/info.
 - For events like FFN, not having a means to accept debit or credit payment on site made it very time consuming to collect and issue silent auction items. Having one would boost the success of PAC fundraising events.
 - For FFN, Kyla recommended having 2 tiles at entrance, 1 at back entrance, 1 at silent auction.

3. Coordinator Updates

3.1. Playground fundraising strategy (Kyla Van Eck)

- Presentation from Kyla Van Eck on high level fundraising strategy for the DWE Playground. Presentation material attached to minutes.
- Mission: To create outdoor play space that supports the school's vision of creating innovative learning environments.
- Some of the additional fundraising events would include: additional art card event around Mother's Day, with a "spring" theme.
- Since meeting was not well attended, Kyla will repeat presentation.
- Kendra to send a request for volunteer assistance (Coordinators) for the additional fundraising ideas.

3.2. Special Thanks

- A special thanks to Shannon Wilson and Michelle Kershaw for their work and success of the art cards.
- A special thanks to Kendra for the communication work and improvements that have been made.

4. New Business & Events:

- deferred to a future meeting

5. Other Business / Adjournment of Meeting

5.1. Next Meetings:

- General Meeting January 16, 2020 @ 6:00pm.

5.2. Motion: to adjourn.

- Jennifer Huber moved. Kyla Van Eck seconded.

Steve Walker, DWE PAC Secretary

**DWE PAC
2019-2020 Proposed Operating Budget**

Revenues:	2019-2020 Budget	YTD	Variance
Welcome Back	\$ 1,920.00	\$ 1,920.00	\$ -
Welcome Back Coffee			\$ -
Art Cards	\$ 3,000.00	\$ <i>3,043.62</i>	\$ 43.62
Family Photos	\$ 950.00	\$ <i>925.00</i>	\$ (25.00)
Christmas Movie Night	\$ 500.00	\$ -	\$ (500.00)
Purdy's	\$ 2,400.00	\$ -	\$ (2,400.00)
Save-On	\$ 900.00	\$ -	\$ (900.00)
Dance	\$ 600.00	\$ -	\$ (600.00)
T-bones	\$ 3,500.00	\$ -	\$ (3,500.00)
Hot Lunch	\$ 56,726.50	\$ 28,363.25	\$ (28,363.25)
Family Fun Night (FFN)	\$ <i>11,000.00</i>	\$ -	\$ (11,000.00)
Gaming	\$ 10,200.00	\$ 10,200.00	\$ -
DWE Wishlist and CLP			\$ -
PAC Supplies			\$ -
Bank Fees/interest	\$ 17.61	\$ 5.31	\$ (12.30)
Mural Project			\$ -
Education Event			\$ -
Sub Totals	\$ 91,714.11	\$ 44,457.18	-\$ 47,256.93

Expenses:	2019-2020 Budget	YTD	Variance
Welcome Back	\$ 1,935.85	\$ 1,935.85	\$ -
Welcome Back Coffee	\$ 58.54	\$ 58.54	\$ -
Art Cards			\$ -
Family Photos			\$ -
Christmas Movie Night	\$ 500.00	\$ -	\$ (500.00)
Purdy's			\$ -
Save-On			\$ -
Dance	\$ 300.00	\$ -	\$ (300.00)
T-bones	\$ 2,975.00	\$ -	\$ (2,975.00)
Hot Lunch	\$ 42,319.06	\$ 21,159.53	\$ (21,159.53)
Family Fun Night (FFN)	\$ <i>5,000.00</i>	\$ -	\$ (5,000.00)
Gaming			\$ -
DWE Wishlist and CLP	\$ 20,000.00	\$ -	\$ (20,000.00)
PAC Supplies (including Freezer)	\$ 1,900.00	\$ -	\$ (1,900.00)
Bank Fees/interest	\$ 51.00	\$ 6.00	\$ (45.00)
Mural Project	\$ 200.00		\$ (200.00)
Education Event	\$ 350.00		\$ (350.00)
Sub Totals	\$ 75,589.45	\$ 23,159.92	-\$ 52,429.53

Net \$ 16,124.66 \$ 21,297.26 \$ 5,172.60

Values amended on November 27, 2019 are indicated in red italics

Committed Nov 13, 2019
\$100 + \$1800 for freezer
Committed Oct 23, 2019
Committed Oct 23, 2019

DWE

Playground Strategy

Vision

To create an outdoor play space that supports the schools vision of creating innovative learning environments.

