

## ASES PAC Meeting Minutes

May 13, 2024

Meeting called to order by Bryan at 6:35

Approval of Agenda - additional item added under new business - approved

Adoption of April Minutes – Elisa motions, Michelle seconds - approved

### In Attendance:

Bryan T, Mrs Farquhar (Principal), Michelle H, Amber D, Elisa H, Maritte T

### Principal Report – Kirsten Farquhar

- Territorial Land Acknowledgement
- Track and Field - 80 kids going up to zones - more than last year. There was a new club that was run by student leaders from grades 6/7 and overseen by Mr. Kicia which was well attended and seems to have helped with our results.

### Events Coming up:

- Fun day - weather dependent but either June 24<sup>th</sup> or June 25<sup>th</sup>.
  - Would like to have a concession so we will post the pre-orders now.
- Grade 7 Ceremony - Wednesday June 26<sup>th</sup> - 10:30-11:15am
- End of Year Recognition Ceremony - Thursday June 27<sup>th</sup> - 11:00-12:00pm
- Early dismissal on June 27<sup>th</sup> @ 12:41pm

Due to Kirstin being sick last week she was unable to get everything in the newsletter so she will be sending an update with the above information and also the below information:

- Class size and composition rules as well as collective agreements need to be followed with respect to placement for children in classrooms however, in order to add another layer of information, she is requesting that if parents do have information that they think should be passed on they can reach out to their classroom teacher or Kirstin/Leah to provide that.

## President Report – Bryan

- Teacher requests: Brian is keeping track of the voting in the email for any approved this way.
  - Mrs. Cruz - year end - approved - gaming - \$250.00
  - Mrs. Sorenson - wildlife park - approved - gaming - \$575.41
  - Mrs. Sorenson/Mrs. Hawkings/Mrs. Head - book request - approved - general -\$1,002.29
  - Ms. McKay/Mr. Dhaliwhal - had a previous request approved but we have not paid for it so they are asking to have this applied to their final field trip instead - gaming - \$420.00
    - Discussion on if we could approve both the new request and reimburse for the previous one. Tricky to reimburse as the parents already paid - we will ask for documentation for the new request just to keep things clear but the amount already previously approved will be provided to them without a new vote.
- Brian will make sure that the requests are labeled with the teacher's names so that there is less confusion if/when they go out by email.
- Cheque from the Blazers was re-issued and has finally been deposited.

## Vice President Report – Amber

- Square has been purchased. Amber will bring to next meeting.
- Has spoken to a few banks:
  - Vancity is not an option as we would have to go to Chilliwack to set it up.
  - Meeting next week with the credit union - less fees and mandatory minimums - each signing authority would have their own login credentials instead of sharing one login.
- Munch-a-lunch trial is set up - will be a bit more expensive than our current program (additional \$.05/transaction and .2%)
  - Discussion regarding the convenience of this program, not having to re-register every year, reporting is better, more user friendly, better customer service, and each admin will have their own access as reasons why it is worth the extra fees.

Amber: Motion to sign up for munch-a-lunch as new hot lunch program now and we will get everything entered and set up with the intent to roll out to parents in September - Michelle seconds – approved – needs to be paid for after trial period expires.

Information about the new program will go out in the Newsletter in June.

- Will get a PDF on how to sign-up and Kirstin can include this and a reminder to go out right before school starts.
- Gaming Grant Application - Amber is working on this.
- Short discussion on Pub-night fundraising - Amber waiting on available dates from the Westsyder.

#### Treasurer Report – Brian to continue to provide in interim

- Budget for next fiscal year:
  - Discussion and clarification on “allotments” - we as a PAC do not control the amount of either of these as they come from outside sources:
    - We receive a **student allotment** which is part of our gaming grant and needs to follow gaming regulations for what we can spend it on.
    - We also receive a **teacher allotment** which is given to us by the School District which is to be used for classroom materials.
  - PAC does not currently provide any specified money from our general account to the teachers for their use though we do manage the money received from the school district.
  - Further discussion on providing a Budget from PAC as an allotment to the teachers for their use. Include LART in this. Need to figure out our operating costs first. Need to also discuss what the “rules” around this money are, still keeping it general but also having at least an idea of what types of things this money is being budgeted for. Tabled for further discussion before making a motion about what exact amounts we are going to budget towards this until after a draft budget for next year has been prepared.

