

Prince Charles Elementary PAC General Meeting

April 11, 2022

IN ATTENDANCE: Michelle Bastien (President), Sarah Ferraro (Vice President), Shannon Rose (Treasurer), Jen Pratap (Secretary), Brittney Wallace (sends regrets), Sophia Prachnau, Ashley Camp, Saranna Greveling, Sara Pawliw, Catherine Parekh (Member at Large), Rupi Rajwan, Jessica Phillips (Member at Large) and Michelle Mitchell.

QUORUM: Quorum has been met with minimum of five voting members (three executives and two others than the executives).

A. CALL TO ORDER –

Michelle Bastien, President, called the meeting to order at 6:30 pm.

B. ACKNOWLEDGEMENT –

We acknowledge that the Prince Charles Elementary is located on the traditional territory of the Stó:lō people, the Semá:th and Mathxwí First Nation. With this, we respect the long standing relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples endure in Canada, and we accept responsibility as a public educational institution to contribute toward revealing and correcting miseducation as well as respectful relationships with Indigenous communities through our teaching and community engagement.

C. PRINCIPAL'S REPORT –

There is no Principal's Report. Brittney Wallace (sends regrets). Class Picture Day is May 12.

REVIEW AND APPROVAL OF JANUARY MEETING MINUTES –

Shannon Rose did a review of the previous months' minutes.

Motion: Michelle Bastien made a motion to approve the January minutes as written. This motion was seconded by Shannon Rose. The motion has passed.

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D. PRESIDENT/VP REPORT –

Please see the attached Chair Report.

E. FINANCIAL REPORT/BUDGET – Shannon reviews Treasurer’s Report (please see attachment).

F. FUNDRAISING/GRADE 5 COMMITTEE

Grade 5: The fundraising goal is \$2500. The total raised so far is \$1,170.00. Please contact the PAC email if you can help.

Bottle Drive: The bottle drive is still ongoing.

Concession Stand: We have sold over \$200 for the concession stand and donations are still being accepted. It has been a great success and the committee is open to suggestions on what to sell or any improvements that could be made to the sale.

Cinnamon Buns: The cinnamon bun fundraiser raised \$420 (84 packs). This was a hit. Pick up is Wednesday.

50/50: In order to sell 50/50 tickets a gaming license is required. This would need to be approved before applying.

Purdys: The Spring Sale had a profit of \$413.56.¹

Windsor Greenhouse: The Greenhouse fundraiser is not running this year as they increased their prices. Our prices would be too high to make this a profitable fundraiser.

Water station fundraiser: We are hoping to have this installed for September. We have raised \$1,300.00. We had to close it down for the cinnamon bun fundraiser. It will be back up and running on MunchaLunch. We are campaigning for each parent to donate \$10 per student at PC. This will help us reach our fundraising goal of \$3000 by the end of June.

G. HOT LUNCH REPORT: \$588.63 was J’s Pizza. We are trying Taco Del Mar for the first time for our upcoming hot lunch.

Popcorn marker: One of the popcorn makers is over 10 years old and is no longer in good working condition. There is a commercial grade machine that would make 16 bags per pop. The current machine makes 8 bags per pop. This cost would be approximately \$560.00.

Motion: Michelle Bastien made a motion to purchase a new popcorn machine with a cost of up to \$600. The motion was seconded by Shannon Rose. The motion has passed.

¹ This was changed to \$413.56 from \$431.00



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H. DPAC REPORT – There was a presentation on the Inclusion Program and Family Start. Watch for the information on the Facebook page. April 27 is the next meeting discussing budget.

I. BC SCHOOL GUIDELINE FEEDBACK SURVEY: This information was posted on the PC Facebook page. The policy is no longer mandatory. It is recommended² to try your best to make improvements at your school. Take a review and fill out the survey if you can.

J. DISSOLVING THE SOCIETY: The PAC is currently registered as a Society under the *Societies Act*³. This is a liability for anyone on the Executive Team and does not benefit the school in any way. Our school was registered in 1993. We do not know the reason we were initially registered, perhaps this was needed to receive grant funding. Legal advice was sought and we should be able to dissolve the Society on our own at the end of the fiscal year.

Motion: Michelle Bastien made a motion to dissolve the Prince Charles Elementary PAC Society #S0031360. The motion was seconded by Catherine Parekh. The motion has passed.

K. BOOK FAIR: The Spring Book Fair will run from April 25-27, 2022. The theme is Enchanted Forest. If you would like to donate any decorations, we will be accepting them to decorate the book fair area. There will be one evening we are open for sales and online shopping will run at the same time. The profits will be used to raise books for our own PC library. The sign up volunteer sheet went out today.

L. ADMINISTRATIVE PROFESSIONALS' DAY: Wednesday, April 27. Katie is such an important part of our school and we want to show our appreciation. This year we will buy her a gift off favorites list.

M. TEACHERS APPRECIATION: We will celebrate for the whole week instead of just one day. On Cinco de Mayo we will have a Taco Lunch for all teachers and staff. May 3 is the official day.

