



# PARENT ADVISORY COUNCIL

## PAC Budget & Planning Meeting

Tuesday, June 6, 2017

### Minutes

#### 1. Welcome [Maureen Andersen]

A general thank you to everyone for attending. This is the first General meeting with the new PAC Executive members.

#### 2. Introductions [Maureen Andersen]

Each person in attendance introduced themselves. There were 17 persons in attendance when the meeting began, with one later arrival, making the total 18 persons.

Introduction of the current agenda, with request for additions. No additions noted.

#### 3. Approval of minutes from May 2, 2017 [Maureen Andersen]

Introduced the May 2, 2017 minutes (handout provided) and asked if there were any additions. No changes or additions noted.

**MOTION:** To approve the minutes of May 2, 2017 - Starr  
Second – Tracey  
Passed

#### 4. Reports From:

- Principal [Miss Pick]
  - Introduced a funding wish list for the future which includes: materials for a cart to store Chrome books and other new technology, bike rack installation, and rugby shirts.
  - In October, the school will need to purchase replacement food and water for emergency kits. The total cost is approximately \$5000.
  - Parent appreciation coffee and treats tomorrow morning (June 7, 2017).
  - Other school events include Aboriginal Feast on Friday June 16, Fun Day June 27, Beach Day June 28, and the last School Assembly June 29.
  
- Vice Principal [Mrs. Jost]
  - Grade 5 bottle drive was very successful, raising \$706.05.
  - Now have headphones for all desktop computers, Ipads, and Chrome books.
  - Have purchased \$500 worth of books for new curriculum.



# PARENT ADVISORY COUNCIL

- Treasurer [Erin McAskile]

## **General Account:**

### **Income**

Oliver's Labels – \$73.25

### **Expenses/Pay-Outs**

Childminding (May) - \$56 / \$219 remaining  
Year-end party - \$15 / \$485 remaining  
Busses – Gr 2 & 4 Symphony – \$410 / \$3,559 remaining  
Earthquake – \$2,071 / \$425 remaining  
Science and social studies books - \$182 / \$1,820 remaining  
Music – \$89 / \$410 remaining  
Stage skirt - \$1,000 / \$0 remaining  
Native & vegetable garden plants – \$33 / \$31 remaining  
Consignment payouts - \$128.80  
Technology - \$1,084 / \$0 remaining  
Executive operating budget (thank yous, etc) - \$30

## **Gaming Account:**

### **Income**

NIL

### **Expenses/Pay-Outs**

Grade 5 legacy - \$1,352 (\$890 reimbursed by parents) = \$462 spent / \$438 remaining  
Agendas - \$347 / \$0 remaining  
Fieldtrips & guest speakers - \$1,132 / \$355 remaining  
Sports jerseys – \$931 / \$69 remaining  
Emergency preparedness - \$500 / \$0 remaining  
100 year birthday - \$500 / \$0 remaining  
Executive expenses - \$75 (cheque order, bank fees)

## **Notes:**

- General Acct: Available funds - \$2,602
- Gaming Acct: Available funds - \$325
- 2017-2018 Budget - \$6,000
- Reserve fund - \$3,347
- Held funds (Uniform consignment, smile cards) - \$2,717



# PARENT ADVISORY COUNCIL

## 5. Special Business

- Budget [Erin McAskile, Maureen Andersen]
  - The “Actual” line in the budget represents monies spent to date.
  - Discussion regarding application for use of funds from Thirfty Foods Smile Cards. Options included books or rugby jerseys.
  - Suggestion was made to increase the amount of funds requested from Smile Cards Fundraiser to \$3000, as this had been the amount in previous years.

**MOTION:** CTS will apply the money from the Smile Cards Fundraiser as \$2000 for rugby jerseys and \$1000 for books - James

Second – Stacey

Motion passed

**MOTION:** Accept budget as presented - Dawn

Second – Karen

Motion passed

**MOTION:** Maintain \$3000 in reserve account - Starr

Second -Tracey

Motion passed

- Major fundraiser [Maureen Andersen]
  - A discussion regarding the future of the craft fair including pros, cons and challenges. Currently, there are no volunteers to coordinate the event or vendors, and the income generated has been declining in recent years.
  - Numerous suggestions as possible alternative events to replace the fund generated from the craft fair include: 50/50 sales at local sporting events, Casino Night, Fun Fair, Raffle as part of another event, etc.

**MOTION:** Cancel craft fair - Karen

Second – Sarah

Passed

**MOTION:** Strike a committee to plan and execute the major fundraiser with a goal of raising \$4000 - Starr

Second – James

Passed



# PARENT ADVISORY COUNCIL

- Halloween Dance
  - James and Leslie will be doing Halloween dance for last time in 2017/2018 school year, and would like to find a volunteer to shadow this years planning for a seamless transition in planning.
- Garden Committee [Starr Munro]
  - Starr Munro is currently coordinating the gardening committee. There are a few parent volunteers that will assist with weeding, watering and maintenance of the flower and vegetable beds around the school over the summer.
  - The school will also be working with the Habitat Acquisition Trust (H.A.T.) on a Garry Oak habitat restoration project on the school grounds, that will commence in June and continue through the fall and spring of next year. More details to come as the project unfolds.
  - The P.A.C. has committed \$1500 next year to cover the cost matching for the habitat restoration project, and for additional vegetable and flower garden supplies for the school.

## 6. Ongoing/Old Business.

- Current Fundraisers:
  - Monks School Supplies – Ongoing with option for parents to purchase online until Mid-July with classroom delivery.
  - Year End Party – June 9, 2017.

## 7. New Business.

- The following committees need volunteers for next year:
  - Save Around Book Fundraiser (This runs for 2 weeks in early September)
  - Volunteer Recruitment Coordinator (Helps sign up volunteers for events when we need them)
  - Emergency Preparedness Co-Coordinator/Committee (Help organize Emergency Preparedness supplies and processes) – Ryan is coordinator, but needs a helper as he travels for work.
  - Active & Safe Routes to School Co-ordinator/Committee (Potential new committee to help implement action items from Active & Safe Routes To School Report) – Marilyn Kay would be interested in this

## 8. Announcements.

- PAC event dates for June and September
- Year end party—all required volunteers accounted for



# PARENT ADVISORY COUNCIL

## 9. Adjournment.

Maureen Andersen presented flowers to Starr Munro and Melissa Piasta, as thank you for their Co-Chair roles in this school year. We know and appreciate everything they have done for the school, and are thankful they will continue to be here.

**MOTION:** To adjourn until September 12, 2017 – Marilyn  
Second – Tracey  
Passed