

Chaffey-Burke PAC Meeting Minutes
November 18, 2021, 7:30pm, Online meeting (Zoom)

Start time: 7:30pm

Location: Online Zoom meeting

In attendance: Bruce Cornell (Principal), Kim Clark (Vice-Principal), Mehreen Chaudry (Chair), Cindy Pan (Vice-Chair), Yukiko Otsuka (Treasurer), Di Li (Secretary), Jetty Kurniawan, Eugene Lin, Bahar M, Jasmine Koparde, Shannon

1. Approval of the agenda
Motioned, Seconded, Motion Carried
2. Approval of Minutes of Previous Meeting held on October 21, 2021
Motioned, Seconded, Motion Carried
3. Principal's report (Bruce)
 - School Org
 - We have 574 registered students, we continue to have
 - Continue to have new registrations every week. We are up approximately 30 students since the beginning of September.
 - H & S
 - Do not send sick kids to school
 - We have had an uptake of ill children at school lately and are sending home between 3-7 children home per day.
 - Pancake Breakfast
 - Will run this year, have students eat in classrooms and holiday activities in the classrooms.
 - Possible Fundraising
 - Fundscrip
 - <https://www.fundscrip.com/how-it-works>
 - Gift Cards
 - Future Performances and Assemblies
 - We will be streaming future assemblies and concerts on stream like last year.
 - Wanted to share Remembrance Day one but could not get the team we used last year to load. It is being fixed for future assemblies.
 - Volleyball
 - Thank you to Ms. Victo, Ms. Sumpter, and Ms. Yoon for coaching
 - 40 ish kids participating in the Coed grouping
 - game and 1 practice per week
 - Interim Reports
 - Coming out on Nov 30
 - Literacy and Numeracy Proficiencies
 - Social Emotional and Ways to Support/Goals for term
 - Theme Days
 - Twice a month-ish

- List will be put up on the website
4. Treasurer's report (Yukiko)
 - Treasurer's report is as attached
 5. Budget 2021/2022 (Yukiko)
 - It is a deficit budget for year 2021/2022 with a healthy cash balance at the end of school year.
 - One of parents proposed to add funding to purchase paper cups for the kids who forgets bringing their water bottles to school.
 - Bruce confirmed that kids who forgets their water bottles can go to office for paper cups, no need to revise the budget for this.
 - **Motion:** PAC executives and the attendees at the PAC meeting on November 18th accept the 2021/2022 PAC budget. The 2021/2022 budget will run a deficit in the amount of \$4,425 with a year-end cash position of \$12,301.
Motioned, Seconded, Motion Carried
 6. Business arising from previous meeting
 - School Event Review & Updates
 - Christmas Pancake breakfast
 - Dec. 9th – as previously planned
 - **Action: Di** – confirm with Lions Club
 - Emergency preparedness
 - **Action: Di/Mehreen** – Set up a date with Kim
 - Fundraising Events/Community Building Activities
 - Creative Packs (School Supply Kits) Fundraising
 - Raised \$800
 - Purdy's Chocolate Fundraising
 - **Action: Di** – organize the distribution
 - School wear Fundraising
 - Notice has been sent out
 - PAC Events Updates/Calendar (snack sale/special lunch/art gallery/fruit+vegi and milk)
 - Special lunch may be able to run in 2022, for the pre-packaged hot lunch only at this stage.
 - **Action: Di** – confirm with Ellen if it is doable
 - The rest of programs are still on hold
 - Direct Donation
 - Will send out the letter to parents/guardians again
 - Other possible events (possible gift card fundraising)
 - **Action: Di** – setup a volunteer signup form
 - Possible Purdy's Chocolate Fundraising for valentine's day, Mother's Day, Father's Day, etc.

7. New Business

8. Meeting adjourned: 8:13pm

TREASURER'S REPORT

Nov.18, 2021

Bank Balances @ Nov, 2021	
Vancity PAC General	7,573.28
Vancity Gaming Account	19,810.36
PAC School Account	6,509.25
Nov 1, 2021 Balance	33892.89

*\$718.44 from Vancity PAC General is earmarked as District PAC Funds received and carried from previous years to be spent accordingly.

*\$4,431.50 from Vancity PAC General is earmarked for Special Lunch Credits from 2019/2020

Taking the above into account actual bank balances look more like.

