

KELSET PAC GENERAL MEETING AGENDA
14 April 2021
6:30pm, Zoom Virtual Meeting



**We would like to acknowledge that we are on the traditional land of the WSANEC people.
 We are so thrilled to be able to live, learn, and work on this land!**

Guest Speaker	N/A	15-30 min
Administrator's Report Laura – any lead on a FN rep for next year?	Cathy Crocket-Moore, Leila Sinclair-Wise	30 min
Executive Meeting	Marie Fish	30-45 min
Social	All	15 min

Executive Meeting		45-60 min
Topic	Responsibility	
Approval of last meeting's minutes	Motion Seconded By	
President's Report Update of COVID impact in School operations and procedures, if any School operations for next year and subsequent years, financial strain? School district 61 is short 7 million due to COVID impact, what about our district Cathy Crocket-Moore...retirement PAC Executive members retirements/appreciation Teachers/Staff appreciation	Marie Fish	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>Vice-President</p> <p>2021/2022 PAC positions (see attached draft at end of document on responses so far)</p> <p>Heather: PAC positions next year - how to recruit new members, make use of members at large and get some Dads on our PAC (it's so female-dominated!).</p> <p>Can a letter go home to Grade 3/4 parents that we need a Grade 4/5 Coordinator team for next year?</p> <p>Are there positions that need to be revisited in light of COVID? For instance, "Spring Fair Coordinator" could be "Auction Coordinator" and Event Food Coordinator could be "Bottle Drive Coordinator" (and plan on at least 3 to 4 drives per school year). I think we might need to change with the times and recruit accordingly!</p> <p>Should we put together a 1-pager with vacant positions and their job descriptions to be physically sent home with students? I'd love to see more "Members at Large" who sit in on meetings and help out when and where the need arises.</p> <p>How can we reach incoming Kindergarten parents?</p>	<p>Meghan Judson, Jessica Kwasnica-Rechsteiner</p>	
Treasurer	Michelle Squire	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>Fundraising Coordinators</p> <p>Heather: Bottle Drive: Should we try for another bottle drive in June? Would admin & the school community support?</p> <p>Heather: Silent Auction - where are we at? Any connections to tap? Can everyone see the spreadsheet to see who we have reached out to? Does anyone want hard copies of letters to distribute in their spare time / to neighbour companies, etc.? Digital copies?</p>	Christina McCulloch, Simone Manchip	
Communications Coordinator	Keira-Leigh Drake	
Events Committee Coordinators	Jessica Hopkins, Andrea Paget	
Event Food Coordinator	Heather Brass	
<p>COPACS Rep</p> <ol style="list-style-type: none"> 1. Stelly's PAC rep said the PAC was very pleased with swift communication of the Covid-19 exposure at their school. 2. COPACs asking PACs to discuss/communicate with parents about mask wearing on school properties; consider asking Admin to put up signs to remind parents. 3. "Parent Involvement Evening" on the topic "What is Mental Health" is taking place virtually, March 11 @ 7:00pm- 8:30pm. Registration details on KELSET Facebook. 4. PACE FC soccer fundraiser, \$15 of each PACE FC registration goes to the player's school PAC. Flyer on KELSET Facebook. 5. FSA testing for children in grades 4 has been postponed due to Covid-19. 6. The District is reviewing some COVID practices to determine if it would be beneficial to retain any. 7. Process for handling concerns in classroom: first discuss with the teacher, then Administration, then - 	Liz Keating	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>if necessary – the District. PACs and COPACS can support discussions at any stage.</p> <p>8. If parents want to attend the public portion of a board meeting contact the board or COPACS and an email link will be provided.</p>		
<p>First Nations Rep</p> <p>Laura – any lead on a rep for next year?</p>	Tina Savea	
Fun Lunch Coordinators	Claire Erdem, Tiffany Brantley, Christina McCulloch	
KELSET Cares Coordinators	Kristin Schnurr, Tina Lee	
Spring Fair Coordinator	Vacant	
<p>Playground Committee Coordinator/Members</p> <p>Heather: Playground & Nature Space - there has been a new outdoor "classroom" added to the forest. Or benches to sit on at least. Where did this funding come from? Who spearheaded it? Is there any more funding for additional features in the "Nature Scape"? Is this something we can explore, and would it require another Committee to do so?</p>	Meghan Judson	
<p>Grade 4/5 Coordinators (Camp and Farewell)</p> <p>Heather: Grade 4/5 End-of-Year: I was at WildPlay on the weekend and overheard someone saying their school went there for their Grade 5 end of year trip. I wondered if this outdoor option might be within the budget and an alternative to what has been done in the past? Just a suggestion for those with kids in these grades.</p>	Michelle Squire	
Earthquake Coordinator	Steve Fish	
Lost & Found Coordinator	Terri Dobree	
Fruit & Veg Coordinator	Jo Hall	
New Business	All	