Criteria Established by the committee:

- Accessible to all students
- Appropriate for K – 6
- Have natural elements
- Something different from existing play equipment
- New location

Process for Design Selection

- Survey students for their feedback – **Complete**
- Compile teachers feedback – **Complete**
- Survey parents for their feedback – **Complete**
- Meeting with District to review guidelines/limitations - **Tomorrow**
- Make recommendations based off all feedback collected, district guidelines/limitations and vision statement – **Present at January PAC meeting.**
- Create 3 options for parents to vote on – **February PAC meeting**
- Select new equipment – **February PAC meeting**

Students Feedback

Last year 200 students were surveyed. Results were:

- Favorite equipment:
 - Monkey bars
 - Swings
 - Zip line
- They prefer alternate location
- Choose equipment that will not require a lot of safety rules

Teachers Feedback

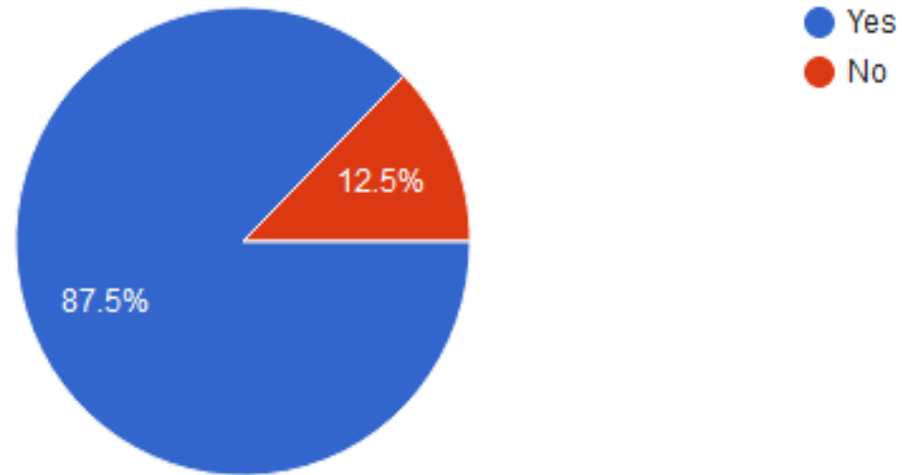
Last year teachers asked for feedback. Results were:

- Natural Elements
- Features that spark imaginative play
- Not too high (safe)
- Accessible to all students
- Promote Inclusive play
- More space for kids to play
 - Spread them out

Parents Feedback

Would you like to see another space created for outdoor play?

