**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Monday January 30, 2023

Time: 6:30pm

Location: Zoom Videoconference Call

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**ATTENDEES:**

Mr. Zarchikoff (Principal), Gina M (Chair), Rav R (Secretary),  
Lisa, Cindy, Michelle, Chris

**REGRETS:** Pooja K (Co-Chair), Lori T (Treasurer)

**AGENDA ITEMS**

* Meeting called to order at 6:34pm
* Principal’s Report   
  Mr. Zarchikoff’s first day back – a report will be provided at next meeting

* Treasurer’s Report (update provided by Gina)
  + - General Account – balance as of Jan 31, 2023: $16,541.83
      * CNY hot lunch preorders: $517.25 (cash in)
      * Payment for CNY hot lunch: $513.00 (cash out)
    - Gaming Account – balance as of Jan 31, 2023: $4076.00
      * No activity for cash in
      * Payment for Author Visit for Mar 7: $500.00 (cash out)
* Old business
  + Santa Breakfast – thank you so much to all the parents who came out to volunteer
  + Staff Appreciation – staff were so grateful that all the families who contributed and made it a special event to show staff how much they are appreciated
* New Business
  + Spring Fair
    - Carnival-style games for children to participate.
    - Tickets are purchased to play the games, and then earn points towards prizes
    - Letter goes out to collect for top prizes for raffle tickets
    - Children sell raffle tickets and prizes are available for children who sell the most tickets
    - Draws happen for prizes on night of Spring Fair
    - Prizes are typically donated through various organizations and families that are able to donate something through their work or connections
    - Are there any prizes that were previously donated for 2020 Spring Fair and may still be available for use or can we ask those previous donators if they would honour donations that may have expired? Gina will follow up.
    - Can items be brought and stored at school if parents are unable to keep until then? Alan confirmed this can be accommodated somewhere.
    - Will there be evening availability for prep for the Spring Fair or will it be during the day? Gina confirmed there will be some evening set up – night before at a minimum.
    - Raffle tickets will need to be put together in weeks leading up.
    - Google Doc will be sent out as well as a notice for parents to sign up
    - Deadline of February 21 to make decision on proceeding with Spring Fair
* Meeting Adjourned: 7:14pm
* Next Meeting Date: February 27, 2023