Executive Meeting		45-60 min
Topic	Responsibility	
Old Business - Google docs, add roles and responsibilities https://docs.google.com/spreadsheets/d/1FArg_SK1uFY-sW1WDFvlnaW1h1-d-wPnyKWaKJ9-nJ4/edit	All	
Motion to Adjourn	Marie Fish	

Minutes taken by Liz Keating (thank you) as Laura Veasey, KELSET PAC Secretary unavailable

KELSET PAC EXECUTIVE 2021-2022

Executive Positions PAC Constitution (Nov2013)

President (Critical) – Marie Fish but would like a co-president

Vice-President – Vacant

Treasurer (Critical) – Vacant

Secretary (Critical) – Keira Drake??

Fundraising Coordinator – Christina McCulloch, ? Cathy Watts

Communications Coordinator – Vacant

Event Committee Coordinator – Jessica Hopkins, Andrea Paget

Event Food Coordinator – ? Heather Brass and or other role

COPACS Representative – Liz Keating

First Nations Representative – Vacant

Members at Large – Michelle Squire,

Past-President – N/A

School Planning Council Representative – N/A

Other Executive Positions

Fun Lunch Coordinator – Claire Erdem, Tiffany Brantley, Christina McCulloch

KELSET Cares – Tina Lee, Kristin Schnurr

Spring Fair Coordinator – ? Keira Drake?

Silent Auction Coordinator - - Vacant

Playground Committee Coordinator – ? Cathy Watts, Meghan Judson?

Playground Committee Members – Vacant

Grade 4/5 Coordinator (Camp Fundraising and Grade 5 Farewell) – Kara Shade

Grade 4/5 Team Members (Camp Fundraising and Grade 5 Farewell) – Vacant

Bottle Drive Coordinator – Vacant

Earthquake Coordinator – Vacant

Lost & Found Coordinator – Terri Healy

Fruit & Veg Coordinator – Jo Hall (will renew Food Hygiene Cert at her own cost too!)

Members interested in some role but not yet sure which one:

Keira Drake: Secretary, spring fair coordinator or M@L??

Cathy Watts: Fundraising, playground coordinator or Secretary (but cannot commit to all meeting times).



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Executive Positions PAC Constitution (Nov2013)

President (Critical) – Job Share - Marie Fish, Co-president required

Vice-President – Heather Brass

Treasurer (Critical) – Job Share - Vacant, Michelle Squire (mentor)

Secretary (Critical) – Keira Drake

Fundraising Coordinators – Christina McCulloch, Another volunteer needed

Communications Coordinator – Vacant

Event Committee Coordinators – Jessica Hopkins, Andrea Paget

Event Food Coordinators – Heather Brass, Another volunteer needed

COPACS Representative – Liz Keating

First Nations Representative – Vacant

Members at Large – Michelle Squire

Past-President – N/A

School Planning Council Representative – N/A

Other Executive Positions

Fun Lunch Coordinators – Claire Erdem, Tiffany Brantley, Christina McCulloch

KELSET Cares – Tina Lee, Kristin Schnurr

Spring Fair Coordinator – Vacant

Silent Auction Coordinator – Vacant

Playground Committee Coordinator – Meghan Judson

Playground Committee Members – Cathy Watts

Grade 4/5 Coordinator (Camp Fundraising and Grade 5 Farewell) – Kara Shade

Grade 4/5 Team Members (Camp Fundraising and Grade 5 Farewell) – Vacant

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Earthquake Coordinator – Steve Fish

