



## **Meeting Notes**

**Monday, June 26, 2023**

**6:45 @Kelsie's- 21939 44a Ave**

### **I. Call to order**

President Kristine called the meeting to order of the Murrayville Academy PSG @ 6:45 pm on Monday June 25.

### **II. Roll Call**

Secretary Simone to roll call. Executive members only in attendance.

Attendees are: Kristine Christianson, Simone Richmond, Kerry Child, Kelsie Power, Sasha Risi

### **III. Restructuring of PSG**

We would like to change the PSG to a PAC. Parents do not really understand what the PSG is or does. Kristine will be taking on a support role within the PAC. Sasha taking on President Role, Kelsie Vice President, Simone Secretary, Kerry District PAC representative

Mary will be doing external communication—ie. newsletters for the school as a whole regarding PAC info, possibly a school newsletter. We all feel better communication is needed going forward.

Kelsie and Sasha will work on a constitution and bylaws. Kristine has some old bylaws from the PSG and will pass those onto Kelsie and Sasha. We will plan to have a PAC meeting when school is back in and for executive members to be voted in. A nominee needs to either have been on the executive or a committee within the last year.

### **IV. Other business:**

**Banking:** chequing account balance: \$11,767.14  
savings account balance: \$24,574. 42— this account accrues interest monthly

Becky and Kristine closed the chequing and savings accounts at TD. They will close the gaming one in the fall after the next deposit just to keep that streamlined before the gaming deadline so as not to confuse the deposit.

gaming account balance: \$2947.90

The total balance between the 3 accounts is \$39,289.46

**Next Meeting:**

Tuesday July 25, 2023 @ 7pm.

In person @ Kelsie's- 21939 44a Ave

Minutes submitted by: Simone Richmond

Minutes approved by: Kristine Miller



## **Meeting Notes**

**Tuesday, July 25, 2023**  
**7pm via Zoom**

### **I. Call to order**

President Sasha Risi called the meeting to order of the Murrayville Academy PSG @ 7pm on Tuesday, July 25.

### **II. Roll Call**

Secretary Simone to roll call. Executive members in attendance and Mary Farah

Attendees are: Kristine Miller, Simone Richmond, Sasha Risi, Kelsie Power, Mary Faraj

Absent: Kerry child

### **III. Restructuring of PSG**

Mary has been working on the constitution, with input from Kelsie and Sasha. We are using slack to communicate between meetings so that things can move along quicker vs. A monthly meeting. All members of the executive have been added to the slack channel. Mary has also suggested using Go High Level to help amalgamate surveys, email blasts, and forms to fill out for the PAC going forward. It is \$10/month. Mary can set up the PAC. We will all take a closer look at Go High Level and see if it is something we would like to use.

For what PSG (future PAC) funds will cover, the suggestion is if the purchase directly affects the kids enjoyment of the playground, the PAC will pay for it. This is to help eliminate the fine line between what should be paid for by the school vs. The PAC.

### **IV. Other business:**

**School Bus:** Sasha's husband Jordan will remove the decals at no cost. Sasha will get a quote for pricing on putting new decals and emergency exit letters onto the school bus.

**Buddy Bench:** Sasha's husband can make it. Will be approximately \$100 for materials, he isn't charging for labour. He will make 2 since the wood comes in a specific size and instead of wasting it we can decide how to also use the second bench. This will be ready for Sept. 2023

**Older Grade Hang Out area:** Becky has asked about a Gaga Ball Pit. Kelsie's husband Matt can make a DIY one from sealed plywood, which can be taken down and stored vs. A permanent gaga pit. The cost would be approximately \$300 plus labour.

**Turf:** Becky has asked about having turf on the field because it is mostly dirt still. We have voted that the PSG will not pay for turf because it was just redone last year, and it would be a cost of \$16,000.

**Pavers:** With the school renovations, there are pavers at the front of the school that will be removed. Instead of throwing them away and creating waste, we would like to move them to under the deck to clean up that area and make it more useable for the kids. Kelsie will talk to Becky about it, and if we are allowed then the PAC will pay for the installation of the pavers. If the kids won't be allowed to use that space, then the PAC will not pay for the pavers to be installed.

**Mulch:** This will be for when the metal storage container is moved. Mulch is the most affordable option at \$2800, and hopefully we can get some volunteers to help lay it down. We have voted to pay for this as it makes the space more useable for the kids.

**PAC email to register with Langley District PAC:** We would like to change the email to PAC@murrayvilleacademy.ca. Becky will need to email the IT person to get this changed prior to Kerry registering us with the Langley District PAC.

