



WHO :	Parent Action Committee (PAC) / Comité Action Parents (CAP)
WHAT:	Café des Parents – Monthly General Meeting
WHEN:	First Wednesday of the month
WHERE:	School's Library / Bibliothèque d'école

1. ATTENDEES

Christine Tam	Patricia Bonillas
Florence Chazal	Qiongli Wu
Geraldine Fouchereau	Sharla Stohandske
Golnar Ghazi	Shiva Badiee
Heather Lake	Suzy Trevisan
Julia Ogier	Vanessa Rougeron
Lise Le Feuvre	
Michelle Tennant	Guest Speaker: Sébastien Hoonhorst
Note:	

2. COUSTEAU UPDATES (PRINCIPAL OR FACULTY)

- **Calendar Committee (Michelle):** Alain requested 1 volunteer per school (cycle 1, 2 3) to support the development of the school calendar for the 2019/20 school year. Volunteers must be able to meet 3-4x after school between now and mid-March. Julia, Sharla, Chris, Geraldine and Michelle volunteered.
- **Sébastien (Technology teacher):** Sébastien gave an overview of the items he will buy with the \$2k PAC funds voted to supported technology and how they would benefit the students. The items to be purchased are below. We invited Sébastien and his students back to see what they develop.
 - A Electricity Workshop Box: for all the teachers from CP to Collège
 - The Pine Wood Derby Challenge: small car race for the College
 - Arduino&Scratch programming tools: College students coding
 - 3D Printer: 2019 will be the year for the student to print their technological solutions

3. COUSTEAU COMMITTEE UPDATES, EVENTS AND FUNDRAISING

- **Hot Lunch (Qiongli/Golnar):** We do not have enough volunteers for hot lunch, especially Monday shift. A communication has been sent in the school newsletter to request volunteers. If we cannot find volunteers, then we will need to reduce the number of days we offer hot lunch. For next year, we are evaluating new providers based on the feedback regarding the quality and type of food.
- **Scholastics:** In January we eliminated hard copy fliers and did not receive any orders. Feedback is that parents need clearer directions on how to use the online system, and that communication should include the specific due date. The group suggested that we put one paper flier in each classroom, that the teachers ask the students to talk to their parents, that we include a reminder in the cahier and that we recommunicate the importance of scholastic for the teachers. If we do this in February and still do not have any orders, we will evaluate how to go forward.

- **Movie Night (Geraldine):** It was a big success with 50 kids joining. The next movie night will potentially be the Wed before the March break for PS/GS at 3pm. Before confirming we need to review the number of assistants available. There was some discussion about how to manage the garderie payments for children already enrolled on that day.
- **Merchandise (Sheena):** To simplify the sales process, during sales events we will display 1 of each size and style. The items purchased will be delivered to the student's class at a later date.
- **Communication:** A parent suggested the PAC needs to have a stronger presence in the newsletter. There was a suggestion to recommunication the purpose of the PAC and to create some excitement about being involved and volunteering. Shiva volunteered to help with communication as needed.
- **Website:** A parent provided feedback that the website calendar was not up-to-date and that it should include all events between now and the end of the year.
- **Committee Objectives:**
 - Committees: For major projects/events, we will ask for volunteers to form committees. Examples are Hot Lunch, Kermesse, holiday decorations, teacher's appreciation barbeque, gala, Christmas tree or wreath sales, tree chipping and the winter market.
 - Leadership: It is critical to have a leader for each project/event so that it is successful.
 - Simplification: We would like to combine events where possible or eliminate them if there is limited interest or value to social, community or fundraising. We will focus on meaningful events that support the school priorities.
 - Filters: We also discussed possible filters for determining whether or not a project/event will be selected or not. Our recommended filters are:
 - We need a volunteer to lead the project/event. If no volunteer comes forward, we will remove it from the list of options.
 - If the project or event requires multiple volunteers, but there is limited interest, we will remove it from the list of options.
 - For the projects and events that have a leader/committee, the first step of the committee will be to evaluate the cost, # of volunteers needed to support it, and whether it will give us the return we are looking for on social, building community or fundraising. If all components are positive, we will move forward. If not, we will remove it from the list of options.
- **Decorating Committee:** Julia confirmed she will lead the holiday decorating committee. We will request volunteers via the newsletter in March.
- **Kermesse Committee:** We need to create an organizing committee to start planning the event as soon as possible. We will send a communication in this newsletter to ask parents who are interested in leading the committee and being part of the committee to volunteer. Once we have a committee in place, we will beginning planning the events, food, entertainment, etc.. Parents who have participated in the past will share ideas on what worked and what did not work.
- **Lynn Valley Days:** It is a fun event! We would like to have a Cousteau presence in the parade and parents are encouraged to come and walk with us.
- **Events for 2019/20 School Year:** We reviewed the ideas that have been captured for fundraising. Using the filters noted above, we decided to eliminate the Ski Clothing Sale, Pumpkin Patch and Pumpkin Smash from October. No volunteers came forward and we felt that these events were in competition with other schools who have them annually. For Nov/Dec, we discussed the potential for a winter gala, children's winter market, family portraits, a silent auction, Christmas tree sales, wreath/poinsettia sales and tree chipping. There were ideas raised on whether the gala could be in the spring so that we can focus on a winter market in Nov, whether the Christmas tree or wreath sale could somehow be combined into a winter market and what type of events the school would continue. We will continue to discuss these ideas in next month's meeting.