- New Spreadsheet – excel is the easiest format - really user friendly for everyone.
  - Some missing cheques - that are voided not paid out or waiting.
  - Feedback is appreciated:
    - This is exactly what was needed for transparency and the ability to make informed decisions.
    - Discussion on having the spreadsheet on the drive so that everyone has access but only one person should be able to edit.
- Track Day Concession - \$626.00 in profit.
  - Some discussion on how to make this run more smoothly from a planning perspective.
  - Tracking of inventory is also important so we are trying to be better about this in the future.
- Popcorn machine - replacement discussion - tabled for a future meeting.
- End of June or end of August meeting to be added to our meeting schedule so that we can make sure we are ready for the beginning of the new school year. – Date to be decided at the June meeting
- Treasurer Position:
  - Discussion around vacant positions - Treasurer is not required for continued operation of the PAC based on the bylaws so it will remain vacant until the AGM.

## Committee Reports

### DPAC:

- Report was sent by email with the other meeting materials.
- Notes from Gaming Webinar included with meeting materials sent by email.
- Gaming Grant Application IMPORTANT that we are not late - this would be the only reason that we could possibly be denied.
- New logo for DPAC
- Bonnie McBride of our very own town and community (Westside) and our current DPAC chair was nominated as BCCPAC Chair!

## Fundraising Committee

- Fundraising Idea: Raffle for Taylor Swift tickets
  - Discussion around logistics
  - Amber to do the research on the tickets and report back at next meeting so that we can get this in place for October.

## Hot Lunch – Michelle

- Cobra Clothing - order placed today.
  - Elisa to get 3 quotes for new suppliers for next year in September.
  - Brian to get the vector file for the logo from Kirstin.

## Fruit and Veggie Program – Bryan

- This program is moving to a district program - Kirstin has reached out and it has not been communicated yet but we can continue with how we have been doing it until June 7th.

## Sunshine committee – Sarah – Not present

- One birthday card delivered for April and one coming up for May.
- Last batch of treats will be brought in for staff in mid-June.

## Old Business

- Gaming Application - in progress
- Secretary Position – Maritte has stated that this may be a bit much for her right now and Danielle will no longer have children at the school.
- Discussion and group decision that Elisa will assist with taking minutes for the remainder of the time until a new secretary can be appointed.
- PAC Goals – should align with the school's goals.
  - Playground equipment discussion – is this still the focus that we should have as a PAC?
  - Need to be getting the information from the right sources – directing the playground conversations that happen with

parents to the principal who can then position it to us if she feels it is appropriate.

- PAC needs things to be documented because we do have rules and mandates that need to be followed especially for big projects we need things in writing.
- Bryan will further discuss with Kirstin at their meeting what the school's current priorities are.
- PAC awareness in the newsletter – telling people what we are accomplishing through the year and setting future goals.
- BBQ planning: September 26<sup>th</sup> 2024
  - Lyons have been contacted by Amanda.
  - Discussion about the designated lead organizers for events and having cooperation and accountability with all members so that we can ensure we are effectively planning and preparing for the events.
  - Future items for the BBQ need to go through Bryan & Amber or even through an email to the PAC email, prior to contacting any vendors.
- Fun Day concession - discussed under principal's report.

### New Business

- Discussion on making our meetings more effective with respect to time so that the Principal does not have to stay for the whole meeting.
  - Next meeting we will let the principal leave earlier after her report and Bryan will communicate anything that comes up after she has left.
- Succession planning discussion – we have a lot of vacant positions so we need to start having conversations with people and trying to recruit to ensure that we can operate effectively next year.
- Voting needs to be done in person at the meetings, proxy (or email) voting is only to be used in urgent circumstances as discussions through electronic means are challenging. It is vital that members attend meetings

and if they are unable to attend it is their responsibility to be up to date through reading the minutes so that appropriate discussions are happening and effective and efficient decisions can be made.

### Teacher Requests

- Mrs. O'Neill - request is \$500 for the Climbing Gym as their year-end field trip - she has already spent above her allotment - Request Denied – Bryan to communicate.

Discussion about what we need to see from the teachers with respect to final student counts on the teacher requests, so it is clearer when reconciling the amounts.

Only four teachers left to put in their requests (approx. \$2,000.00)

Discussion about what we should do with the excess gaming money currently have a balance of approx. \$11,000:

- Pay for more Playground equipment - table was flagged as the priority (approx. \$5,000)
- Use some of the excess funds to approve teacher requests above their allotments.
- Only have two years to spend the money from this account so we can't sit on it for too long.
- Bryan and Kirstin, to have a meeting regarding the priorities and we will discuss further at the June meeting so that we can purchase before the end of this school year.

Meeting Adjourned at 8:15pm by Bryan

Next Meeting – June 3 at 6:30pm in the library