**Email Address List compiled into one email button for future:** Mary says this can be accomplished in Go High Level if we decide to use it, but does not want to set it up until we have the email changed.

**Rain Jackets for teachers:** Becky has submitted the invoice to us. Kristine will pay this.

**Treasurer:** We have no treasurer until Sept. 2023. Sasha has asked Parm if she might take it on, if not then she will ask Ashley Osborne.

**Back to School Treat courtesy of the PAC:** Sasha suggested a pancake breakfast. We all voted yes to this. It will be a treat from the PAC, no charge to students. Mary will look into ordering them from Ihop or Denny's—whichever is cheapest.

**Next Meeting:**

TBD

Minutes submitted by: Simone Richmond

Minutes approved by: Sasha Risi



## Meeting Notes

**Tuesday, August 15 & Wednesday, August 16, 2023**

**7:00 Via Slack Huddle**

### **I. Call to order**

Kelsie called the meeting to order of the Murrayville Academy PAC @ 7:00 pm on Tuesday, August 15 & Wednesday, August 16. (There was a lot to go over so divided between two meetings)

### **II. Roll Call**

Attendees are: Kelsie Power, Sasha Risi, Mary Faraj

### **III. Restructuring of PSG as a PAC**

Went over the draft of the new PAC Constitution & Bylaws, Executive Position Roles, Executive Position Nomination Process and needed guidelines to keep all PAC Executives on the same page. How to handle the ending of the PSG and the founding of the PAC was also discussed as well as the PAC website and newsletter.

Mary to finish revising the Constitution & Bylaws and write out all guidelines.

### **IV. Other business:**

**Technology:** Mary purposed we implement Go High Level CRM for use for the PAC website, mass email, forms, surveys and to automate the nomination process. Mary is able to offer this for free through her technology company and the PAC will only be charged if GHL changes their billing process and starts charging her company for the PAC account. Sasha and Kelsie approved moving forward with this option. There will be a \$10 annual fee to host the domain for the PAC website through Go Daddy that Mary's company, Amelio Integrated Technologies, will bill the PAC for.

### **Next Meeting:**

TBD

Minutes submitted by: Mary Faraj

Minutes approved by: Kelsie Power





## **Meeting Notes**

**Tuesday, August 22, 2023**

**6:00 Via Slack Huddle**

**I. Call to order**

Kelsie called the meeting to order of the Murrayville Academy PAC @ 6:00 pm on Tuesday, August 22.

**II. Roll Call**

Attendees are: Kelsie Power, Sasha Risi, Mary Faraj, Parm Dhillon

**III. Going over the Treasurer Role with Parm**

Went over Parm's role as treasurer, discussed the year end wrap up feedback survey results. Mary to pass on any feedback that is related to the school.

Mary to revise the treasurer template to better include all the info we need to easily see. Mary to make a form for handling cash as well as write out the policy for this.

Kelsie to donate the poly mailer envelopes to use for handling cash securely.

Parm to ensure she is fully set up with the bank and find out if we can have a debit card for the account as well as if there needs to be two people to withdraw money for floats. Parm to prepare the financial report to be presented at the AGM.

Will need to collaboratively come up with the PAC budget for the year for the AGM.

**Next Meeting:**

TBD

Minutes submitted by: Mary Faraj

Minutes approved by: Kelsie Power





## PAC Minutes

Wednesday, Sept.6, 2023

7:30pm via Zoom

### I. Call to order

President Sasha called the meeting to order of the Murrayville Academy PAC @ 7:30 on Wednesday, Sept. 6, 2023

### II. Roll Call

Secretary Simone to roll call.

Executive Attendees are: Sasha Risi, Kelsie Power, Parm Dhillon, Simone Richmond, Kerry Child, Mary Faraj  
Members at Large: Ashley Osborn

Absent: Member at Large: Poonam Singh

### III. Fundraising Calendar:

Kelsie & Sasha went over the calendar. Sept. is fully sorted out. The remainder of the calendar is to help sort out the year but changes can be made as we go. Some of the fundraising will go toward paying for the pancake breakfasts.

Sasha looked into Roots & Wings for possible fall fundraiser. -space rental, \$500, they supply a bartender and have 2-3 drink options. They would charge us \$6/drink, and we could charge \$10 and keep the profit. **Sasha has talked to Becky since the meeting and October won't work for this event so will keep in mind for early Spring.**

-Kerry presented list of fundraisers mentioned from last year.

