

**Bradner PAC Meeting
Friday April 5, 2024 at 9:15am**

AGENDA

Attendance: Jen Nadon, Jocelyn Radom, Diana Madden, Elva Lottenbach, Ravina Gill, Danica Neufeldt, Kam Sidhu, Christine Towes, Erica Wall, Grace Janzen, Jill Azanza

Meeting Called to Order by Jocelyn Radom at 9:24am

- Minutes from February – Motion to accept the February minutes – Erica and 2nd by Elva, all in favour.
- Principal's Report

April 2024 Principal's Report

Land Acknowledgement

March School Activities

- ☐ March 1 Bingo Night
- ☐ March 5 Bulldog awards congrats to: Michael, Finn, Taviah, Dayton, Ayden, Maxwell, Eleanor, Lenny, Misa, Aliza, Addison, Huynh, Lily, Tirath, Mylah, Paisley
- ☐ March 6 popcorn day
- ☐ March 6 Basketball at Aberdeen
- ☐ March 7 Passion Projects
- ☐ March 12 Fire Drill
- ☐ March 14 Passion Projects were very successful, students had a lot of fun
- ☐ March 14 Welcome to kindergarten
- ☐ March 14 Report Cards sent home
- ☐ March 15 Sushi hot lunch
- ☐ Spirit Day wear green (St.Patty's)
- ☐ March 16-29 Spring Break
- ☐ April 1st Easter Monday School closed
- ☐ April 5 Green Shirt/Jersey Day

Office Updates

- ☐ Please welcome Mrs. Murphy, who has posted into the grade 2/3 position until June
- ☐ Please ensure that field trip permission forms are completed online via school cash online

District Updates

- ☐ More parent info sessions for safer schools together – kids 10 and up are welcome to join
- ☐

PAC Proposals/Special requests from staff

- Lee/Smith rock blocks – teamwork -science and math
- Bean bags for the gym

Other FYI

Upcoming Activities

- April 10- Popcorn Day
- April 12- Abby Arts field trip to see Aladdin. -
- April 12 Flower Show
- April 16- Bulldog Assembly
- April 18- Reimer visiting grade 5
- April 19 KFC Hot Lunch
- April 26 Non instructional day- schools are closed
- April 30 Field trip for Div.2/3 – Pencil Patch

Gratitude

- Thank you to the Bradner PAC

➤ Treasurer's Report

Chequing Acct.

- February Summary
 - Total Expenses - \$ 4,520.00
 - May Day Rides - \$3,600.00
 - May Day Games - \$420.00
 - Classroom Top up - \$500.00
 - Total Deposits - \$855.00
 - Treat Day - \$275.00
 - May Day Vendor Fees - \$580.00
- March Summary
 - Total Expenses - \$ 2,115.00
 - Sushi Lunch - \$565.00
 - Pizza Lunch - \$250.00
 - Donation – Archway - \$200.00
 - Hockey Sticks/Dodge balls - \$1,100.00
 - Total Deposits - \$1,630.00
 - Bingo - \$1,325.00
 - Baking Club - \$305.00
- Bingo Net Profit - \$900.00
- Chequing Balance End of March - \$24,748.00
- Gaming Balance End of March - \$4,138.00
- May Day Balance End of March - \$5,538.00

➤ DPAC Report – no March meeting.