Lost & Found Coordinator – Terri Healy

Fruit & Veg Coordinator – Jo Hall



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		Present
ADMINISTRATION	Cathy Crocket-Moore	Principal <input checked="" type="checkbox"/>
	Leila Sinclair-Wise	Vice-Principal <input checked="" type="checkbox"/>
		Guest Speaker <input type="checkbox"/>
		Teacher Rep / Parent <input type="checkbox"/>
PAC EXECUTIVE	Marie Fish	President <input checked="" type="checkbox"/>
	Meghan Judson	Co Vice-President/Playground Committee Coordinator <input checked="" type="checkbox"/>
	Jessica Kwasnica-Rechsteiner	Co Vice-President/Fun Lunch Coordinator <input checked="" type="checkbox"/>
	Michelle Squire	Treasurer <input checked="" type="checkbox"/>
	Laura Veasey	Secretary <input checked="" type="checkbox"/>
	Christina McCulloch	Fundraising Coordinator <input checked="" type="checkbox"/>
	Simone Manchip	Fundraising Coordinator <input checked="" type="checkbox"/>
	Keira Drake	Communications Coordinator <input type="checkbox"/>
	Jessica Hopkins	Events Committee Coordinator <input checked="" type="checkbox"/>
	Andrea Paget	Events Committee Coordinator <input checked="" type="checkbox"/>
	Heather Brass	Event Food (Committee) Coordinator <input checked="" type="checkbox"/>
	Liz Keating	COPACS Representative <input checked="" type="checkbox"/>
	Tina Savea	First Nation Representative <input checked="" type="checkbox"/>
	Claire Erdem	Fun Lunch Coordinator <input type="checkbox"/>
	Christina McCulloch	Fun Lunch Coordinator <input checked="" type="checkbox"/>
	Tiffany Brantley	Fun Lunch Coordinator <input type="checkbox"/>
	Kristin Schnurr	KELSET Cares <input checked="" type="checkbox"/>
	Tina Lee	KELSET Cares <input checked="" type="checkbox"/>
	<Vacant>	Spring Fair Coordinator <input type="checkbox"/>
	Meghan Judson	Playground Committee Coordinator <input checked="" type="checkbox"/>
	<Vacant>	Playground Committee Member <input type="checkbox"/>
	<Vacant>	Playground Committee Member <input type="checkbox"/>
	Steve Fish	Earthquake Coordinator <input type="checkbox"/>
	Michelle Squire	Grade 4/5 Coordinator <input checked="" type="checkbox"/>
	<Vacant>	Grade 4/5 Team Member <input type="checkbox"/>
	<Vacant>	Grade 4/5 Team Member <input type="checkbox"/>
	Kristin Quayle	Member at Large <input type="checkbox"/>
Cathy Watts	Member at Large <input type="checkbox"/>	
Kara Shade	Member at Large <input type="checkbox"/>	
Ashley Sonoksy	Member at Large <input type="checkbox"/>	
OTHERS	Jeannine Wakely	Guest – Grade 5 Volunteer! <input checked="" type="checkbox"/>
		<input type="checkbox"/>



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Call to order at 6:32 pm

We would like to acknowledge that we are on the traditional land of the WSANEC people. We are so thrilled to be able to live, learn, and work on this land!

