



Parent
Advisory Committee
Council
(CPAC)
Carisbrooke

Carisbrooke Executive PAC Meeting

Date: 18 February 2014
Time: 7:30 pm
Location: Rebecca Teflers house

In Attendance: Dawn Russel, Rebecca Telfer, Judith Nitsch, Karen Bullock, Lucy Cayuela, Tanya Kalashnikov, Hillary Reid, Karen Wright, Tanya Scott, Edelee Maritz, Victoria Grant-Smith
Guests: Luisa Kirk, Jess Franco, Julie Taylor

Actions are highlighted in **Yellow**

- 7:40 Call to order and welcome. Lucy welcomed the guests as potential Exec Members. A round of introductions was made.
- Updates Victoria gave the following feedback
- Emergency Preparedness
- February is the launch of the EP month for Carisbrooke and next week is the EP week.
 - Various activities this week including: Display at office, launch of Canadian Tire money Drive and EP Pack sale as well as final push for the Tool donation Drive. A smaller display stand will be put out at the science fair and the week will end with the presentation at the CPAC meeting. Wayne will present the school plan and EP Committee Member will present on various sections. See powerpoint (for display poster) online.
- Spring Fair Hillary and Rebecca provided a brief description and update
- Spring fair to take place May 8 on school grounds and the Fundraising goal is \$6 000.
 - Fair will have various stations with activities run by Division Groups (8 groups). These will be coordinated through the class reps. A list of possible activities will be provided and division groups can chose on a first come first service basis. An entrance fee will be charged and specific activities will be extra.
 - Also includes revenue generating activities such as cake walk, creative music, class baskets.

- Class baskets will be coordinated by the class reps in line with a specific theme. Rebecca noted that it was important to keep the baskets at the cap otherwise we do not actually make money.
- Decor- EP tents will be used and balloons with \$10 Gift cards which can be purchased (\$10). Cate Coulter is collecting the Cards. **Tanya to assist with Signage.**
- A variety of food will be available including a burger bar, fun finger food, cake walk, popcorn **(Judith offered to pack popcorn),**
- Tim Mcleod offered to DJ which saves money.
- A Passport for stations will be available and students can collect awards at exit, possibly a candy store.

Next steps:

- Committee is to meet next week and decided on specific activities and determine volunteers. **A request was made or exec members to forward any ideas for stations to rebecca or Hillary.**
- **Lucy to talk to Wayne at next meeting (Thursday) regarding insurance and ideas.**

Fitness

Lucy provided feedback

- Fitness circuit costs keep decreasing from the original \$17 000. Will be in place after spring break. Bar section to be behind baseball fence. School District to prepare and flatten area.

Volunteer Roles

Rebecca gave update

- In process of preparing outline of volunteer roles to provide online list of opportunities to both attract new volunteers and for succession planning. Document with examples was circulated. **Rebecca to send out document for input from members this week.**
- Victoria noted that it would be useful for members to look at the Mount Royal website as the document was based on their volunteer outline. Also that the information online would be a lot less than the information in the collection document.

Morning Coffee with PAC

- The Morning Coffee would be used to promote volunteer vacancies with information from the above document.
- To be held 25 April.

CPAC meeting

- February meeting next Monday 24th
- April meeting 9 April. Tim to present on technology plan and would also cover volunteer opportunities

New Business

- Lucy read an email received from a parent who is concerned about teachers giving out candy to students as rewards
- The matter was discussed and it was agreed that this was not a PAC matter and the parent should take it up with the teacher. The PAC has made specific moves towards Heathy eating with A) the fruit and veg program B) removal of timbits from the hot lunch menu.

8:50 Adjourn

- Meeting adjourned and members stayed to chat to guests and discuss Exec opportunities.