- April DPAC Meeting – Danica

- May DPAC Meeting – Danica
- Board Meeting – April 16th – Div. 1 Social Study Project presented at the Board Meeting representing Bradner
- Immediate Funding Opportunities and Voting
 - Playspace update
 - Deposit is needed to secure play structure
 - Kam and District approved the playspace
 - District needs to send PO
 - Will send deposit after May Day spending has been allocated
 - Website consolidation
 - Change May Day website to Brader kids – Bradner PAC to run
 - Community Website
 - Ticket sales
 - Fundraising sales
 - PAC email associated with Bradner Community Website
 - Need a PAC members to be admin to oversee the website and posting information
- Other Business
 - Hot lunch and popcorn day
 - From Jan. to April's popcorn day Hot Lunches, Popcorn days and treat day has made \$1,106.66
 - Treat day forms – we were shorted \$27.00 as some parents thought each treat was \$2.00 – I used the extra cash, two parents overpaid and indicated to use it for other students and I chipped in to balance the rest
 - April 19th – KFC
 - May 8th – Popcorn Day
 - May 10th – Homemade Pasta
 - Will need 5 volunteers one of each class
 - Elva, Jill, Danica, Jocelyn
 - Beef donations for the meat sauce
 - Donated by Jill
 - May 31th – Freezie Treat Day
 - June 5th – Popcorn Day
 - June 21st – Ice Cream Sandwich Treat Day
 - June 20th – Sports Day – Hot Dog and Chips
 - Bingo Night update
 - Move Bingo to the Fall
 - Prizes – announce the prizes prior to game starts or winner pulls a number corresponding to a prize
 - Everyone had a great night
 - Made \$900.00
 - Movie night moved to Friday May 3rd – Migration
 - Sell Hot Dogs - \$3.00
 - Concession
 - Clean gym mats – Swiffer mop the mats as they get sticky
 - Flower Show

- Opening Ceremony 2pm on April 12, 2024
- Bradner kids sing O'Canada
- Bradner kids Flower Art for the flower show
- Create sign-up sheet for clean-up - Melissa Yeomans to help us run the dishwasher. – Elva to learn how to use the dishwasher at 4:30pm on Sunday, April 14th
- PAC – Washing Dishes Sunday, April 14th at 6:00pm start – Elva, Jill, Erica, Grace, Jocelyn
- Piano update – moved over on Wednesday April 10th

May Day Update

TEAM LEADS:

Breakfast - Melissa Crump
Market Vendors - Megan Howarth + Carly Howes
Silent Auction - Natalie Hall + Erica Wall
Volunteer Supervisor - Elva Lottenbach
Parade & Ceremony - Jocelyn Radom
May Pole - Elyse Schroeder & Melissa Yeomans
Games - Grace + Bruce Janzen
Concession - Kori Wall

WE NEED

- WIFI hub - Danica @ Telus? – Diana to follow-up with Kori
- Temp Food Permit - Kori?
- Concession Lead for 2025? - Danica
- Photobooth backdrop & props? – Kam to look into
- Extension cords to field? (inq. With Melissa Yeomans?) – Jocelyn to connect with Melissa Y. or Mr. Soon

LEGAL:

1. Gym Rental required for “contingency” & janitorial purposes
 - a. booked pending insurance <https://facilities.abbyschools.ca/rentals>
 - b. Gym to be open (by keyholder @ 7am?) Kam to find out 7am is fine
 - c. Custodian to lock up school after
 - d. Water source (key holder) – Kam to provide water key
2. Soccer Field, bathrooms + parking lot owned by Bradner Community Club, available to us complimentary
3. Highway Use Permit - Application submitted, pending insurance
 - a. Pay permit fee \$75 + \$35 application fee
4. First Aid Event Coverage - St. Johns Ambulance confirmed (budget \$500)
5. Special Event Permit pending payment and supporting documents
 - a. Emergency/Safety Plan updated
 - b. Event Schedule Overview
 - i. 0800 - 1000 breakfast, car-show registrations close
 - ii. 0900 - 1600 market open
 - iii. 1000 - 1030 parade
 - iv. 1030 - 1230 silent auction open
 - v. 1030 - 1100 opening ceremony
 - vi. 1100 - 1500 carnival

