Castle Park PAC Meeting - Monday, February 5th, 2024

**Meeting Called to Order:** 7:08 pm by Kim Osborne

**Attendees:** Kim Osborne, Kim Parsons, Leah Amaral, Jillian Fisher, Kevin Akins, Shawn Ng, Cristina Margain

Agenda and Previous Minutes: put forward and approved

Chair Report: **Kim Parsons and Kim Osborne**

* Trivia Night:
  + Feb 9th 6:00-9:00pm in Castle Park Gym
  + Geared towards families, all kids, parents, siblings, grandparents welcome.
  + Food: Pizza, Chips, Water, Juice Boxes, Candy Bags
  + Flyer to go home in the kids planner tomorrow.
  + Message to go out to teachers to have kids write in planner on thursday.
* Zoom Account:
* PAC will not be utilizing zoom account for another year.
* PAC will access Microsoft Teams account for future meetings - PAC has an email account for this purpose
* Jillian Fisher to look into how we set this up for future meetings.
* Budget Review:
  + Detailed review of current credit (income) and debits (spends) since beginning of the school year.
  + Compared against the projected 2023/2024 budget.
  + Currently, estimated fundraising profits (hot lunch, treat day, dine outs) have not met projected amounts.
  + Group discussion on how we can increase our profits for the remainder of school year (ensure effective ROI) on treat day, add in hot dog day run by a separate PAC group (not Hot Lunch Coordinators).
  + Existing cheque requisitions pending (rainbow tables, reimbursement for treat days, dance performance) so status of accounts will be reevaluated once cheque’s have been written and distributed.
  + Discussion of current Treasurer processes: timeline for cq requisitions to be collected, reviewed, written and distributed 15th and 30th of each month.
  + Discussion of cash deposits: process of collecting cash from CP safe and deposited in our bank account.
  + Discussion of current accounting software (excel spreadsheet) with additional reports - can/should we utilize another process for next school year - Treasurer to think about it and report back next meeting.
* Discussion: due to spring break occupying half of March, our principal being on leave and no planned events group voted in favour of no March PAC meeting.

Vice Chair: **Leah Amaral**

Succession Planning:

* AGM in May - new exec team to be voted in.
* Current exec team to think about capacity and ability for next year.
* Plan for recruitment of new parents / target kindergarten families
  + “Kindergarten members at large”

**Shawn Ng** Treasurer’s report

Revenue – 5,053.52

* Hot Lunches - 5,053.52

Expenditures – $351.94

* Pay out for Festive Treat boxes

Bank Account Balances

      ▪ Operating Bank Account $22,188.85

      ▪ Gaming Bank Account $15,182.44

      ▪ Castle Park Holding Account $1357.50

      ▪ Cash Float $200.00

**Jillian Fisher** DPAC Report

* Family Support
* Support families with children who have mental health issues
  + Can meet 1:1 and give resources and support families emotionally.
* DPAC priorities

1. Climate control (heat and ac)
2. Extra staff (noon hour supervisors - suggestion for grandparents).
3. Kids bathrooms - providing bathrooms where kids feel safe.
4. Safe space for e-bikes, scooters at schools.

* Up and coming - offer in services on navigating DPAC website

**Meeting Adjourned 8:20**