

George Greenaway Elementary Parent Advisory Council Meeting Minutes for AGM Meeting
Tuesday, June 5, 2018

Location: George Greenaway Elementary

Attendance: Rania Barron, Christina Wallis, Lucie Zakarian, Lara Nedila, Denise Tetz, Karen Brise, Rebecca Fisher, Meena Pawar, Mandeep Sira, Sherri Taylor, Maura Foster, Lewis Vacek, Margaret Geddes, Jen Demuynck, Cathy Sahib, Chantal MacCulloch, Kam Matsuo & Suman Cohoon.

Welcome and call to order: Cathy Sahib to call the meeting at 6:45pm

1st: Suman 2nd:Mandeep. Motion carried forward.

Adoption of Previous Minutes: Motion to approve the minutes from June 8, 2016

1st: Kam 2nd: Christina. Motion carried forward.

Adoption of Previous Minutes: Motion to approve the minutes from June 6, 2017

1st: Suman 2nd: Lara. Motion carried forward.

Adoption of Previous Minutes: Motion to approve minutes from April 19th, 2018

1st: Mandeep 2nd: Christina. Motion carried forward.

Reports

President's Report: Cathy Sahib on behalf of Chris Foster

This has been a great year. The support that we were able to receive from all the volunteers, teachers, support staff and administrators were great. We also had some great community sponsors to help us along as well. Shout out to the front office staff, thank you for all the extra things you do.

Forecasting a head, it appears we have accomplished the goals we had set for our financial position and the level of support we had proposed at the beginning of the fiscal year. The final accounts will not be available until the Sept 2018 PAC General meeting allowing time to enter the outstanding transactions.

I would like to thank the PAC executive and officers for all their hard work this year. I am proud of what we accomplished together.

Some have decided to move onto other adventures and some are willing to put their names forward for hopeful re-election.

I am unable to put my name forward due to other commitments projected for next year however I plan to volunteer and support the PAC the best I can.

Considerations that I would like to pass onto the future PAC executive.

1. Continue to put in place traceability and accountability processes regarding PAC funds. Suggest modifying the PAC handbook to clearly define the processes, responsibilities and expectations.
2. Prepare and recommend a realistic and achievable budget.
3. Spread out events throughout the year. We ended up having a front load calendar which caused some concerns along the way.

4. Give each revenue budget line an intent at the budgeting phase (such as major fundraiser, community event, etc.). This will help manage expectations throughout the year.
5. Hold people to the approved budget.
6. Financial snapshots are a great communication tool if the notes area articulate the outstanding pieces.
7. Purchase good quality PAC owned equipment that can be used in the various activities and events the PAC puts hosts.

The administrator has already requested for next year's budget consideration in two key areas: School wide play and technology (outside the normal main support areas meaning Classroom, Field Trip, Breakfast Club, Library Funds, LST Class Supplies, Music, Performances & Dance and Low Incidence)

In closing, thank you to all that are attending this meeting and I wish 'the soon to be elected council' a great next year!

Chris Foster

Principal's Report: Margaret Geddes

The portable will be in place tomorrow, grounds have been prepped for 2 portables but only 1 will be installed for September 2018. There have been questions from parents in regards to the placement of the portables. The new portable will be located on and near our basketball courts because it is in close proximity to the school and the fields have terrible drainage. We had to sacrifice part of one of the basketball courts but with the way the kids use that area, it will work.

We were randomly picked for a grant from Business Development at the Surrey School District for approximately \$30,000. We have ordered tables for desks in the classrooms, new trolleys, new little table for the lunches at the front office, new chairs for the conference room, updated the furniture for the library, new blinds for the office.

Beach day will include intermediates this year, divisions 4 – 17 will be attending.

Used Book Sale 20 & 21st of June – if you have books to donate, please bring to the school.

Sharon Wait (has been at this school since the early 80s) & Pam Kinvig are retiring this year. The PAC will recognize their retirement at the Year End Assembly.

We will have a pipe band for the first day of school, we may host it outside. The PAC will be available to offer a treat and coffee.