AGENDA ITEM	ACTION
<u>Guest Speaker – N/A</u>	
<p><u>ADMIN REPORT</u> – Cathy Crocket-Moore, Leila Sinclair-Wise</p> <ol style="list-style-type: none"> There is a Grade 4/5 meeting next week to drive discussions. Jeannine has volunteered to help coordinate this (thank you!). Grade 5’s and Grade 12’s under district discussion and some guidance is coming. Whatever is agreed will be done in cohorts. LV asked if there will be a field ceremony for parents, and then maybe a COVID friendly field trip? Eg. Wildplay. Health and safety guideline needs to be run past parents though. And needs school board office approval also. Last year Grade 5’s got \$25 gift card for Tanners. The memory book didn’t work out last year. Grade 4/5 adjusting well to wearing masks all day. Michael Mitchell presentation yesterday, sings about Canada and add history/facts. Included remote learners who logged on to interact. Grade 5 end of year celebration – waiting for guidance and plans. Kristin Schnurr added we need to try and do something special for them. Report cards – please make sure you make contact with teacher about report cards and anything else you’d like to chat about, keep communication going! Lockdown was rescheduled from last week to a new date TBD due to COVID guidance. Admin are encouraging fields trips to run and normalize the year. Meghan Judson asked if can we try Sidney spit ferry? To stay local and support a local business. Stellys climbing wall has been one option that has worked. Admin asked kids about the ups and downs of COVID ... they like the longer eating time (extra 5 mins counts). Younger kids love split recesses so they can be out when big kids aren’t out there. The kids do not like cohorts. They do not like being assigned to playground zones each day, rest of playground is off limits for 4/5 days. Maturation talks for Grade 4/5 – used to have Dr Claire, two years ago was the last visit, but she moved to Ontario. A lot of schools are 	<p><u>PLEA TO FAMILIES!</u> <u>Subscribe to forum emails, Facebook page, and school calendar too!</u></p>



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<p>using the Vancouver Island Sexual Health clinic, they have a virtual presenter that will do the workshop and follow the BC curriculum. Heard good things from other elementary schools. Tues/Wed/Thurs next week. A letter is coming home to those parents.</p> <p>10. Laura Veasey asked if there had been any luck recruiting a PAC FN Rep as its typically a difficult position to fill – admin stated they had a couple of people in mind, Cathy/Leila will speak with these; they may wish to share the role.</p> <p>11. Marie Fish asked for an update of COVID impact in School operations and procedures, if any School operations for next year and subsequent years, financial strain? School District 61 is short 7 million due to COVID impact, what about our district? Admin stated that budget effect of COVID costs – cleaning increased, but money and support is all the same next year etc..... KELSET could be one division less next year on current numbers but this may change</p>	
<p>Approval of last meetings (10Mar2021) minutes</p>	<p><i>10Mar2021 minutes</i> Motion by Michelle Squire Seconded by Heather Bee</p>
<p><u>PRESIDENT REPORT</u> – Marie Fish</p> <ul style="list-style-type: none"> - Cathy retirement – need to add to budget as we were told there were no retirements planned! Laura Veasey/Marie Fish to investigate previous retirements and ideas. - Staff appreciation day – Laura V said its usually around now, can we do a hand out of some sort, pre-wrapped something would work? Budget to be confirmed (we have \$500 assigned, <i>post-meeting note pre-COVID this budget with retirements used to be \$1,000 in total I think (LV – Dec2019 minutes)</i>) - Number of teachers – Marie to confirm with admin, and check out fundraiser idea as one gift 	
<p><u>VICE PRESIDENT REPORT</u> – Meghan Judson, Jessica Kwasnica-Rechsteiner</p> <p>2021/2022 PAC positions (see attached draft at end of document on responses to 14Apr2021)</p> <p>Heather: PAC positions next year - how to recruit new members, make use of members at large and get some Dads on our PAC (it's so female-dominated!).</p>	



