**South Poplar Traditional Elementary PAC Meeting Minutes**

**Thurs, May 15, 2025**

Prepared by Candace Payne, PAC Secretary

**Start time: 7:02 pm**

**Attendees in person: Rani P, Chan R, Candace P, Pinkey B, Shannon Manky, Tanya (guest), June and Jordin A, Kathleen P**

**Attendees by phone: Reena A**

Welcome Acknowledgement & introductions: Rani and Chan.

Motion to approve meeting agenda: Candace; seconded by June.

Motion to approve last meeting’s minutes: Reena; seconded by Pinkey.

Principal’s Report: Shannon Manky

* Thank you PAC:
  + Kezia’s pavement painting has begun.
  + Easter Eggstravaganza success – lots of parents present. Positive feedback all around.
  + Thank you, Rani and Chan, for representing PAC info at Ready, Set, Learn.
  + Parent appreciation/volunteer appreciation coming up– June 4th after drop off in the gym.
* Book room – books in. Labelling in progress. Volunteers needed to finish organizing and getting books ready for use.
* Miss Gravel has put her name forward for staff traffic assessment. Looking for parents to join in assessing traffic safety/needs.
* Surveys - Thank you to those parents who completed the communication survey. Encourage others to continue to submit so all feedback is received.
* Suggestion to review process of how parent donations to class reps and school committees is handled. Consider adding parent reps, grade 5 committee as subgroups of the PAC and have process in place to document donations ins and outs. Further conversation will take place.
* Candace and June to meet Mrs. Manky to plan for next year (hot lunch, popcorn, fundraising ideas, etc). All events are planned June prior to next school year to ensure processes for school and volunteers are in place, to ensure no conflicts arise with other school operations, and to ensure we have vendors booked.

Treasurer’s Report: Reena

* See attached Treasurer’s report.
* Allocated funds paid out, with $5000 remaining to be spent. Reviewing what school additions could benefit our school’s kids. Potentially roll over to next year for games? Potential to roll over to next year with intent to contribute to field trip(s).
* Allocate $1000 gaming account for equipment room. Motioned by Chan, seconded by Reena; unanimously carried.
* General: Funds allocated for staff appreciation lunch in June.
* Support staff appreciation day June 5th. Allocate $50 from previously allocated teacher appreciation funds to put towards this to show our appreciation.

Other Business:

* Carnival planning update: Things going well. Preorders over Friday, May 15th. Volunteer spots available for signing up adult/16+: Bouncy castle, concession, wristbands, etc. We encourage all families to consider signing up for a short slot of time so the carnival is a success. Final preorders for food to be emailed to Chan. Distribution lists for wristbands sent to Kim for Kam.
* Upcoming events: Yearbook order being submitted tomorrow. Freezie Fridays starting next Friday. Sports Day coming June 20th; BBQ hot lunch and concession will be available again this year for teachers, volunteers, and parents. Literacy project in the works.

**Motion to adjourn at 8:08p.m. by Candace; seconded by Chan.**

**Annual General PAC meeting: Wed, June 18, 2025 @ 7 p.m.**