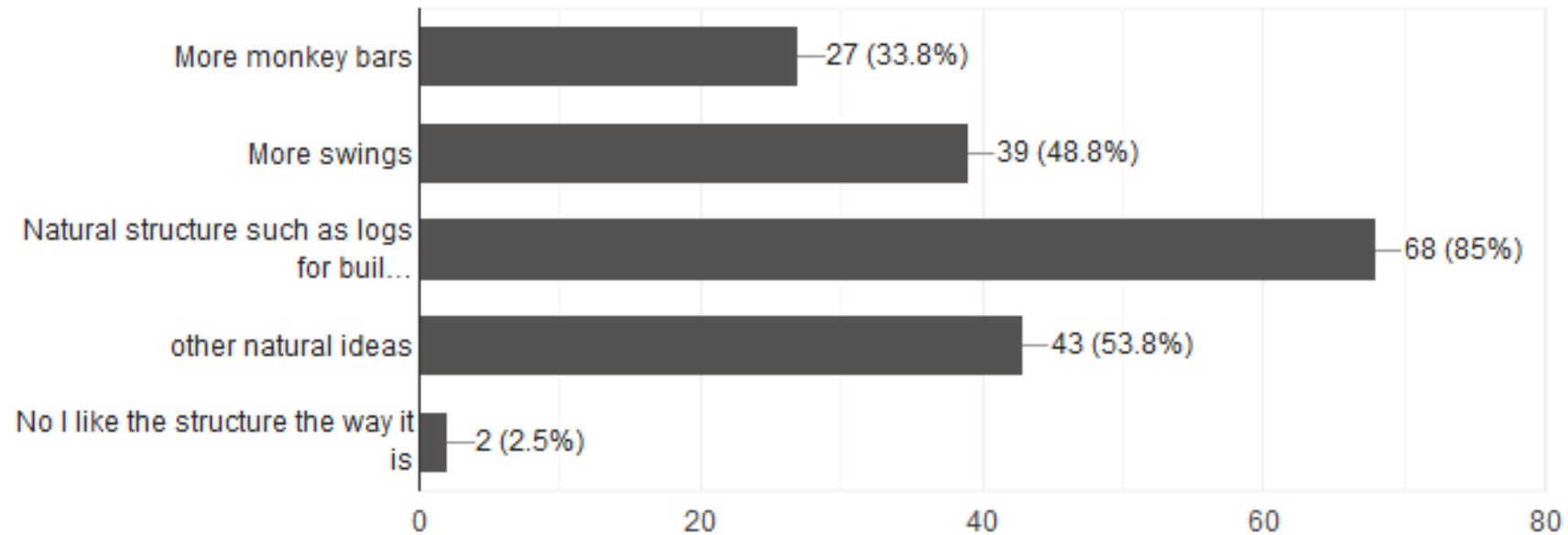
80 responses



Parents Feedback

Would you like to see some changes made to the existing structure? Check all that apply

80 responses



Goal

Installation of new playground equipment by summer 2021.

Project Funding

Goal = \$100k

PAC Budgets = \$47.2k

Fundraising

2018-2019
Budget

2019-2020
Budget

2020-2021
Budget

~\$52.5k

\$11.2k

\$16k

\$20k

Fundraising Options

- Grants
 - Application Review and submission – Ongoing as deadlines vary
- Financing
 - Explore options – January - March 2020
- Additional Events
 - \$52.5K - over 2 years

Additional Events

2019/2020 School Year

<u>What</u>	<u>When</u>	<u>Fundraising Goal</u>
Pub Night	February	\$3,000
Bottle Drive	April	\$2,000
Additional Art Card	Spring	\$2,000
Family Fun Night (increase funds raised)	June	\$6,000
Additional Funds raised		\$13,000

Additional Events

2020/2021 School Year

<u>What</u>	<u>When</u>	<u>Fundraising Goal</u>
Gala Event	October	\$7,000
Christmas Market	December	\$2,000
Pub Night	February	\$3,000
Bottle Drive	April	\$2,000
Additional Art Card	Spring	\$2,000
Family Fun Night (increase funds raised)	June	\$6,000
Additional Funds raised		\$22,000

Fundraising Summary

Goal = \$100k

2018-2019 Budget

2019-2020 Budget

2020-2021 Budget

\$11.2k

\$16k + \$13K

\$20k + \$22K

Projected earnings \$82.2K

Shortfall \$17.8K

Close the gap

- Grant Money
- Ask Campaign in September with recognition given to donors at Gala in October.
- Financing

We Need Help!

Would you like to help run any of the following initiatives?

- Ask Campaign
- Gala Event
- Bottle Drives
- Family Fun Night
- Pub Night
- Christmas Market

Questions?