-Ashley will go ahead and apply for Westcoast Seeds fundraiser which opens Sept.15. If we are chosen, the campaign runs Dec-Feb & minimum orders are \$10. Ideally we will get the fundraiser out before the general seed catalogues in January.

-Ralph's has been popular, but now the gift cards can only be used online. We will try running it and see if it is as popular vs. Having been able to use the cards in store. Ashley will own this.

-Wednesday Popcorn days- 2x a month. To run over lunch time. Will need 2 volunteers for these days. Using Costco popcorn for Sept. days. Kerry & Simone will pre-fill bags (aiming for 150) for Sept. 13 popcorn day. Ashley pick up popcorn & freezies (for spring—Safeway had deebee's for \$1.99/bag) Parm looking into getting popcorn bags.

-Fun Fridays- will run after school. The first one on Sept. 15 is deebee's organic juice fruit freezies.

Becky will give a list of needs for the school, so that we can have a goal for fundraising efforts. (I.e. metal soccer goal posts that don't blow away and get knocked down. These are roughly \$8-10k for 2 nets)

-Movie Night- first one is Friday, Sept. 21. Will include movie, pizza, drink & popcorn for \$20. Will be outdoors. Dependant on weather—cannot have outside if raining. Derek can provide projector & screen again this year. Will likely need 2 people on pizza duty, 1 person drinks. 3 volunteers and 1 staff member total. Will pre-fill popcorn bags. Order whole pizzas vs. Individual ones.

-Mary is working on a PAC website. Ideally we will have online fundraiser links there so people can choose to order from those whenever they like.

#### **IV. Constitutions & Bylaws:**

Kelsie, Sasha and Mary have worked on these all summer and completed them. This will all be discussed at the AGM on Sept. 27.

#### **V. Committees:**

This will happen at the AGM.

Possible committees needed: Fun Fair, Gift, Movie Night

#### **VI. Next Meeting:**

Next meeting is the PAC AGM.

Wednesday, Sept. 27, 2023. 7 pm @Murrayville Academy

#### **VII. President to adjourn the meeting at time.**

President Sasha called the meeting to adjournment at 9.37pm

Minutes submitted by: Simone Richmond

Minutes approved by: Sasha Risi & Kelsie Power





## **Murrayville Academy PAC AGM Minutes**

Wednesday, Sept. 27, 2023

7:00pm in person @Murrayville Academy

### **I. Call to order**

President Sasha Risi called meeting to order at 7pm.  
First AGM of newly formed PAC.

### **II. Roll Call**

Secretary Simone to roll call.

Executive Attendees are: President Sasha Risi, VP Kelsie Power, Secretary Simone Richmond, Fundraising Coordinator Kerry Child, Communications Coordinator Mary Faraj

Executive Absentee: Parm Dhillon

Attendees are: Becky Moore, Poonam Sran (Member at Large) , 5 parents

### **III. Approve the Constitution & Bylaws**

No objections.

Constitution & Bylaws Approved.

### **IV. Elect the Executive Committee**

No objections.

Executive Committee Approved.

Sasha Risi- President

Kelsie Power- Vice President

Simone Richmond- Secretary

Parm Dhillon- Treasurer

Mary Faraj- Communications Coordinator

Kerry Child- Fundraising Coordinator

### **V. Approve the Annual Budget**

One amendment was made: added Krispy Kreme fundraiser.

No objections.

Annual Budget approved.

Gift card fundraiser was suggested for Christmas. Ms. Becky shared that Ms. Kim has had feedback that the smaller \$2 fundraisers are appreciated as that is what some families are able to afford and are happy that they can contribute.

**VI. Form Committees:**

Mary shared how to join the PAC—as member at large, join a committee, volunteer at events, general member. Most pressing committees currently needed are the Fun Fair, Purdy’s and Growing Smiles. PAC will send out the various ways one can join/contribute to PAC to wider parent population.

**VII. Next PAC meeting:**

Wednesday, Nov. 1, 2023

7pm in person @Murrayville Academy

**VIII. President to adjourn the meeting at time.**

President Sasha adjourned the meeting at 7:47pm.

Minutes submitted by: Simone Richmond

Minutes approved by: Sasha Risi



**PAC Minutes**  
**Executive Meeting**  
**Monday, Sept.25, 2023**  
**4:30pm via Zoom**

**I. Call to order**

President Sasha called the executive meeting to order @4:30pm on Wednesday, Sept. 25, 2023

**II. Roll Call**

Secretary Simone to roll call.