Bank Balances @ Nov, 2021	
Vancity PAC General	2,423.34
Vancity Gaming Account	19,810.36
PAC School Account	6,509.25
Nov.1, 2021 Balance	28,742.95

1. We try to ensure the fund by some fundraising, Parents Donation, Purdy's Chocolate and School Spirit Wear
2. 2021/2022 Budget Proposal

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2021 to August 31, 2022

Proposal: November 2021

Ref	Description	Budgeted	Actual	Variance	Notes
Revenues					
	Sources:				
1	Gaming Grant	11,380.00		(11,380.00)	Amount confirmed Oct 15, 2021
2	School District PAC Grant	200.00	-	(200.00)	last year balance = \$718.44 unused
3	Direct Donation	3,000.00	-	(3,000.00)	
4	Special Lunch Program (net)		-	-	
5	Snack Sales (net)		-	-	
6	Sports Day (net)		-	-	
7	Bottle Recycling		-	-	
8	Movie Night		-	-	
9	Creative Pack - School Supplies	100.00	-	(100.00)	Proceeds from last year fundraising
10	School Wear Fundraiser	100.00	-	(100.00)	
11	Pancake Breakfast (net)		-	-	
12	Interest		-	-	
13	Teacher Appreciation Lunch		-	-	
14	Purdy's	200.00	-	(200.00)	
15	Misc.		-	-	
16	Total Revenue	14,980.00	-	(14,980.00)	
Expenditures					
	Category				
19	Field Trips	5,000.00	G	(5,000.00)	\$100 per class x 25 classes
20	Projector for Gym		G	-	
21	Ipads and Laptops		G	-	
22	Applied Skills Development	1,650.00	G	(1,650.00)	Tool/Kit repository \$650, Consumable Material for projects \$500, Small machinery or tooling \$500
23	Earthquake Kits Update and Additions	1,530.00	G	(1,530.00)	30 backpacks @ \$40 each
24	Beautification	200.00	G	(200.00)	Herbs and Plants for garden
25	Rock Benches		G	-	
26	School Library Support	1,000.00	G	(1,000.00)	
27	Classroom Projectors/Doc Cameras	1,200.00	S	(1,200.00)	Classroom Projectors x4
28	Service Awards	200.00	S	(200.00)	
29	Moscrop Alumni Awards	500.00	S	(500.00)	
30	Water Fountain Replacement		S	-	
31	Teacher Support	3,300.00	S	(3,300.00)	\$100 per teacher x 33
32	Classroom Library	1,875.00	S	(1,875.00)	Books x25
33	Red Cedar Program	400.00	S	(400.00)	
34	Home Reading	200.00	S	(200.00)	Prizes
35	Battle of the Books		S	-	
36	Cultural Event		S	-	
37	Educational Workshop	750.00	S	(750.00)	use funds from District PAC
38	Principal's Discretionary Fund	500.00	P	(500.00)	
39	Movie Night License		P	-	
40	PAC Run Activities	500.00	P	(500.00)	
41	PAC Operations	600.00	P	(600.00)	includes Munchalunch license of \$350
	Total Expenditures	19,405.00	-	(19,405.00)	
Projected Profit		(4,425.00)	-	4,425.00	
Bank Balances @ Sept 1st					
			Current		
Vancity PAC General + PAC School	Excludes committed funds	8,996.36			
Vancity Gaming Account	Excludes committed funds	8,430.36			
Sept 01, 2021 Balance		17,426.72	(1)	\$ -	as of mm/dd/yyyy
Budget if passed from above		(4,425.00)		-	
Balance at the end of the school Yr		13,001.72		13,001.72	as of mm/dd/yyyy
Cash Positions for Budget Proposal					
Gaming Account Sep.1st 2021		8,430.36			
Gaming Fund	Excludes committed funds	11,380.00			
Field Trips		(5,000.00)	-		
Projector for Gym		-			
Service Awards		(200.00)			
Beautification		(200.00)			
Rock Benches		-			
Library Support		(1,000.00)			
ASDT		(1,650.00)			
Moscrop Award		(500.00)			
Ipads and Laptops		-			
Earthquake Kits Update and Additions		(1,530.00)			
Net balance for Gaming		9,730.36		-	
General/ School Account Sept 1st		8,996.36			
Total Revenues	Excludes committed funds	3,600.00	-		
Total Regular Expenses		(8,425.00)	-		
PAC Expenses		(1,600.00)	-		
Net balance for General Account		2,571.36		-	

NOTES:
G = funded by gaming grant (provincial)
S = school activities
P = PAC activities