

PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: September 18, 2018, 6:30 PM

Executive Committee Present

James Wright –Chair

Sarah Snider- Secretary

Melanie Dorrington- Vice-Chair

Stacey Hay-Treasurer

Regrets

Principal: Mme. Powell

Tiffany Yachyshen (Family Dance)

Sara Robert (Communications)

School Administration

Vice-Principal: Matt Couture

Other Valued People Present

Julie Garcia (Environment)

Jackie Wasyliw (Fundraising)

Tanya Merke Epp (Volunteer Coordinator)

Gail Johnston (Family Picnic)

Saul Benjamin (South District Advisory Rep)

BJ Williams

Kristy LeBaron (Staff Appreciation)

Kate Franklin (Fun Lunch)

Nalini Reddy

Rebecca Kirk (Family Picnic)

Dinis Prazeres

Paul Medeiros

Tanya Ducharme

Marla Tran

Ana Iervolino

Julio Lucchesi

Trevor Thimm

Minutes

Agenda / Speaker	Discussion	Responsible for Action/Timeline
Welcome –Chair		

<p>Voting in of New Members!!!</p>	<p>Melanie Dorrington accepted call of nomination for Vice Chair</p> <p>Stacey Hay accepted call of nomination for Treasurer</p> <p>Jackie Wasyliw accepted call of nomination for Fundraising chair</p> <p>Kristy LeBaron accepted call of nomination for Staff Appreciation Chair</p> <p>Tanya Merke Epp accepted call of nomination for Volunteer Coordinator</p> <p>Saul Benjamin accepted call of nomination for South District Advisory Representative</p> <p>Peter Dorrington accepted call of nomination for French Language Advisory Representative</p> <p>Rebecca Kirk accepted call of nomination for Family Picnic Chairperson</p> <p>Each new member provided a brief verbal bio Current council very excited to welcome new members!!! Such a wealth of talent, experience and dedication to the École Robert H. Smith Community !!!</p>	<p>Move—Gail Johnston Second—Sarah Snider All in Favour</p> <p>Move—Julie Garcia Second—Gail Johnston All in Favour</p> <p>Move—Gail Johnston Second—Sarah Snider All in Favour</p> <p>Move—Gail Johnston Second—Sarah Snider All in Favour</p> <p>Move--Julie Garcia Second—Gail Johnston All in Favour</p> <p>Move –Sarah Snider Second--Gail Johnston All Favour</p> <p>Move—Julie Garcia Second—Gail Johnston All Favour</p> <p>Move—Sarah Snider Second—Julie Garcia All in Favour</p>
<p>Treasurers Report Financials will be addressed at next meeting</p>	<p>Unexpectedly lost Treasurer therefore financials will be addressed next meeting after incumbent has a chance to review and prepare report.</p>	<p>James to obtain and pass all financials over to Stacey Stacey to get signing authority on PAG accounts Stacey to present next meeting</p>
<p>Admin Intro –</p>	<p>VP Matt introduced self and spoke to</p> <ul style="list-style-type: none"> • how they are going to balance the French and English stream together • His previous relationships with PAG at other schools • Events connected to curriculum <p>Brief discussion on supporting/ retaining French Immersion teachers –FIT program, J'ai B plus, AIM (Accelerative Integrated Methodology)</p>	<p>Need to get the correct names for these programs from Matt</p>

Chair Report –Looking Forward	<p>-Would like to implement Discretionary Spending Limit – ie.10% of project cost, similar to petty cash. Well received by audience</p> <p>-Plan on adhering to the recommendations of the Manitoba Association Parent Councils (MAPC) Resource Guide which will also help develop written guidelines for PAG and more detailed job descriptions of positions</p> <p>-Budget still in the works, clarification of financial reporting requirements to the school</p> <p>-PAG now working with Google suite; tutorials available for members that need help navigating—every position should be communicating through the email attached to that position</p> <p>-Would like to have Annual General Meeting(AGM) as last meeting of year: suggestion of adopting a constitution—group decided not a priority this year</p> <p>-Group generally felt that best place to update/communicate PAG info was on website that is linked through the school site</p> <p>Facebook/twitter etc. nice but not necessary; discussion on what info is relevant to be posting</p> <p>Vice Principal may start up academic related twitter account which he did at previous school</p>	<p>James to implement</p> <p>-All members, link to guidelines to be available on website</p> <p>James typing up descriptions, to then be reviewed by seasoned members of PAG—Final draft to be posted publically by Communications</p> <p>-Executive to meet and establish priorities for budget this school year</p> <p>James will email out written tutorial</p> <p>James available for one on one support as needed/requested</p> <p>Communications to update website with current members and contact info by next meeting</p> <p>Link to Minutes/reports available through website in timely manner (timeline 1 month?)</p>
Fundraising report	<p>Peak of the Market coming up</p> <p>Question of doing a wine raffle</p> <p>Need to have clearer picture of goals/ projects for the year—What are we fundraising for?</p>	<p>Anyone with ideas on how or what to spend \$\$ on welcome to contact PAG exec</p> <p>Executive to meet and determine what \$\$ needed for this year and present at next meeting</p>
Julie Garcia—Environment	<p>2018/19 Project: Phase 3—Shade Grove and Replacement tree planting</p> <p>Estimated cost \$15 000</p> <p>See link for further detail</p>	<p>Julie and committee to meet with Project Manager</p>
Family Dance	<p>Friday October 26th 6-9 pm</p> <p>Witches & Warlocks Theme</p> <p>Group has spoken no food, snow cones too messy, too much waste</p> <p>Yes to popcorn</p> <p>Not huge support for candy bags</p>	<p>Tiffany heading up team captains for areas of</p> <ul style="list-style-type: none"> • Entertainment • Food • Games/Prizes • Decorating

	Trevor Thimm volunteered to captain Entertainment Will be able to purchase tickets through Fun Lunch order/Paypal	
Melanie Dorrington Fun Lunch	Order forms Coming soon! Dates this year Nov 2, Dec 7, Jan 25, Mar1, April 12, and May 31 st Food choices and process just like last year Pay it Forward a huge success provided pizza lunch to William Whyte school left over monies were donated to their community room initiative	Melanie Dorrington & Kate Franklin To send out ordering info in next week or two
Staff Appreciation	Discussion on what this will look like this year and curbing the spending as last year was between \$1500 and \$2000 when all the departure gifts and events were factored in. Melanie Dorrington motioned for capped budget of first event. Discussion on how much—ie. \$10 per staff member for the year versus set amount for event, traditionally always 2 events—will it be 2 this year? Suggestion of light breakfast after Christmas concert., or earmarking \$\$ for teachers involved with clubs/extracurricular to use towards their initiative with students \$350 decided on for maximum of first event although ideally not to use all as may be close to the total amount for the year.	Administration to meet with executive to discuss who will do what (i.e. Meal during Conference night) Kristy to investigate how teachers would like to be recognized Julie Garcia—Move for \$350 Budget Sarah Snider—Second
Tabled items for next meeting		-Approval of April 2018 Minutes -Financial Report
Meeting adjourned at 8:20		
Next Meeting: Tues November 20 th		