Treasurer's Report: Chantal MacCulloch on behalf of Debbie Atwall

2018 GGPAC General Meeting APPROVED FY17-18 budget - June 4, 2018.xlsx

GGPAC Financial Snapshot

Printed on: June 4, 2018

Accounts:

All accounts - starting balances = \$ 41461.38 - current balance = \$ 62958.21 - account balance total - approx. = \$ 62458.21)

	General Operating account	Gaming account	PAC Playground account	District Playground account
Start of fiscal year (FY) 17-18	\$ 20,249.38	\$ 32.41	\$ 18,029.59	\$ 3,150.00
Current balance	\$ 25,626.42	\$ 3,019.37	\$ 30,160.55	\$ 4,151.87
Known commitments (approx.)	\$ 500.00	\$ -	\$ -	\$ -
Account balance (approx.)	\$ 25,126.42	\$ 3,019.37	\$ 30,160.55	\$ 4,151.87
Difference	\$ 4,877.04	\$ 2,986.96	\$ 12,130.96	\$ 1,001.87

Income

PAC combined BC gaming grant and fundraising efforts to date (net)	\$ 45,182.17	104.03%
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Spending

PAC expenses to date (net)	\$ 15,141.30	70.51%
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PAC contribution to school activities to date (net)		
Child Care Worker Funds	\$ -	0.00%
Classroom	\$ 3,000.00	100.00%
Field Trip	\$ 10,000.00	100.00%
Library Funds	\$ 1,248.07	124.81%
LST Class Supplies	\$ 1,300.00	100.00%
Music	\$ 1,000.00	100.00%
Performances & Dance	\$ 1,295.00	40.47%
Low Incidence	\$ 1,300.00	100.00%
Sports Equipment/active Sport	\$ 1,694.43	56.48%
Student Leadership	\$ -	0.00%
Student Incentives/prizes	\$ 308.11	61.62%
Technology	\$ 299.90	7.50%
Total School Expenses	\$ 21,445.51	74.33%

Overall net	\$ 8,595.36
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Notes

WFC - profit to date - just shy of \$9000.00; some chocolate is left; being sold at the office and at concession stands
Over budget 1. Library (requires General PAC approval and reason to exceed amount - \$248.07 over budget) - waiting on proposal
Outstanding commitments not included in balances \$500.00 to the Grade 7 Farewell organizers (noted as a known commitment above)
Items not fully utilized as of yet
Updated inventory World's Finest Chocolate and Spirit Wear inventory count required
Attention needed Fieldtrip account, Classroom supplies, LST classroom supplies and Music advancements required end of year reconciling with School; Note: Waiting on Hot Lunch expenses (next 2 dates - not included in the known commitments); Credit (deposit) of Concession for Sports Day not included (as of yet) Waiting on outstanding purchase receipts/invoices from the school (such as technology); Grade 7 farewell committee selling tickets via GGPAC website (cheque to be written to give associate funds to the committee)
Budget line item being requested (not previously budgeted nor approved) Family BBC (Kam to outline details and cost)

 Final revenue, expenses and overall net will be finalized prior to Sept 2018 PAC General meeting.

Gaming funds need to be spent by June 30, 2018. Chantal MacCulloch to send email to Chris and Debbie to find out where the \$3,019.37 are allocated to. Gaming Summary Report needs to be completed within 90 days of Fiscal Year End.

Notes on Financial Snapshot

Over budget: Library Funds are over by \$248.07. Margaret requests to use funds under Sports Equipment/Active Sports for the overage of funds \$248.07

Sherrri 1st: Kam 2nd: Lara. Motion carried forward.

Updated Inventory:

World's Finest Chocolates	Remaining Cases: 9	Outstanding Cases: 22
Spirit Wear	Hoodies: 1 (\$25.00)	Pants: 1 (\$25.00)
Spirit Wear	T-Shirts: 3 (\$15.00)	Water Bottles: 57

Outstanding Commitments

Deb to issue a cheque to Nicole, Head Secretary for the Grade 7 Advancement Ceremony. The funds go to the school and the Grade 7 Committee gives the receipts to Nicole for reimbursement. Funds are to be used for medallions.

Christina Wallis asked Margaret to provide the Grade 7 Committee with a head count for families who are leaving the school as their last child will advance to Grade 8 next year.

