**Royal Oak Middle School**

**PAC Executive Meeting Minutes/Summary**

**October 13, 2016**

**Present:**  
**PAC EXECUTIVE**: Stefania Hutchison, Christine Dutchak, Tracey Rompain, Lynn Bartle, Jamie Disbrows, Rosalina Munro, Josie Pucci-Cocco, Michelle Hughes, Lynn Hood

Not present: Roland Tscheinig, Dora Demedeiros, Christa Easton

Meeting opened at 6:30pm at Royal Oak Middle School.

1. **Food Service**-Michelle is wondering if Pac members could volunteer to bake cookies and muffins for students that come to the canteen during the day. One suggestion was to get cookie dough from Costco as it is more economical. Various members signed up to take a turn baking, one per week.
2. **Teacher Requests**-Principal-Carly and Vice-principal Ken had been met with and prioritized the list of teacher requests prior to the Executive PAC meeting. After looking at the forecasted revenue for the year, including revenue from coupon books and gaming and the predicted expenses, it was concluded that the majority of the staff requests could be funded:

Seaquarium $ 1,470.00

Water Colour Painting Club/Clay Club $ 286.00

Clay Club $ 411.50

Headphones/Microphones for GAFE $ 720.00

Math/Science Manipulatives Cart $ 948.10

Google Apps $ 525.00

Girl power Club $ 135.00

Quiet Zone/Chill Out Club $ 154.00

Hand Held Wireless Microphones $ 514.00

Fitness Heart Monitors $ 680.00

Additional Uniform Funding (Rugby) $ 1,200.00

1. Only $1, 500 for Band and $1, 200 for camp was not approved. Band receive an annual amount of $600.00 from PAC as they do their own fundraising. Funding for field trips is not normally approved by PAC as it is seen unfair that some classes can go to a camp but not another, so normally the funds are raised by the classes themselves. In the end, the executive voted to approve funding for 4 of the heart monitors, not 30.

Jamie Disbrow from COPACS wanted to add an BC PAC application of $75.00 which was approved to go forward with.

3. **Silent Auction/Craft Fair**-there was a discussion on advertising for the upcoming Craft Fair. The event will be called the Royal Oak Community Craft Fair and it will have 70 artisans. PAC could advertise in Island Parent magazine for $250.00 or use the same funds on signage. In the end it was agreed the best use of advertising dollars would be on signage. Some areas for placement were discussed such as the Patricia Bay Highway or McKenzie by St. Andrews school.

The silent auction will be held November 26th. Last day for donations November 18th.

PAC needs to find a replacement volunteer to run the craft fair for next year.

4. **Grade 8 Graduation**- some families donated money to this event already bringing in over $1, 000. $350 Country Grocer Gift cards and $300 cash from PAC will also be donated for this event and therefore if a small amount is charged per ticket for the event then no further fundraising will be needed.

Meeting adjourned at 8:00pm.