N. FAMILY FUN NIGHT: With restrictions easing, we have come up with the idea to use some of our gaming money to have a movie night in the Gym on June 3. The gym is a capacity of 500. We have had between 150 to 200 for past movie events.

Motion: Michelle Bastien made a motion to amend the budget to use \$3,500 out of Gaming Funds to put on a Family Fun Night. The motion was seconded by Shannon Rose. The motion has passed.

O. NOMINATIONS COMMITTEE: The question has been posed if we would like to form a Nominations Committee for the 2022 PAC Election. The proposed dates would be to open nominations on May 16 and close nominations on June 6 at the office. On June 10, a Notice will be sent to all parents.

² Previously read voluntary

³ Text added "under the Societies Act".

April 11, 2022

Motion: Michelle Bastien made a motion to form a Nominations Committee for the 2022/2023 Executive election. The motion was seconded by Shannon Rose. The motion has passed.

The Nominations Committee would inform everyone that the nominations are open, check the ballot box on June 6 and give all the nominees notice that they were nominated. They would send a form out with the names of the nominees to PC Parents. As well, the nominations would be given to the Executive. Michelle Mitchell, Jen Pratap and Catherine Parekh will join this committee.

P. TRAMPOLINES: LSS needs some more trampolines. This is used as a calming strategy. They currently have one broken and one personally owned trampoline. They could use another one.

Motion: Michelle Bastien made a motion to fund trampolines for LSS with a cost of up to \$300 plus tax and shipping. The motion was seconded by Catherine Parekh. The motion has passed.

Q. OPEN FLOOR –

Sophia Prachnau can volunteer for Teacher Appreciation week. We will need to decorate and cook on May 5.

R. ADJOURNMENT –

Michelle Bastien, President, adjourned the PAC General meeting at 7:14 p.m. Seconded by Shannon Rose.

The next PAC General Meeting will take place on **Monday, May 16, 2022 @ 6:30 p.m.**

Jennifer Pratap, PAC Secretary



Prince Charles Elementary PAC

35410 McKee, Abbotsford, BC V3G 3B1 • princecharlesabbypac@gmail.com

Chair Report: April 11, 2022

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The Fruit & Veggie Program was started up again on February 28th.

Our Book Fair will be running in person in the LLC run by Sophia and running for 3 days April 25th – 27th.

Thank you to all those who volunteered to be Class Parents. We have started to send out weekly reminders with upcoming information.

We are in need of volunteers to help in our Drive Thur Drop off and pick up program. We can work with your schedule. If you would like to help please send an email to princecharlesabbypac@gmail.com.

BCCPAC held a Webinar on March 29 on Treasurer's 101, if this is something you are interested in the information can be found on BCCPAC's website.

The BCCPAC Conference is happening in person this year in Richmond, Sarah Ferraro will be attending on April 29th.

After receiving some advice from the BCCPAC we have looked into dissolving our Society. We have gotten some legal advice and it looks that we should be able to dissolve our Society on our own.

Looking forward to all the fun coming up these next few months,

Michelle Bastien
PC PAC Chair

**Prince Charles Elementary
Parental Advisory Council Meeting
Treasurer's Report
April 11, 2022**

The following report covers the period of January 1st to March 31st, 2022.

BANK BALANCE

The bank balances at March 31st, 2022 are as follows:

General account	\$18,414.35
Gaming account	12,342.99
Petty cash	<u>100.00</u>
Total	\$30,857.34

HOT LUNCH

Hot lunch is back!!! Our first hot lunch back was in March and was pizza from J's Pizza. The hot lunch netted a profit of \$588.63.

Our next hot lunch is Thursday, April 14th and will be from Taco del Mar.

POPCORN DAY

March's popcorn day was held on March 3rd. Gross sales were \$301.50 with a cost of \$102.45 for a net profit of \$199.05.

Respectfully submitted,



Shannon Rose
Treasurer

Prince Charles Elementary School PAC

Balance Sheet As at 2022-03-31

ASSET

Current Assets

Petty Cash	100.00	
Bank - General Account	18,414.35	
Bank - Gaming Account	12,342.99	
Bank - Playground Account	0.00	
Undeposited Funds	0.00	
		<hr/>
Total Cash		30,857.34
Investments		0.00
Accounts Receivable		1,069.87
Prepaid Expenses		10.00
		<hr/>
Total Current Assets		31,937.21

Inventory

Candy Bags	28.68	
Chips	0.00	
Chocolate Bars	0.00	
Coffee	0.00	
Cookies	0.00	
Hot Dogs and Buns	0.00	
Juice Boxes	207.86	
Pop	0.00	
Popcorn Supplies	192.11	
Popsicles	0.00	
Water	56.54	
		<hr/>
Total Inventory		485.19

