

**ÉCOLE CRANE PARENT ADVISORY COUNCIL (PAC)  
Minutes**

**Date: April 24, 2023**

| Name                       | Role                      | Present | Regrets |
|----------------------------|---------------------------|---------|---------|
| Chantal Rochan             | Principal                 | x       |         |
| Kimberly Soul              | Chair                     | x       |         |
| Krista Pierce              | Vice Chair/Special Events | x       |         |
| Jen Lancaster              | Member-at-Large           |         | x       |
| On Hold                    | Milk Program              |         |         |
| Lorraine Crawford          | Treasurer                 |         | x       |
| Christina Elders           | Parent Participant        | x       |         |
| Marshall Kirton            | SGTC Rep                  |         | x       |
| Georgia Couturier          | Hot Lunch                 | x       |         |
| Alison McCullough-Butchart | Secretary                 |         | x       |

| Name                 | Role               | Present | Regrets |
|----------------------|--------------------|---------|---------|
| Nadine Smith         | Parent Participant |         | x       |
| Laurel Grindy        | Member at Large    |         | x       |
| Kim Christina Nguyen | Parent Participant | x       |         |
|                      | Teacher Rep.       |         |         |
| Jen Wilson           | Parent Participant |         | x       |
| Xinli Wang           | Parent Participant | x       |         |
|                      |                    |         |         |
|                      |                    |         |         |
|                      |                    |         |         |
|                      |                    |         |         |

| #   | Agenda Item                       | Discussion / Notes  | Action Item(s) | Who Responsible | Due Date  |
|-----|-----------------------------------|---|----------------|-----------------|-----------|
| 1.0 | <b>Welcome</b>                    | <ul style="list-style-type: none"> <li>Welcome to all! Meeting called to order 7:05 pm</li> </ul> |                |                 |           |
| 1.0 | <b>Adoption of Agenda</b>         | <ul style="list-style-type: none"> <li>Motion to approve to adopt</li> </ul>                      | Adopt Agenda   |                 | Completed |
| 2.0 | <b>Minutes of last Meeting</b>    | <ul style="list-style-type: none"> <li>Motion to approve as written</li> </ul>                    | Adopt Minutes  |                 | Completed |
| 3.0 | <b>Chair's Report</b><br>Kim Soul | <ul style="list-style-type: none"> <li>No report</li> </ul>                                       |                |                 |           |

|     |  |  |  |   |  |
|-----|--|--|--|---|--|
| 4.0 | <b>Principal's Report</b><br>Chantal Rochan    | To date:   |  |   |  |
| 5.0 | <b>Treasurer's Report</b><br>Lorraine Crawford | <ul style="list-style-type: none"> <li>We have \$ 9454.06 in the bank</li> </ul>   |  |   |  |
| 6.0 | <b>Special Events</b>                          | <ul style="list-style-type: none"> <li>teacher appreciation week: sign up sheet will be sent out.</li> <li>Grade 4 farewell: Mme Chantal Rochon sharing information from the teachers.</li> <li>Can PAC do decorations for June 16th bike rally? No rain date and this would be the final year.</li> <li>End of the year assembly</li> </ul> |  |   |  |
| 7.0 | <b>Fun Lunch Friday's</b>                      | <ul style="list-style-type: none"> <li>Lunch in the gym on June 12 or 13th coordinated by Jen and Jen to speak with Lorraine</li> <li>Fun lunch Friday</li> </ul>  |  | Motion by Georgina,<br>second by Krista |  |
| 8.0 | <b>Milk Program</b>                            | <ul style="list-style-type: none"> <li>On Hold</li> </ul>  |  |   |  |
| 9.0 | <b>Lunch Program</b>                           | <ul style="list-style-type: none"> <li>\$ went down</li> </ul>   |  |   |  |

|      |                       |   |                          |  |              |
|------|-----------------------|---|--------------------------|--|--------------|
|      | Lorraine Crawford     | <ul style="list-style-type: none"> <li>Georgia stepped down and Xinli will take over her role; hopefully Lorraine will be on site on lunch dates</li> </ul>   |                          |  |              |
| 12.0 | <b>New Business</b>   | <ul style="list-style-type: none"> <li>we need more people for PAC</li> <li>We need a co-chair</li> </ul>   |                          |  |              |
| 13.0 | <b>Adjourn</b>        | <ul style="list-style-type: none"> <li>Motion to adjourn</li> <li>Next meeting Tue May 23rd @ 7 pm, via zoom for now</li> <li>Adjourned at 7:43 pm</li> </ul>   | Adopt adjournment        |  | Completed    |
| 14.0 | <b>Minutes Posted</b> | <ul style="list-style-type: none"> <li>Kim will post the last finalized minutes to <a href="http://www.pembinatrails.ca/crane/parent/Advisory%20Council/index.html">http://www.pembinatrails.ca/crane/parent/Advisory%20Council/index.html</a></li> </ul> | Post minutes to web site |  | As finalized |