- vii. 1500 - end, market vendors can sell until 1600
 - c. Business License & Technical Safety BC approved vendors on-site
 - . BC Event Makers
 - i. JELKS
 - d. Confirmation of portable washroom rentals
 - . Bradner Community Club Hall & field washrooms arranged for opening with Nicky Arpots (604-309-0458, arpotz17@telus.net)
 - i. 2023 Jiffy Porta Potties as per Special Events permit requirement
 - 1. To arrange (604-463-0707, jiffyjohn@shaw.ca)
 - 2. Budget \$470 (vs \$350 in 2023)
 - 3. Qty 2 - incl. Sanitizer, taxes, fees, delivery, pickup
 - e. Parking map added to website + social media
 - . PAC/Bradner families/volunteers to park behind school at kindergarten class (**to relieve street parking/road traffic**)
 - f. DMC's insurance for Bradner School Float
 - . Specs for float to special event coordinator (for people on board)
 - i. ...other parade participants to be navigated...
6. SOCAN/ReSound application budget \$60 needs to be completed post event
7. Waste Management (Gr.4/5 to handle?)
- a. garbage/recycling
 - i. 12 park bins
 - ii. 4 school bins
 - iii. School garbage waste bin
 - iv. School cardboard waste bin
 - b. **Div.1** to handle signage, sorting, & returns. (Event Day volunteers to handle collection in preparation), but did not happen.
 - c. 2024 Ms.Turner/Penner or PAC to keep proceeds?

FINANCIALS:

- To receive tax-deductible receipt, cheques must be made to
 - School District #34
 - SD #34
 - Abbotsford School District
- Abbotsford Special Event Grant application submitted. Asked for \$5k
- Website ticket pre-sales - *Website now conducive*
- Hopes of bringing in \$19,000+
 - \$2,000 vendor booths (50 booths)
 - \$7,500 Raffles (2023 capped at \$5k; sold \$7k, shuffled funds)
 - 2024 goal 200 book sales (\$10k)
 - Prices:
 - \$5 each ticket
 - \$50 book of 12 tickets
 - Prizes:
 - (\$750) 2 nights at the Fairmont Chateau Whistler

- (\$200) gift certificate to K&M Farms (pasture raised & free range poultry)
- (\$200) Handcrafted cheeseboard with \$50 Gift Card to Lepps Farm Market
- (\$150) 2 tickets to BC Lions game with \$50 gift certificate to Frankie's Italian Kitchen & Bar
- (<\$ \$200)
- \$500 50/50 (2023 \$300)
- \$1,500 breakfast (250 adult, 100 kids)
- \$2,000 silent auction (50% of 2024 donations valued \$4k+)
- \$2,000 games/rides
- \$1,500 concession
 - \$3,500 sales (300 burger, 300 hotdogs, 300 chips, 200 bevs)
 - \$2,000 food cost
- \$1,500 bake sale (double *xmas goals*)
- \$500 popcorn/candy (200 popcorn Co-op donation, 300 candy bag prep)

SPONSORSHIP:

- Sponsors letter & letterhead ON DRIVE (needs update) for sponsorship requests
 - Champs (10k - 5k for May Day, 5k for playground; hoping for plaque)
 - Otter Co-op
 - TWO 20'x20' (Stage tents)
 - 200 individual bags of popcorn
 - AJ Tent House
 - (4) 20'x20' tent (Dining)
 - (20) 8' table (16 Dining tents, 4 Preschool tents)
 - (150) folding chairs (100 Dining tents, 50 Stage tents)
 - Envision Financial (tent - submitted Mar. 11)
- Save-On wishlist to be submitted (50% cost covered by Aldergrove & Clearbrook locations like 2023? - Bradner PAC paid for 50% of cost, + 100% taxes/deposits/recycling fees) - Jocelyn?
- Erica to Send Jocelyn – Costco Sponsorship donation
- Prepare Thank you letter write-ups
- Sponsorship Tiers

	\$0-299	\$300-999	\$1k-4999	\$5k+
FB/IG mention	X	X	X	X
Web linked page	X	X	X	X
FB/IG post		X	X	X
On-site signage		X	X	X
Web small logo			X	X
Web large logo				X
Stage mention				X
Poster Logo				X

MARKETING:

