

**Topham Elementary School PAC Meeting Agenda**  
**Monday, January 6, 2024 – Zoom**

**1. Call to order and welcome**

- a. 7:05 Emma to call to order
- b. In attendance: Emma Gauvin, Philip Harvey, Caroline Keyworth, Vanessa Jaggi, Lindsay Wood, Andrea Atkinson, Tricia Jarvis, Sarah Derman, Samantha Jones, Garvita Aggarwal

**2. Territorial acknowledgement**

**3. Housekeeping**

**4. Approval of agenda**

- a. Caroline approved, Phil seconded
- b. Addition to agenda: update on grade 7 fundraising

**5. Approval of previous meeting's minutes (December 2)**

- a. Sarah approved, Caroline seconded

**6. Principal's Report – Vanessa Jaggi**

- a. Grade 7 info: movie night, Purdy's, movie night, Candygrams Vanessa will follow up with Emily C and give us an update
- b. Christmas concert went well, lots of work but fun
- c. Vanessa: Collaboration time 3 times a week, school goal is to focus on writing; Social and Emotional focus continues (mindful breathing in first term); staff will pick a school wide focus for second term so there is a consistent approach to teaching and language
- d. Arts Start in a couple weeks, Duffle Bag Theatre (PAC funded)
  - i. LW: would love to get some photos of this event to share with Topham Community
- e. Looking into Roots of Empathy (Vanessa)

**7. Financial Update**

- a. See Phil's budgeting update
  - i. Clarify/separate Square income from Spirit Wear and Giants
  - ii. Committed to Kindergarten expenses \$3500 – K Teachers will make their purchases in the next couple months; \$1100 for Saleema Noon
  - iii. Vanessa: asking for a quote for a raised garden bed (from student enhancement fund)

- b. Confirm remaining fundraisers for the year
  - i. Fun Fair, Sports Day, Hot Lunches
    - 1. With healthy account balances there is no need to have additional events for the sake of fundraising
  - ii. Movie Night, Purdy's, Candygrams – potential Grade 7s
  - iii. Leftover spirit wear: Lindsay to send to Vanessa the inventory of what is remaining; can also sell on Topham Square and use as gifts/prizes
  - iv. Spirit Wear: Lindsay to document spirit wear for next year
  - v. Pancake Breakfast: Sarah D to write up process/lessons learned
- c. Confirm fun fair budget
  - i. \$5000 budget
- d. People appreciation budget (Emma)
  - i. Discussion on building in a budget line for appreciation gifts
  - ii. Action: Emma will look into costs for appreciation for staff, teachers, volunteers
  - iii. Currently, PAC supports \$500 towards year end Teacher appreciation for lunch

**8. DPAC Update – no update, no meeting**

**9. Upcoming Hot Lunches (Sarah)**

- a. Confirm date: Domino's Jan 24<sup>th</sup> Masala Boyz Feb 7<sup>th</sup> and Sushi and Teriyaki March 7<sup>th</sup>
- b. Sarah will send LW the info to advertise
- c. Volunteer Sign-ups created (Emma) and posted on website

**10. Vancouver Giants Game (Lindsay and Sam)**

- a. 137 tickets sold
- b. School seated in section M, will do best to accommodate requests
- c. Graeme (Vancouver Giants) will send the tickets to individuals by email
- d. LW will send an email to let folks know tomorrow and can see if there are any bounce backs due to errors in inputting email info
- e. Graeme will send PAC invoice Jan 8th and we send a cheque
- f. LW: need to confirm purchase price for dec -mar games as PDF says \$17.50 and sell price is \$24 but also has a note that 100+ tix is \$16.50
- g. Encourage attendees to show up in their new Topham Spirit Wear.
- h. Lindsay thinks making Vancouver Giants an annual fundraiser would be ideas as it has been easy and successful. Also, to do 50/50 at the game.

#### **11. Fun Fair (Emma)**

- a. May 23, 2025
- b. Committee volunteer incentives (TBD)
- c. Emma to take lead again, Caroline and Sam will help
- d. Action: Emma will send out the survey in newsletter to kick off the Fun Fair planning and invite interested parents to sign up (approx. 4 planning meetings)
- e. Add volunteer coordinator role: include more instructions/guidelines for volunteers at each station; suggestion to meet with WG volunteers in advance or send pre-communication
- f. 2 age groups for musical chairs, and consider other adjustments for games based on age.
- g. Emma will propose some ideas for volunteer thank yous

#### **12. PAC member recruitment for next year**

- a. Bylaws say we only need to recruit for a month but we should start earlier
- b. Include in Friday emails
- c. Do social media profiles for PAC members and tie in recruitment to new roles (Lindsay to talk to Emma)
- d. Post info on PAC website
- e. Positions changing next year – Chair, treasurer, secretary, DPAC, social media
- f. Next year, consider a PAC and coffee chat with new families

#### **13. Room Parent**

- a. Need to communicate more info re: room parents next year
- b. Action item: PAC send out communication to teachers for next year (Sept) with suggestions of what a Room Parent does and have classroom teachers send to families.

14. Meeting adjourned at 8:22pm

**Next Meeting:** Monday, February 3rd @ 7pm in school library