Executive Attendees are: Sasha Risi, Kelsie Power, Simone Richmond, Kerry Child, Mary Faraj

Absent: Parm Dhillon

**III. AGM**

-Mary reviewed the slides for the AGM. Outlined the agenda, voting on constitution & bylaws, committees

-Mary will add in fun Friday & Popcorn committee to the slides

-will discuss committee needs at AGM. Depending on turnout may get some volunteers for this, or will need to put a general call out.

-can add in Krispy Kreme fundraiser to budget and share at AGM that we made an amendment and what it is, since we forgot to add it to the budget originally

-Sasha will introduce PAC and we can all take a slide to share

**IV. Next Meeting:**

Next meeting is the PAC AGM.

Wednesday, Sept. 27, 2023. 7 pm @Murrayville Academy

**V. President to adjourn the meeting at time.**

President Sasha called the meeting to adjournment at 5pm

Minutes submitted by: Simone Richmond

Minutes approved by: Sasha Risi & Kelsie Power





## **Executive PAC Meeting Minutes**

Wednesday, October 11, 2023

7:30 pm via zoom

### **I. Call to order**

President Sasha called the meeting to order at 7:30pm.

### **II. Roll Call**

Secretary Simone to roll call.

Attendees are: Executives: Sasha Risi, Kelsie Power, Simone Richmond, Mary Faraj, Kerry Child, Member at Large: Ashley Osborne

Absent: Member at Large: Poonam Sgran, Executive: Parm Dhillon

### **III. Business Sponsorships**

-We will reach out to school parents first as many have small businesses in the community, and this is a positive way to get to know our community better.

-We will possibly sell ad space in the newsletter with a donation as payment. We can mention the sponsors in the newsletter, and also inquire if they would like to sponsor the parent mingle and/or contribute to the silent auction.

-Sponsorships can be on a monthly basis.

### **IV. Plan for November**

-General PAC meeting at the school at 7:30pm on Nov. 1. We need to confirm the time with Becky as the newsletter said 7pm.

-Volunteers: Jamie Ponte & Liz De Boon for Fun Fridays. We need to finalize and organize with them to fully take it on. Mary will add a Fun Friday channel in slack and reach out to them. They will need a budget/guidelines and to check in with their plan with the executive before the fun friday.

-The PAC will purchase Jars by Jodi for teacher gifts (22) Kelsie can purchase these. She will also donate holiday cards that she has for her company, Jax & Lennon. We will order regular size chocolate chip cookies for each teacher.

- If parents/a parent would like to organize a class gift for their teacher, that is an option, but not something PAC will coordinate/organize

-Kerry will set up Purdy's. We will figure out who might be available to sort the orders once they arrive.



- Kelsie reached out to Angela to take on Growing Smiles. Angela has agreed.
- Ashley is taking on Ralph's again.
- We will need to send an email re: the Nov. PAC Meeting. This needs to include that we are looking for volunteers for: Fun Fair Committee, that we are looking for donations for Fun Fridays, the online volunteer sign up. Simone & Mary will work on drafting this.
- We are adding a gift card fundraiser to our holiday fundraisers. Kelsie will set it up with Fundscrip Gift Cards and get the info.
- Fun Fair—we need to start working on this so Kelsie has emailed Party Works who we used last year to find out if our date of May 31 is available. Kelsie will also ask Angela if she would like to own the Fun Fair. We have discussed and plan to take the games out and get another inflatable that parents can play with the kids as inflatables were the most popular last year.

## **V. PAC Website**

- The website has been approved by school admin.
- The goal is to get it ready to launch for Nov. 1 to go out with the next newsletter

## **VI. Other Business**

- recap teacher appreciation: just need to make sure folks who donate are very clear on we need two of everything since one for each building. Next time we will reach out via email with a blurb about what is happening and what we need.
- Ashley will check in with Jars by Jodi to find out how it is going so far. Simone will send out an email reminder
- Kerry will find out how much it would cost to have White Hatter do a presentation for the school
- brainstorm another snack idea for popcorn Wednesdays and bring to the next meeting. Oxford ice cream was mentioned for a Fun Friday, and maybe trail mix or pretzels for a change to Popcorn Wednesday

## **VII. Next Executive meeting:**

Tuesday, November 14 @7:30pm via zoom

## **VIII. President to adjourn the meeting at time.**

President Sasha adjourned the meeting at 9:11pm.

Minutes submitted by: Simone Richmond

Minutes approved by: Sasha Risi & Kelsie Power