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<p>Can a letter go home to Grade 3/4 parents that we need a Grade 4/5 Coordinator team for next year?</p> <p>Are there positions that need to be revisited in light of COVID? For instance, "Spring Fair Coordinator" could be "Auction Coordinator" and Event Food Coordinator could be "Bottle Drive Coordinator" (and plan on at least 3 to 4 drives per school year). I think we might need to change with the times and recruit accordingly!</p> <p>Should we put together a 1-pager with vacant positions and their job descriptions to be physically sent home with students? I'd love to see more "Members at Large" who sit in on meetings and help out when and where the need arises.</p> <p>How can we reach incoming Kindergarten parents? Is this something Admin or Leanne can help with?? Admin action</p>	
<p><u>TREASURER REPORT</u> – Michelle Squire</p> <ul style="list-style-type: none"> - Operating \$30,069.17 - Gaming \$6,6618.34 - Gaming grant \$6,800 to be applied for - Grade 4/5 farewell was removed this year, we need to put it back in to cover expenses. So \$1,500 to Grade 5 farewell was last years.... Need to decide on budget for this and retirement - PAC should break even this year 	
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ol style="list-style-type: none"> 1. Heather: Bottle Drive: Should we try for another bottle drive in June? Would admin & the school community support? <i>YES, agree.</i> 2. Heather: Silent Auction - where are we at? Any connections to tap? Can everyone see the spreadsheet to see who we have reached out to? Does anyone want hard copies of letters to distribute in their spare time / to neighbour companies, etc.? Digital copies? <i>Need everyone to try and get one or two items! 2nd week in May is the target, for two weeks, and all of June for pick up.</i> 3. Purdy's \$417 raised over Easter; there were some supply issues (ran out of things prior to people ordering and some damaged goods received for which a refund was processed). 	<p>Keira to remind on families regularly what PAC donations are spent on e.g., Ipads, Literacy, Other projects to educate families on money spent</p> <p>Action: Keira to advertise for volunteers for May 5th/6th</p>



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<p>4. Growing Smiles fundraiser \$542 sales so far, need \$1000 for free shipping. Closes Friday so need an extra push, have met \$2000 sales before. Drive through pick up – volunteers needed for May 5th/6th after school pick-up, 3-5pm.</p> <p>5. Art kits, profit \$213, which was 30% sales</p> <p>6. Thriftys are changing their smile card program. Right now, we load and get 5% back upto \$5000. Need to pre-purchase smile cards, purchase \$4000 or more, get 6%. We would need to sell \$32,000 smile cards to make \$2000 so it's not feasible. Current program ends in June – people to load before end year. Red barn – can order in advance but get a 10% return. Fairways program to be confirmed, think its similar to Thriftys current program. Co-Op – can use the PAC membership number, and if you say we recommend them the PAC gets a \$10 gift card.</p>	
<p><u>COMMUNICATIONS COORDINATOR</u> – Keira-Leigh Drake</p> <p>- No report</p>	
<p><u>EVENT COMMITTEE COORDINATORS</u> – Jessica Hopkins, Andrea Paget, Heather Brass</p> <p>- No report.</p>	
<p><u>EVENT FOOD COORDINATOR</u> – Heather Brass</p> <p>- No report</p>	
<p><u>COPACS REPRESENTATIVE</u> – Liz Keating</p> <ol style="list-style-type: none"> 1. Virtual Community Budget Meeting is April 15th at 7pm. Board of Education is asking for participation from Parents & PACs in a survey regarding 2021/22 Budget. Survey is on sd63 website and closes April 22nd. 2. Virtual BCCPAC AGM is May 1st. Proxy form/registration due April 19th. Marie plans to attend. 3. Virtual BCCPAC Annual Parent Education Conference is Friday May 28th 1pm-5pm and Saturday May 29th 9am-5pm. Early bird registration due by May 3. Marie plans to attend. Liz to attend on behalf of COPACS. 4. Other PACs have amended their constitution to make critical positions (President, VP, Secretary, Treasurer) 2 year alternating 	



