

2025 Apr. 1st - AGM Doncaster PAC Meeting Agenda

6:30pm - Open Meeting/Territorial Acknowledgement

Everyone signs in and receives a door prize draw ticket.

Jodi Green opened the meeting at 6:45pm with a territorial acknowledgement

In attendance:

Stephanie Mills	Warren Weicker	Sona Nichols
Stephanie Churcher	Mikyla Zolpys	Iris Brown
Dan Perrakis	Laura Mercer	Kim Stockdill
Alicia Ripington	Evelyn Gregory	Elise Patten
Oona Jean	Brendan Berbenuik	Lynda Nyguyen
Anthony Kennedy	Olivia Furlong	Jodi Green
Nic Green		

Staff: Ingrid Fawcett, Abigail Bigam, Jennifer Cox

OLD BUSINESS / PAST EVENTS

Approval of minutes from February meeting - Dan Perrakis and Mikyla Zolpys approved the minutes

Mission Statement of DPAC:

The mission of the Doncaster Parent Auxiliary Council (DPAC) is to:

- enhance and support the *educational experience* for students at Doncaster.
- foster a *sense of community* and develop a closer connection between school and home by encouraging parental involvement.
- coordinate educational, informational, social and fundraising *events* for the school and community as a whole.

- *directly support* the mission and vision of the school through our *volunteer commitment* and *financial support*.

Treasurer Presentation on PAC funds - Dan

- Dan discussed the different fundraising initiatives that go on at Doncaster such as the craft fair, spirit wear, yard sale, Bingo night etc.
- Special Projects have been: Primary Playground in 2016 and the Intermediate Playground in 2020 (between \$25,000-\$30,000) each.
- There was also the Gaga ball court and the covered outdoor learning space
- Annual Library Contribution \$2500
- Arts and Crafts (Kiln and Maker Space): \$500 each
- DPAC funded a new laminator for the school Dec 2024

2025 Events/Fundraisers:

Parent Ed - Ready Set Kidz/Home Alone Program Status - Iris Brown

- \$39 per student (4 hour course)
- The company is offering to be flexible with timing whether on weekends, afterschool and evenings
- This will be offered to Grade 5 students and Iris will connect with the organizers and admin to find a day/time if possible

Purdy's Spring Fundraiser - Laura

- Successful fundraiser! Orders have been picked up

Spring Plant Sale - Pick up Orders April 15th - Evelyn Gregory

84 orders have been purchased

Movie Night - May 15th Gym Booked - Olivia Furlong will send out a Google form with movie choices

Annual Community Yard Sale / Block Party - Oona Sat May 24th

- Food trucks
- There will be a playzone in the gym and outdoor play area
- People can rent a table and sell their items. Profit sales from the tables will benefit PAC

PAC Recruitment/Engagement Efforts Update

- Class rep expectation for next year - Nic
- Request to cc all parents who have ever attended a PAC meeting to receive all subsequent meeting minutes for that school calendar year. - Secretary sent out Feb Meeting minutes to current and past attendees. This will be the new protocol going forward.
- New Kindergarten Families presentation - Laura

NEW BUSINESS / UPCOMING EVENTS

Election of 2025/2026 Executive

POSITION DEFINITIONS - Jodi

All parents & guardians of registered Doncaster students are voting members of DPAC.
 Any Doncaster parent/guardian of a Doncaster student may become a member of the Executive.
 Your ideas, energy, and contributions matter.

