**Attendees:** Nick Chui (Principal), Sharon Vieira (Vice-Principal), Fatima Elamiri (Chair), Flavia Corbella (Treasurer), Tanya Swenor, Sarah Rosen, Keiko Oyama, Shelley Gimbel, Shadi Emami Pour, Kiho Equizabal, Tara Chapple, Cassie Rodriguez, Melanie Worobec (Recorder).

| Agenda Item | Discussion | Action Items |
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| 1. Welcome & Introductions | * Minutes of October meeting were approved
* Sarah to update and send direct appeal letter – complete
* Sarah to prepare the donation request letters from Corporations for Main and Annex – complete
* Cassie to f/u re: potential Pub Night Fundraiser – Pub is interested (not a Friday or Saturday night) – schedule for the Spring
* PAC to look into organizing a book fair for Main School – scheduled February 25-28 (request for volunteers sent out to parents via email)
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| 2. Main School Report | * Clothing drive – discussion if we want to do this initiative again. Fatima to investigate options for organizations that will pick up donations
* Nic to remind staff/students not to throw food and scraps into the recycling containers
* Reminder to display words for National Anthem during assembly
* Discussion about talking to teacher about library process with classes if parents have questions
* Pizza lunch for Division 12 – to be scheduled (winners of recycling challenge)
* Next recycling challenge will be for Jan-June period
* Upcoming Fundraising Dates:
	+ January 31 – hot dog day
	+ Feb 5 – bake sale
	+ Feb 27 – Canuck Place Cookie Sale
	+ Feb 28 – hot dog day
	+ Feb. 28 – Hot Dog
	+ March 13 – Hot Dog
	+ April 24 – Hot Dog
	+ May 8 – Bake Sale
	+ May 22 – Sports Day – to be confirmed
	+ June 4 – Hot dog day
 | Nick to f/u re: PAC allowed to identify company donation – in progressMove Night - Nick to confirm gym reservation etc. for possible Movie Night – in progress |
| 3. Annex School Report | * Pizza going well
* New fundraising event being planned – Champlain Heights musical bingo (hosted in gym with adults and kids) along with a Silent Auction and Door Prizes – will be scheduled after Spring Break tentatively Saturday, May 2nd
* T-shirts – plan to have t-shirts ready for sale at the musical bingo; looking into pricing packages etc.
* Last Saturday recycling drive was quite successful (despite snow)
* Purdy’s successful $1117.44
* Flower basket/seedling fundraiser planned
* Teachers/PAC need to look at budget/spend plan for funds
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| 4. Main School Principle’s Report | * Happy New Year – Lunar New year celebration with signs and candies today
* Last assembly recognized Business Fair and asked the 2 charitable organizations ($606 raised) to come and receive their donations (Covenant House and International Organization that helps set up schools in Kenya)
* Basketball underway (Grades 6 & 7)
* Thank you to PAC for hard work with fundraising, such as Purdy’s
* Report cards will come home January 31st
* February assembly – pink shirt day and recognize Black History Month
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| 5. Annex Vice Principle’s Report | * Monday, January 27 Lion Dance and gym sense starting
* Book Fair was a success ($812 raised)
* Participating in district wide literacy initiative – focus on writing this year
* Community Teams program starts Thursday January 30
* Winter Market held – Children brought in items and then could ‘shop’ for items and raised $380.00 which they donated to United Way
* New Program Feb 3rd – Birds of Prey
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| 6. Treasurer’s Report  | * Review of Main and Financial statements
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| 7. Next Meeting  | * Next meeting will be February 5th, 2020 at Main School
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*These minutes are in draft form and will be adopted at the next PAC meeting if members are in agreement*