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<p>terms so someone with knowledge is always retained. COPACs working to amend their constitution as well.</p> <p>5. Ministry of Education is planning for a regular opening of schools in September.</p>	
<p><u>FIRST NATIONS REP</u> – Tina Savea</p> <ul style="list-style-type: none"> - No report 	
<p><u>FUN LUNCH COORDINATORS</u> – Claire Erdem, Tiffany Brantley, Christina McCulloch</p> <ul style="list-style-type: none"> - No report 	
<p><u>KELSET CARES COORDINATOR</u> – Kristin Schnurr, Tina Lee</p> <ul style="list-style-type: none"> - No report 	
<p><u>SPRING FAIR COORDINATOR</u> – Vacant</p> <ul style="list-style-type: none"> - No report 	
<p><u>PLAYGROUND PROJECT COORDINATOR</u> – Meghan Judson</p> <ul style="list-style-type: none"> - Only option seems to be we may need to replace the swings at this time 😞 - Ideas will likely come in September now, and need to hire a grant writer after district gives go ahead for plans. Additionally, Heather Brass offered help writing grants - Cathy Watts has volunteered her help on committee for next year 	
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u> – Michelle Squire</p> <ul style="list-style-type: none"> - See Admin report for discussion. District guidance pending. - Jeannine Wakely and Michelle Squire to coordinate. 	
<p><u>EARTHQUAKE COORDINATOR</u> – Steve Fish</p> <ul style="list-style-type: none"> - District says we cannot put a new lock on the container, nor can we add locks. We asked to fix it and they said no – so now the front of the earthquake box could get wet so we should only use the back of the container. 	



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<ul style="list-style-type: none"> - Laura Veasey asked if there is enough space for everything? Marie stated there some goods that can be removed including lights that need a UBC charger so they can be repurposed. 	
<p><u>LOST & FOUND COORDINATOR</u> – Terri Dobree</p> <ul style="list-style-type: none"> - No report 	
<p><u>FRUIT & VEG PROGRAM</u> – Jo Hall</p> <ul style="list-style-type: none"> - No report 	
<p><u>New Business</u></p> <ul style="list-style-type: none"> - None 	
<p><u>Old Business</u></p> <ul style="list-style-type: none"> - Addition of other positions to help ease the burden for next year: Bottle Drive Coordinator and Silent Auction Coordinator – agreed upon. Laura Veasey add to PAC roles. - ACTION for executive to fill in PAC roles and responsibilities asap please, to help with recruiting: https://docs.google.com/spreadsheets/d/1FArg_SK1uFY-sW1WDFvInaW1h1-d-wPnyKWaKJ9-nJ4/edit <p>Missing descriptions for:</p> <ul style="list-style-type: none"> - KELSET Cares - Grade 4/5 Coordinator - Playground Committee Coordinator - Lost and Found Coordinator - Fruit/Veg Coordinator - Silent Auction Coordinator - Bottle Drive Coordinator 	
<p>Meeting was adjourned at 8:11 pm.</p>	
<p>**NEXT MEETING will be on 12 May 2021 at 6:30pm</p>	



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CONTACT:

Facebook page (KELSET Elementary PAC): <https://www.facebook.com/KELSETPAC>

KELSET PAC website page: <https://kelset.sd63.bc.ca/course/view.php?id=66>

KELSET PAC Email: kelsetpac@hotmail.com

KELSET PAC Fundraising email for e-transfer: kelsetpacfundraising@gmail.com (password KELSET)



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KELSET PAC EXECUTIVE 2021-2022

Executive Positions PAC Constitution (Nov2013)

President (Critical) – Job Share - Marie Fish, Co-president required

Vice-President – Heather Brass

Treasurer (Critical) – Job Share - Vacant, Michelle Squire (mentor)

Secretary (Critical) – Keira Drake

Fundraising Coordinators – Christina McCulloch, Another volunteer needed

Communications Coordinator – Vacant

Event Committee Coordinators – Jessica Hopkins, Andrea Paget

Event Food Coordinators – Heather Brass, Another volunteer needed

COPACS Representative – Liz Keating

First Nations Representative – Vacant

Members at Large – Michelle Squire

Past-President – N/A

School Planning Council Representative – N/A

Other Executive Positions

Fun Lunch Coordinators – Claire Erdem, Tiffany Brantley, Christina McCulloch

KELSET Cares – Tina Lee, Kristin Schnurr

Spring Fair Coordinator – Vacant

Silent Auction Coordinator – Vacant

Playground Committee Coordinator – Meghan Judson

Playground Committee Members – Cathy Watts

Grade 4/5 Coordinator (Camp Fundraising and Grade 5 Farewell) – Kara Shade

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