Executive Roles and Responsibilities

Executive Role	Duration	Time Commitment	Responsibilities
President	1 year	20-40 hours per month	<ul style="list-style-type: none"> Attends Executive Meetings (January/May) and PAC meetings (7-8/year) Participates in decision-making, voting member Coordinates, collaborates, and/or delegates with event planning Leads agenda and Chair meetings Coordinates staff agenda - PAC/Principal prior to being brought to the meeting Coordinates agenda to make sure to include call to prayer Provides agenda to website coordinator to post on DPAC website prior to meeting Meets with school staff, parents, community members Communications <ul style="list-style-type: none"> Thank you letters Request for donations for events Response to teacher requests Monitors DPAC email requests to be forwarded requests to committee Organizes DPAC representatives for VCPAC events Monitors DPAC bank account, has signing authority (in conjunction with Treasurer) Monitors DPAC bank account, has signing authority (in conjunction with Treasurer)
Vice-President	1 year	15-30 hours per month	<ul style="list-style-type: none"> Attends Executive Meetings (January/May) and PAC meetings (7-8/year) Participates in decision-making, voting member Coordinates, collaborates, and/or delegates with event planning Suggests President in teacher role and responsibilities
Secretary	1 year	5-15 hours per month	<ul style="list-style-type: none"> Attends Executive Meetings (January/May) and PAC meetings (7-8/year) Participates in decision-making, voting member Coordinates, collaborates, and/or delegates with event planning Monitors DPAC email requests to be forwarded requests to committee Monitors DPAC bank account, has signing authority (in conjunction with Treasurer) Change writing for memorandums, use title Applies for government/grants, administrative grants Applies for Thrifty's cards, new specifications Applies for gaming licenses
Treasurer	1 year	15-20 hours per month	<ul style="list-style-type: none"> Attends Executive Meetings (January/May) and PAC meetings (7-8/year) Participates in decision-making, voting member Coordinates, collaborates, and/or delegates with event planning Monitors DPAC bank account, has signing authority (in conjunction with President) Change writing for memorandums, use title Applies for government/grants, administrative grants Applies for Thrifty's cards, new specifications Applies for gaming licenses
Member-at-Large (level of involvement varies from person to person)	1 year	5-15 hours per month	<ul style="list-style-type: none"> Attends Executive Meetings (January/May) and PAC meetings (7-8/year) Participates in decision-making, voting member Coordinates, collaborates, and/or delegates with event planning <ul style="list-style-type: none"> Back To School BBQ Halloween Dance Christmas Craft Fair Movie Night Sings Night Fun Day End of Year Dinner Volunteer Coordinator for DPAC events Volunteering Coordinator/Planning (i.e. Playground Committee, Fundraising Committee) DPAC Liaison DPAC website coordination and updates Secretary general information (sign-up) website events (monthly) Teacher Representative Site (parent) coordination End of Year Party (donation coordinator for teachers/teachers leaving school) Event tasks - various opportunities such as: <ul style="list-style-type: none"> Coordinate for various events (Blue Book, message compression fleet, etc) Coffee/Bagging oranges for Terry Fox Run Fund Raising BlueWalk to School Walk - Bring Station (organizing, setting up, etc) Book/Books to be read (monthly) Sperry Oak Tree clean-up coordination Red Leafing Ordering School Wear Ordering School Spirit Items Job Leads Click App Coordinator etc.

Executive Support Positions

Parent Ed Coordinator
Fun Lunch Coordinator
Newsletter
Social Media Coordinator
Website
Spirit Wear Coordinator
VCPAC Liaison:

[Ref. dpac-exec-roles-and-responsibilities](#)

Ref: [dpac-exec-roles-and-responsibilities.pdf](#)
[exec roles and responsibilities](#)

Positions to be filled for 2025/2026 school calendar year:

- Fun Lunch Coordinator Volunteer - to vote on next meeting
- Parent Ed Coordinator Volunteer- Mikyla Zolpys
- Newsletter Rep Volunteer -*Olivia Furlong*
- Members at Large Volunteers
 - Warren
 - Laura
 - Nic
 - Sonja

- *Oona*

Secretary Nominee Volunteer- *Evelyn Gregory*

Treasurer Nominee Volunteers x 2 - *Alicia Rippington and Dan Perrakis*

Vice President Nominee Volunteer- *Laura Mercer*

President Nominee Volunteer -*Jodi Green*

Door Prize Give Away #2 - Restaurant *GC*

Garden Party Committee

- Community Garden needs volunteers for Sat, April 5th 10am-noon
- Please contact Mrs. Bigam to help out
- Stephanie Churcher will be the PAC liaison for the School Garden

School Safety Committee - Dustin & Arran Wallace

- Saanich Safe Routes to School program to petition slower traffic pace on busy roads near schools
- Parents interested can reach out to DPAC to be connected to Dustin and Arran

Hot Lunch Update - Sona

Volunteer turnout has been really good the past couple of months.

Next Year's Project Suggestions / Fundraiser Initiatives

- Put together a proper manual for executive position turnover
- current executive / event volunteers

- Perhaps Instead of Growing Smiles do WestCoast Seeds - Evelyn Piekarski
- Spirit Wear Update - Sona
 - Custom Kindness Shirt Design for next year's pink shirt day perhaps could be packaged as an art class, school vote style project?
- An event manual will be created of steps needed to execute various events year after year

PRINCIPAL and VICE PRINCIPAL's REPORTS

School Updates - Ingrid/Jennifer

- Track and Field is coming up in May/June
- Welcome to Kindergarten will be Wednesday May 14th in the morning
- School Supplies will not be purchased in bulk next year due to District rules. Parents will need to buy individual school supplies

Thank you Laura who is going to reach out to Monk's to see if we can get school supplies up and running again possibly at cost and not as a fundraiser.

Door Prize Give Away #3 - Brand New Snow Sled

Highlights for May PAC Meeting

- Tuesday, May 6th
- Agenda Proposal
 - Budget Approval
 - End of Year BBQ
 - Staff Appreciation Breakfast
 - Retirement Gifts