- WEBSITE:
 - Premium plan upgrade to accept online payments (\$280) for 2yrs
 - Parade applications open
 - Market applications open
 - TO CREATE
 - Playground page
 - Pre-sale page
 - Raffles prizes
 - Silent Auction items
 - SignUp Genius write-ups and uploaded
 - TO UPDATE
 - 2024 Sponsors
 - Site map on on website
- EVENT POSTER/FLYER (printing sponsor)
 - Mt. Lehman is sponsored by the local bank
- POSTER DISTRIBUTION
- STREET SIGNS
 - Update with 2024 dates
 - Bradner Flower Show + 2023 locations
- Social Media Hashtags
 - #bradnermayday
 - #bradnermayday2024
 - #bradnermaydaybreakfast
 - #bradnermaydaymarket
 - #bradnermaydayparade
 - #bradnerelementary
- Radio (updated)
 - 107.1 Country (Abby)
 - 98.3 Star FM (Chilliwack)
- News Outlets
 - Abby News <https://www.abbynews.com/community/photos-bradner-celebrates-103rd-may-day-celebration/>
 - [Www.Aldergrovestar.com](http://www.Aldergrovestar.com)
 - <https://www.missioncityrecord.com/community/bradner-holds-annual-may-day-celebration/>
 - www.abbotsford.ca
 - [Www.todayinbc.com](http://www.todayinbc.com)
- Blogs/Websites
 - Facebook groups
 - Harrison's Auto Event List
 - Thefraservalley.ca
 - Bradner Barker
 - [Www.bradnerhall.ca](http://www.bradnerhall.ca)
 - Kids out and about Van. (<https://vancouver.kidsoutandabout.com/content/bradner-elementary-school-pac>)
 - <https://vancouver.beyondthenest.com/content/bradner-may-day-2023>
 - <https://www.familyfuncanada.com/vancouver/bradner-may-day/>
 - <https://happeningnext.com/event/bradner-may-day-2023-eid3a0a3xo72p>
 - <https://fraservalley.vccc.com/Bradner%202022.htm>
- Drone coverage? (*LINK Creative* <https://www.linkcreative.ca/>)

- Weather did not permit 10am-12pm
- Road signs & sponsor signs?
 - Road signs from 2023 (minor typo)
 - Laminated posters distributed by Hunt family
 - Banners
 - Flags
 - Wind proof
- SEARCHES
 - Tourism Abbotsford
 - TripAdvisor
 - Yelp
- **Encourage Bradner Families to wear spirit wear**
- Road sign pickups

SALES TENT

- Howarth Tent (20'x40')
- Ticket sales, raffle box, 50/50 box, silent auction & spirit wear
 - Bradner May Day Banner (zap straps)
- Ticket Sales
 - Cash
 - Square
- Raffle Tickets - Kim Webb LEAD
 - Format: Zeffy/Canva/Google Docs?
 - Sales date April 26? _____
 - \$5 each OR book of 12 tix for \$50
 - APD ride-along for most ticket sales?
- 50/50 Tickets
 - Do we want to pre-sell? OR Day sales only?
 - Prices (BC Lions copycat):
 - 3 for \$5 (\$1.50 ea)
 - 10 for \$10 (\$1.00 ea)
 - 50 for \$20 (\$0.40 ea)
 - 150 for \$50 (\$0.33 ea)
- Back board to include - Elva
 - Main Sponsors/Donors
 - Schedule of Events
 - Site Map
 - Feedback QR code
 - Ticket Prices
 - \$1/ticket (applicable to food & games)
 - \$40/45 tickets (applicable to food & games)
 - Pricing for games/rides/concession
 - (5) Photobooth (2 sheets of 3 photos)
 - (3) Meltdown (3 mins.)
 - (3) Tubs of Fun (3 mins.)
 - (3) Swings (3 mins.)
 - (3) Bouncy Castle (3 mins.)
 - (2) Axe Throwing
 - (2) Dart Shootout
 - (2) Bullseye
 - (2) Baseball