TOTAL ASSET 32,422.40

LIABILITY

Current Liabilities

Accounts Payable	845.11	
Kindness Crew	0.00	
Deposits on Hand	0.00	
Playground	0.00	
Deposits on Hand - Grade 5 Funds	0.00	
Deferred Revenue - Hot Lunch	8,646.50	
Deferred Revenue - Artisan Market	0.00	
		<hr/>
Total Current Liabilities		9,491.61

TOTAL LIABILITY 9,491.61

EQUITY

Surplus

Net Surplus - Previous Year	19,446.63	
Current Surplus	3,484.16	
		<hr/>
Total Surplus		22,930.79

TOTAL EQUITY 22,930.79

LIABILITIES AND EQUITY 32,422.40

Prince Charles Elementary School PAC

Income Statement 2021-07-01 to 2022-03-31

REVENUE

Revenue

Community Fundraising Programs		129.07
Coupon Books		1,074.69
Gaming Funds		6,180.00
Hot Lunch - Juice	809.00	
Hot Lunch - Meals (Third Party)	8,521.12	
Total Hot Lunch		9,330.12
Popcorn Days		301.50
Purdy's		1,650.44
Scholastic Book Fair		5,584.10
Total Revenue		24,249.92

TOTAL REVENUE

24,249.92

EXPENSE

Expenses

Bank Charges	181.75	
Total Bank Charges		181.75
Books		445.80
Emergency Preparedness		49.82
Fruit and Veggie Program		412.15
Gaming - Field Trips	921.25	
Total Gaming Funding		921.25
Grade Five Farewell		1,443.57
Hot Lunch - Credits	-1.00	
Hot Lunch - Fees (Credit Card)	578.66	
Hot Lunch - Fees (Transaction)	161.16	
Hot Lunch - Fees (Stripe Transf...)	3.20	
Hot Lunch - Juice	323.41	
Hot Lunch - Meals (Third Party)	5,479.95	
Hot Lunch - Subscription Fees	336.00	
Total Hot Lunch		6,881.38
Inventory Loss		-3.60
Kindness Crew		-163.00
Learning Commons		201.13
PAC Meetings		348.24
Popcorn Days		210.04
Books - Teachers	3,123.89	
Scholastic Merchandise	2,461.11	
Total Scholastic Book Fair		5,585.00
Sports Teams		101.43
Staff Appreciation Lunch -Christ...	624.02	
Staff Birthdays	310.00	
Staff Funding	2,890.93	
Staff Gifts	22.39	
Staff Welcome Back	107.60	
World Teacher's Day	126.16	
Total Staff Events		4,081.10
Supplies - PAC Kitchen	69.70	
Total Supplies		69.70
Total Expenses		20,765.76

TOTAL EXPENSE

20,765.76

NET INCOME

3,484.16

Prince Charles Elementary School PAC
General Ledger Report 2022-01-01 to 2022-03-31

Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1020	Bank - General Account					9,882.96	Dr
2022-01-15	Bank deposit	231	J255	1,865.79	-	11,748.75	Dr
2022-01-19	School District #34	1866	J314	-	1,330.69	10,418.06	Dr
2022-01-31	January bank charges	Bank Charges	J322	-	6.00	10,412.06	Dr
2022-01-31	January bank charges	Bank Charges	J322	-	7.50	10,404.56	Dr
2022-02-15	2146, Fouad Makrout	Cash	J320	12.00	-	10,416.56	Dr
2022-02-25	Michelle Mitchell	1867	J315	-	160.00	10,256.56	Dr
2022-02-28	February bank charges	Bank Charges	J323	-	6.00	10,250.56	Dr
2022-02-28	February bank charges	Bank Charges	J323	-	3.75	10,246.81	Dr
2022-02-28	February bank charges	Bank Charges	J323	-	0.75	10,246.06	Dr
2022-02-28	February bank charges	Bank Charges	J323	-	0.36	10,245.70	Dr
2022-03-01	2147, Michelle Bastien	Cash	J318	61.50	-	10,307.20	Dr
2022-03-05	2148, Saranna Greveling	Cash	J321	45.25	-	10,352.45	Dr
2022-03-07	MunchaLunch	273	J287	6,700.90	-	17,053.35	Dr
2022-03-10	J's Pizza	1868	J316	-	640.00	16,413.35	Dr
2022-03-14	MunchaLunch	274	J290	1,287.74	-	17,701.09	Dr
2022-03-21	MunchaLunch	275	J291	569.85	-	18,270.94	Dr
2022-03-22	Bank deposit	232	J309	262.17	-	18,533.11	Dr
2022-03-28	Cash	1869	J333	-	100.00	18,433.11	Dr
2022-03-31	March bank charges	Bank Charges	J326	-	6.00	18,427.11	Dr
2022-03-31	March bank charges	Bank Charges	J326	-	7.50	18,419.61	Dr
2022-03-31	March bank charges	Bank Charges	J326	-	5.25	18,414.36	Dr
2022-03-31	March bank charges	Bank Charges	J326	-	0.01	18,414.35	Dr
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