**INFORMAL MEETING AGENDA**

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| **Meeting title:** | **Informal Staff Meeting Agenda** | **Date:** | **[Date]** |
| **Timing:** | **[Time of the Meeting And the Location]** | | |
| **Meeting Called by** | **[Name of the Individual And Title]** | | |
| **Note Taker** | **[Name of the Individual]** | | |
| **Attendees:** | **[Names of the Attendees To the Meeting]** | | |
| **Minutes** | **[minutes]** | | |

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| **Agenda Item:** | **Discussion:** |
| **Treasurers Report** | The treasurer was unable to attend the meeting and therefore the report was not provided. The report is likely to be provided in the near future. |
| **Transfer of funds to the school by** **[name of the treasurer] at the earliest.** | Discussions were held about the use of funds by the school for field trips and bus expenditure. It was agreed that (Money Amount) would be transferred to the school from the general account. The school has agreed to provide monthly receipts for the funds and also to return any funds not utilized by the end of this term. |
| **Sign repair presented by** **[name of the individual]** | Software compatibility is creating regular problems with the sign of the school and needs to be repaired. **[Name of the individual]** spoke to the company which installed the sign as well as other companies. The cost of the repairs is estimated at (Money Amount) annually and a new sign costs (Money Amount approx.). The cost is unaffordable for the PAC either for repairing the sign or installing a new one. Under the circumstances, the court decided that the PAC would consider looking for a long-term fundraising strategy over three years for purchasing a new sign. |
| **Upcoming events presented by** **[name of the individual]** | Plans are underway to organize a scholastic book fair later this year. The date for the fair has not been set because it is typically managed by parents. Suggestions were made to plan a garage sale at the school where people can donate items for sale for prices of [$1, $2, $5, $10 and $20]. Children and parents can visit the school through the day for making purchases. |
| **Other information.** |  |

**Next meeting**: **[date, time and location of the next meeting]**