- (2) Glitter Tattoo
- (1) Carnival Tattoos
- (1) Ring Toss
- (1) Baseball Throw
- (1) Hockey Shoot
- (1) Hole in 1 Mini Golf (mini pop keychain)
- (1) Lucky Key (jumbo sour key)
- (1) Fishing Pond (swedish fish)
- (1) Duck Race (assorted maynards)
- (1) Bear Hunt (gummy bears)
- (1) Plinko (jewelery/stickers/candy...x2)
- (1) Cupcake Walk (boxed cupcake)
- (1) Lolli Tree Sucker Pull (mini chupa-chups/power poppers)
- (1) Buy the Farm (stuffies)
- (1) Bradner Flower Garden (goody bags)
- (1) Spin the Wheel (squishy/stationary/bracelets/candy/spin...x3)
- SO MUCH swag for giveaways (or do we shift some to prizes?)
- Info & Swag to give away
 - BC Agriculture in the Classroom Foundation
 - Heart & Stroke Foundation

BREAKFAST

- 2022 - COSTCO purchases (free rental @ Bradner Hall 8-10am)
 - 8 bags pancake mix (donation from AH Bobcat & Excavation)
 - 2 7kg coffee
 - 23lbs sausage (150 portions)
 - _____ bacon (150 portions)
- \$6 Adult: 2 pancakes, 2 meat (bacon/sausage), coffee/orange juice
- \$4 Child: 1 pancake, 1 meat (bacon/sausage), orange juice
- ESTIMATE (300 adult meals)
 - 100 x \$4 child meals = \$400 (2023 sold out 40 @ \$3)
 - 250 x \$6 adult meals = \$1500 (2023 sold out 130 @ \$5)
 - (\$500) sponsorship? (2023 Trouw Nutrition)
 - \$_____ Coffee
 - maple syrup (on hand)
 - \$350 bacon (14 x 4pks of 500g - 15pc/pk; \$25 ea.)
 - \$400 sausage (@ Costco if Davis Meats doesn't sponsor)

MARKET VENDORS (Megan Howarth & Carly Howes):

- Curated market
 - \$50 per 10' x 10' outdoor space (no tent or table included)
 - Online applications only <https://www.bradnermayday.com/market>
 - 3.2% wix fee, information collected, customization, etc.
 - 20 paid vendors, 10 pending payment
 - Not yet marketed or pushed to the public
- Spray markers on field Friday night

SILENT AUCTION (Natallie Hall + Erica Wall):

- Prepare week prior?
- Setup day prior?
- Location under sales tent with tix, raffles, 50/50 box, & spirit wear

- 10:30am-12:30pm
- Signage for winners to be present by 13:30
- Banner?
- Stage mention
- More marketing
- 30+ market vendor donors
- Add hoodie?
- PAC Hot Lunch Package – Up to \$100.00

PARADE (Jocelyn Radom & Jill Azanza):

- Parade Form to be created
 - Company/Organization
 - Parade Entry Description (walk/car/etc.)
 - Contact Name
 - Title
 - Phone
 - Email
 - Website
 - Facebook
 - Instagram
 - Status?
 - PAC Rep
- ANY IDEAS for BRADNER FLOAT?? (DMC)
 -
 -
- DMC's insurance for Bradner School Float
 - Specs for float to special event coordinator (for people on board)
 - ...other parade participants to be navigated...

CEREMONY (Jocelyn Radom):

- Staging booked through school Facilities
 - 9 - 4'x8' (2 steps, legs & locks) on trolleys
- Opening ceremony
 - Oh Canada- Jocelyn Radom
 - Land Acknowledgement- Student
 - Introductions- Cheyanne Radom
 - Greeting from Abbotsford Mayor/Deputy
 - Words from Member of Parliament Brad Vis
 - Words from Member of the Legislative Mik de Jong
 - PAC Chair Thank you - Diana Madden
 - May Pole Dancing
- Long & McQuade sound system booking (*Tommy MacDonald inquiring for better quote from Langley location*)
 - Booked, budget \$200
 - 2 x 15" speakers with stands
 - 3 x microphones with stands
 - 1 mixer (Tommy can provide)
 - Pickup Friday, May 24 (10am-8pm)
 - Drop off Monday, May 27 (10am-8pm)
 - Need to ask Tommy MacDonald to help?
- Performances

- 1100-1200 (act 1)
- Break
- 1215-1315 (act 2)
- Break
- 1330-1400 Announcements
 - Silent Auction
 - Raffle
 - 50/50
- Break
- 1415-1445 (\$150 - Silver Diamond Dancers)?

