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Minutes for TPAC Meeting June 09, 2026

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

Administration: Petra Edgart, Emma Marley

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

Call to Order: at 6:10 PM by Rebecca
Adoption of meeting minutes first Rebecca and second Charlayne.
Adoption of agenda by Rebecca seconded Megan.

Opening Remarks: Land acknowledgement by Rebecca .

Standing Items
Communications Update:

- PAC email addresses
    - Google Drive: Charlayne to create new google accounts, using the same username as current Torquay pac emails. She will create them and the passwords for us. The recovery email will be the Torquay pac emails we currently have.
    - New Torquay PAC email for the class rep email

Financial Update:

- As of account balances are:
  Chequing:
  Gaming Account:
  Paypal:
  School Held Funds:

- Motion to pass 2026/2027 Budget brought by Kelly, all in favour. Motion passed.
- Add a stationary line time to print the PAC brochure in color and some bright color paper for PAC documents for next year

Events Update:

- Teacher Appreciation
    - Tropical Themed, sandwiches from Red Barn, drinks, chips and cake. Team will be coming at 11 to set up for the first lunch shift, and will stay on until the last lunch break and will do the clean up after.
- Grade 5 graduation
    - Photobooth has been paid with the final deposit. Bouncy castle we will pay on the day of. Fairway has donated $150 worth of stuff.
    - Freezy sales are going well. So far they have made $450.
    - Going to try to set up the morning of the 23rd to run a rehearsal with the kids.
    - Ceremony in the morning, kids go back to the classroom, volunteers come in and clean up the gym. Set up the tables and chairs in the gym and then outside the gym set up the BBQ station. Hand out goodie bags as they leave.
- 50/50 and Earthquake Kiosk
    - 50/50 underway, $1,245.
    - Waiting on RONA for 2 more shelves at cost. Erin followed up today. Will pick them up when ready.
    - Still need to do the inventory. Charlayne might be able to get some items donated for the emergency preparedness.
    - Keys for the summer will be given to Erin.
    - Marketing Banner on the last week of the fundraiser, we will update the number of the jackpot to raise the hype.
- West Jet Gift of Flight
    - 6-8 weeks for a decision
    - Tickets Oct 1-21. Draw on 21st
    - Application and log in information on the drive under fundraising
    - Spoke to the School Board head of Finance- Use SD61 as the benefactor code for organization.
- PAC Welcome Picnic
    - Hot dog truck and Freezies for next year. PAC will sell the freezies at our PAC table.
    - September 17th
    - Meet the teacher 5-5:30, picnic is after.
    - Donation drive QR code at PAC Table

School Admin Report:

- 50th Celebration
    - Mural is a no go. Against school would require addition of cedar planking; sidewalk option was too complicated
    - Tea Party planning is beginning including fundraising ideas
- School has a literacy goal focused on writing and communication. Finding a common language
    - Work is being done on this on Pro-D days

Town Hall / New Business:

- Feedback from Parents - can PAC meetings be held online? To be researched further
- Motion to Pass the changes to the by-laws brought by Rebecca, all in favour. Motion passed.
- 2026/2027 Class Rep
    - Megan will create template and ask teachers to distribute to parents. Parents to sign up with email/phone and opt in to sharing their information with other parents. Teachers use sd61 learn
    - Some teachers are full in and benefitting from classroom reps, others are resistant and worry about a security issue
    - Megan or Rebecca to attend school staff meeting to pitch the benefits of Classroom reps
        - Examples: Classroom parties, gifts for teachers, small jobs teachers need done, fun prizes for students, etc, etc
- Start of Year Communications
    - PAC Welcome package is clunky. Petra agrees not to wait to send it out with all the school admin paperwork
    - Send out Donation Drive w/ PAC pamphlet first week of school - 1st Thursday

Meeting Adjourned: at 8:15 by Rebecca.

ACTION ITEMS

Clean up Google Drive w/ exec accounts	Dan, Charlayne
Donation Drive Letter & PAC Info handout	Rebecca
50/50 Fundraiser	Erin
Classroom Rep Recruitment Communication Plan	Megan
Fun Lunch Communication piece	Ashley
Classroom rep email - get a torquaypac.ca email?	Rebecca
Fun Lunch sales analytics	Ashley, Erin
Earthquake - Sea Can Inventory	Erin
Earthquake comfort kits	Megan
Grade 5 Celebration - debrief and brainstorm	Tonia, PAC
Walkathon - research/explore further	Rebecca
PAC Welcome Picnic	Rebecca