



Inman Elementary School Parents' Advisory Council
3963 Brandon Street
Burnaby, BC V5G 2P6
E-mail: inmanpac@gmail.com

Date: April 14, 2021
Time: 7:00 p.m. to 9:00 p.m.

Meeting Minutes

Location: Virtual via Zoom
Meeting chair: Peter F.
Recorder: Phong T.

Note: Numbering of the items below correspond to the numbering in the agenda. The items below are listed in the order they were discussed at the meeting, which may be different than the agenda due to the availability of the presenter at the time the item was scheduled to be discussed.

1. Call to order 7:00 p.m.

Round Table Introductions

- a. President: Peter F.
- b. Vice-President: Phong T.
- c. Treasurer: Loerella W.
- d. Fundraising Coordinators: Kristy H.
- e. Secretary: absent
- f. CPF Rep: Kristy H.
- g. DPAC Rep: absent
- h. Members-at-Large: Jassy J.
- i. Inman Principal: Kelly Chow
- j. Head Teacher: Holly Lloyd
- k. Non-executive parents in attendance:
 - Terri
 - Neil P
 - Victoria M

2. Fundraising Activity Proposals

- a. Neufeld Farms:
 - Top quality frozen foods at wholesale pricing.
 - Meats & entrees: \$6/item
 - Desserts: \$3/item
 - Run fundraiser for 2 weeks.
 - Delivery fee: \$75 (free if 100 orders)
 - Loerella to ask Munch-a-lunch for prorated fees
 - Munch-a-Lunch takes 2%
- b. Shop Funds gift cards:
 - Inman has an account already set up.
 - School earns 2–5% based on merchant. If done through Munch-a-Lunch and they take 2%, there's no profit.
 - Kelly said Inman did it 5 years ago. It's an easy fundraiser to do but didn't earn a lot for Inman 5 years ago.



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- Holly asks if now is the right time for two fundraisers with the pandemic?
- Upon discussion, group agreed to just do one fundraiser - Neufeld Farms.
- c. Neufeld Farms fundraiser will be targeted for Teacher & Staff Appreciation on June 1, 2021
 - Tracy, Terri and Kristy will coordinate
 - We see how much we raise and either get packaged lunches for teachers or larger gift card.
 - Fundraiser begins mid-May
 - Per Kelly, flyer has to be distributed electronically, not hard copy because of COVID. If poster can be provided electronically, teachers can provide it via Teams.
 - Flyers posted on the inside of the windows is ok.
 - Notice to be mailed out to parents on May 7
 - Order deadline from parents May 21
 - Delivery date scheduled for June 1
- d. School fundraiser - Inman Spirit Wear
 - Led by Kelly and team. It was held off because we didn't have Munch-a-Lunch this year and School Cash online. Otherwise, the backup plan for school is to use two platforms: 1) One for e-Commerce (Munch-a-Lunch if PAC is going to purchase Munch-a-Lunch), or 2) Microsoft Forms
 - Spirit wear needs to start as soon as possible. Have parents put orders in by end of April.
 - T-shirts: \$10
 - Sweatshirts: \$25–30 for adult.

Motion: PAC to get Munch-a-Lunch.

Moved: Phong T. Seconded: Peter F. *Carried*

- e. Additional fundraising discussions
 - Kelly wonders if it is because half of students are in French Immersion who leave Inman after 3rd grade. Some parents are wary of contributing for large ticket items that take multiple years to fundraise? The better cycle is to have a wish list decided by June.
 - PAC says the upcoming year's fundraiser is for that wish list.
 - Kelly to give a picture of levelled readers and how much came from PAC and maybe even have a link to another direct donation.

3. Approval of Agenda

Moved: Phong T. Seconded: Peter F.

4. Approval of February 17, 2021 PAC minutes

Moved: Peter F. Seconded: Loerella W.

5. President's Report

- Nothing to report



6. Financial Statements

- a. Our year end cash forecast of \$3,100 is less than how much PAC contributes \$3,600.
- b. Please refer to the Financial Updates report dated April 14, 2021 for more details.

7. Canadian Parents for French (CPF): The CPF meeting was held on April 8 at 6:30pm. The following items were discussed:

- a. French storytime will begin next week. It will be an opportunity for students to participate via Zoom during a read aloud (French picture book) one night a week (a “bedtime” story). Parents will receive an email with details how to register and participate.
- b. French lessons will also begin in April. CPF has hired a teacher to offer French lessons to parents once a week for 7 weeks. There will be a beginner and intermediate class. More details will be sent by CPF regarding the cost and times (the beginner class will begin on April 19 and the intermediate class will begin on April 28). Parents can register on Eventbrite.
- c. The CPF snowshoeing event has been cancelled (due to Public Health Guidelines regarding non-essential travel/gatherings/end of season). There was discussion of possibly scheduling an outdoor hike in the future.
- d. French Immersion schools will receive certificates from CPF to print and distribute (rather than hard copies as in previous years) to their Grade 7 students along with their report cards in June.
- e. CPF has received most of the receipts/invoices from schools who spent their grant money (French films \$60, literacy materials \$250, French resources \$250). CPF is behind in sending out the reimbursement cheques, they will be done by the end of April. Inman purchased two French DVDs and two Scholastic book sets.
- f. The CPF AGM will be held on Tuesday, May 25th at 6:30pm. All parents are welcome to attend (you do need a CPF membership, which is free this year). Visit <https://cpfburnaby.ca/> for more information!

8. DPAC <http://www.burnabydpac.com/>:

No updates. Peter reported the next DPAC meeting is on April 19.

9. Principal's Report:

- Earth Month—Activities planned throughout the month
 - Bike to school week
 - Garden program starting up soon
 - Books and resources
 - Planting two trees—one in honour of Evelyn Lucarino (noon hour supervisor) who passed away; the second tree for Earth Month
 - Outdoor games and activities—covid safe and down in class groups
- Emergency Preparedness Days
 - Fire Drill April 15th
 - Lock Down Drill April 16
 - Earthquake Drill April 19
 - No school wide parent release day this year due to covid restrictions



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- Pro D Day April 26 –Focus on reviewing our School Goals
- Photo Retake Day for absent students and staff Monday, April 19

- Summer School Registration under way
 - Summer School will be at Inman this year
 - Reminder every BC student receives one free summer course; Secondary two courses

10. Adjournment - Next Meeting Date

- a. Wednesday, June 16, 2021 (annual general meeting)

Meeting adjourned at 09:00pm.