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Minutes for TPAC Meeting September 15th, 2026

Attendance:
PAC Executive Members: Kirsten Wall, Charlayne Robinson, Megan Mendelson, Erin Nagle, Rebecca Koch, Kelly Boxhall.

Administration: Petra Edgart, Emma Marley

Attending:PAC Executive Members: Kirsten Wall, Charlayne Robinson, Megan Mendelson, Erin Nagle, Rebecca Koch, Kelly Boxhall.
Regrets:

Call to Order: at 6:11 PM by Rebecca.
Adoption of meeting minutes first Rebecca and second Erin.
Motion to adopt the agenda for today by Rebecca seconded Ashley.

Opening Remarks: Land acknowledgement by Rebecca .

Welcome + Introductions- Rebecca

School Admin Report:

- Petra reviewed the system of classroom placements and the reasoning behind the combined classrooms. 13 divisions, 279 students, did not lose any teachers this school year.
- New office staff this year. The main admin assistant is Kris Renny on a temp contract and the staff on maternity leave will return in January. Lisa Woodward has taken over assistant secretary, clerk and library clerk.
- School literacy goal: focus on improving writingl.
- Friday's newsletter will continue to come out every week.
- Meet the teacher night 5-5:30 PM this Thursday September 17th. PAC picnic to follow.

- Terry Fox Run this Friday September 18th.
- All divisions now have updated 72 hours emergency backpacks.

Financial Update:

- Major income streams are: donation drive, fun lunch, 50/50 last year, gaming grant.
- Major expenses: classroom funds, field trips, winter concert, music program, the library. Events and celebrations: welcome picnics, walk and wheel, fun day, Torquay 50th Anniversary.
- As of account balances are:
  Chequing: Total: $43,255 (reflects the school held funds from last year). ~$32,075 adjusted.
  Gaming Account: no update. Expecting an update in OCT ~$5,000
  Paypal:
  School Held Funds:
- Grants - sept 8th. TASK: Erin will begin applying to the 1-2 that will be opening.

Standing Items

- Classroom Reps
  - The goal is to connect all the families in the class to one another and to the greater school community.
  - This year we are gathering information for the classroom rep via google form that Megan M. will then turn into a spreadsheet for each division that can be shared with that division so the parents can communicate.
- Call for Nominations for
  - VP: Erin Nagle nominated for the VP role. Nominated by Rebecca seconded by Charlayne. Nomination passed.
  - Secretary: Kara Erskine nominated for secretary. Nominated by Rebecca seconded by Steph Chan. Nomination passed.

Communications Update:

Communications Update

- General Communications update.
  - PAC emails- review next meeting
  - Google Drive- add all the email, Charlayne will figure out the passwords and then we will have the ability to verify the emails and create a new google drive.
  - Invest in google services-Dan- review next meeting
- Website Updates needed- review next meeting
  - PAC meeting dates (out of date)
  - Minutes/agendas updated (Jan 2026 is latest)
  - EXEC list w/ emails

Events Update:

- Quick overview of year's events/campaigns- Champions to run them
    - PAC picnic- Megan, Rebecca, Erin
    - Walk and wheel- Stacey
    - Halloween Howl- Ashley and Liz
    - Movie Night- November 26th- Erin & Ashley & Liz
    - Purdy Chocolate- Ashley
    - Spirit Wear- Rebecca
    - Mitchells Soup- fall is booked, but winter is available. -Kara
    - Great Little Coupon Book- skip this year.
    - Garden Works- Erin O.
    - Walkathon- table that.
    - Board game night- April 30th? Will confirm with the district calendar.
- Fun Lunch
    - On the fun lunch website, when you order the food, there is a place to click that you can volunteer on that day.
    - Google doc to start signing up for the fun lunch volunteer.
    - Usually 2-3 volunteers are needed to deliver the food. 15-25 minutes. 11:15-11:45 am every Wednesday.
- PAC Welcome Picnic
- Walk and Wheel
    - Tuesday to Friday- Sept 22-25th.
    - Encouraging active ways to get to school.
    - Sticker charting how kids got to school.
- Halloween Howl
    - Yearly Halloween Howl. looking for lots of volunteers for October 29th 6-8 PM both for daytime volunteers and evening help.
    - Budget approval: $4,000 including the early deposits (~$1,350).
    - Point of contact will be Kris, but CC Petra and Emma as well.
    - Pass on the wristband to the entry table as you are leaving in case there was anyone who didn't get a chance to buy tickets.
- 50/50 Raffle- going to run a 50/50 this fall for the field trip fund that will be drawn at the Halloween Howl.- TASK: Erin to apply for the gaming license and get the website and documentation done for this. Megan M to make the sign for updating.

Town Hall / New Business:

- Sea Can update
    - Hard hat-we have. Get some, folding tables and safety cones. TASK: Erin to Source the table and cones and price out 50 year water and protein bars for emergency. Emergency Rations.
    - Comfort kit donations- how to organize them- table for next meeting
- Online meetings 2026/2027- Table it for the next meeting.
- Open the floor to new questions/suggestions

Meeting Adjourned: at 7:38 PM by Rebecca.

ACTION ITEMS

Who	what
Erin	Grants - sept 8th. TASK: Erin will begin applying to the 1-2 that will be opening.
Charlayne	Google Drive- add all the email, Charlayne will figure out the passwords and then we will have the ability to verify the emails and create a new google drive.
Dan	Update the PAC meeting dates, exec emails, and minutes on the PAC website
Megan M	50/50 fall fundraiser sign
Erin	Gaming license application and raffle box up and running.
Erin	TASK: Erin to price out and Source the table and cones and price out 50 year water and protein bars for emergency. Emergency Rations.