- 2023 Performers
 - Fraser Valley Childrens' Chorus (11am-12pm)
Heidi Epp (Artistic Director)
604-723-4040
fvccup@gmail.com
 - Fraser Valley Community Wind (12:15pm-1:15pm)
Will need 20 chairs and a mic
 - Silent Auction call to end (1:30pm) (no live auction)
 - Raffle Draw (2:30pm)

CARNIVAL GAMES (Grace & Bruce Janzen):

- GAMES tables
 - 2023 tables from Mt. Lehman (who arranged?)
- PRESCHOOL TENT - Derek Howarth (18'x40') TBC
 - Plinko MUST be under tent
 - Cupcake Walk (needs dedicated music device & speaker)
 - 2023 - 40 dozen sourced
- NEW Sponsor logo sheets to be printed & laminated (Jen Nadon?)
- Game write-ups
 - Pictures of setup
 - Prize criteria & description
- \$7,000 BC Event Makers contract (increase from flood, refurbish, inflation)
- \$800 JELKS inflatable games
- \$100 REPLACE face painting + balloon twisting with AMAZON glitter tattoo kits
 - Add regular temporary tattoos
 - Higher turnover & Lower requirement for skilled volunteer
- BC Event Maker Photobooth in middle of field with generator by tattoos?
 - Tent required
 - Backdrop required
- New ring toss game
- Setup lollitree in advance

CONCESSION / BAKESALE+POPCORN+CANDY (Kori Wall):

- Temp. Food Permit (Kori)
- DINING TENT - AJ Tent House sponsorship (4 - 20'x20')
 - \$5 - Burgers/HotDogs
 - \$1 - Drinks, Chips, popcorn, candy
 - Need extension cords
 - Need coolers

- DINING tables
 - AJ Tent Company
- Grills - PAC, Save-On,
 -
- **FOOD TRUCKS**
 - Funnel Cakes (funnel cakes, deep-fried candy bars, deep-fried Oreos, and mini donuts)
 - Kona Ice?
 - Your Story Coffee Bar?
 - Japanese Teriyaki Express?
- COMP meals for volunteers (sandwich+drink+chips = \$7)
 - 2.5hr shifts (comp 1 or 2 shift volunteers?)
- **BAKE SALE**
 - Bradner Church donations?
 - Move tent down beside concession?
 - donations call 3-4 wks out (goal, double xmas)
 - Call for Cupcake Walk cupcakes also (goal 40 dozen)
 - Cupcake boxes refill?
 - Move unclaimed game cupcakes to bake sale/concession

VOLUNTEERS (Elva Lottenbach):

- ALL volunteers need to be inputted into SignUp Genius
- Volunteer Lanyards provided by SHAW for easy recognition of who to ask questions
 - Badges in possession, inserts need refill?
- Volunteer position **write-ups** to be created
 - 15 minute crossover
- Volunteer **email** to be created
 - position write-ups
 - Setup + Take down crews crucial
 - Pictures of KEY LEADS
 - Game write-ups
 - COMP meals for volunteers (sandwich+drink+chips = \$7)
 - 2.5hr shifts (comp 1 or 2 shift volunteers?)
 - Overlap shifts (15 minutes)
 - Dedicated volunteer coordinator throughout day for check-in/out (sign-in/out sheets)
 - Over-communication about the day
 - Game descriptions
 - game/ride costs
 - Ticket costs
 - Parade route
 - Food costs
 - Insert comp food tickets in badges in advance
 - Granola for volunteers?
 - Volunteer check-in sign
- Courtney Chukuka (community member)
-

Update on After school events

- Baking Club

Other suggestions for fundraiser, activities and/or purchases

- Pottery night?
- Parent Social – Echo (Zoe's Mom) covered patio

Round Table

- Next Meeting – possibilities May 3rd, at 1:15pm – Set-up for movie night after meeting

Meeting adjourned at 11:12am