Recent Bank Deposits:

WFC: \$449.60	Sports Day Concession: \$1,082.98	Bottle Depot: \$91.30	Hot Lunch: \$129.00
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June 21st Family BBQ – Cancelled. Kam is having troubles finding a vendor, she is thinking of having the PAC BBQ. We received \$1000 from RBC thanks to a George Greenaway Parent, Felicia Davis – THANK YOU Felicia!!! The funds received from RBC can be allocated for anything.

Family BBQ - Rescheduled for September 18th during Meet the Teachers. Kam to present budget to the PAC for approval.

Margaret to requests to keep performance & dance funds not used this year and add it to the regular budget line for performance and dance as George Greenaway have increased

Playground Update:

We currently have \$46,312.42. Margaret will speak with the teachers about the equipment wanted, we will contact vendors and request quotes for equipment and installation.

Fundraising Report: Kam Matsuo

Current Fundraisers Completed

Movie Day: -\$140.36	Clothing Drive: \$220.00	Bottle Drive: \$91.30
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Movie day lost \$140.36, due to a lack of ticket sales. May have been more successful if done during the evening. 1st Movie Day profit will cover the losses of May 4th Movie Day.

Emergency Response Report: Kam Matsuo

ER Bin – granola bars to be sold at concession or destroyed as they will be expiring over the summer.

Family BBQ – June 21st – Rescheduled for September 18th for Welcome Back to School BBQ. Kam will ask if the funds can be used for a Welcome back to school on the Meet the Teacher Night – 5 – 7pm September 18th. Possibly get a corn field to donate corn.

Special Events: Lara Nedila

Craft Fair –November 29th, 2018 2:30pm – 6:00pm

Hot Lunch: Suman Cohoon

Hot Lunch was successful this year, had a lot of volunteers but did notice a decline on sunny days.

Question to Hot Lunch: Would it be possible do more vendors as opposed to hot dogs every 2 weeks?

Answer: Yes, we can make it more balanced with vendors. The reason for more hot dog days was to make it more affordable to families. If Suman is voted in, she is looking to provide more snack days, i.e. pizza days which was popular.

Health: Maura Foster

Another lice check will be done before end of school.

DPAC Report: Rania Barron

DPAC had their AGM recently and had difficulties getting a board in place due to in fighting amongst the DPAC and school representatives and parents. George Greenaway was unable to attend the AGM but our proxy vote was given to Lord Tweedsmuir. Superintendent and Deputy Superintendent were in attendance discussing funding for the schools, portables and management of portables. Has financials available. 23 schools represented.

Please find attached a link to meeting minutes for Surrey DPAC: <http://surreydpac.ca/index.php/about-district-36-parent-advisory-council/general-meeting-minutes-20092010/>

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Elections

Executive Members

President – Both Lewis Vacek and Lara Nedila nominated. Lara elected by majority vote.

Vice President – Cathy Sahib 1st: Chantal 2nd: Suman**

Secretary Cathy nominates Sherri, 1st: Kam 2nd: Lara**

Treasurer: Cathy nominates Rania, 1st: Lucie 2nd: Suman**

Fundraising Chair: Suman nominates Kam 1st: Lara 2nd: Christina**

Hot Lunch Coordinator: Lara nominates Suman 1st: Mandeep 2nd Christina**

****Please note at each time someone was nominated – Cathy Sahib announced "Do we have any other nominations for the position of (Title), do we have any other nominations for the position of (Title), do we have any other nominations for the position of (Title). Vote was then closed with the nominated person/persons elected for the 2018/2019 PAC at George Greenaway.**

Officers

Multimedia Coordinator: Lara Nedila

District PAC: Sherri Taylor

Health: Maura Foster

Special Events: Lucie Zakarian

ER: Kam Matsuo

Calendar of Events

June

- 5 – 8: Zumba lessons
- 8 Hot Lunch
- 11 All library books returned
- 12 Crescent Beach Divisions 4 – 17
- 13 Pancake breakfast 7:30am
Public Library Summer Reading Presentation
- 14 TED Talks 10:30am
- 21 PAC Family BBQ – Cancelled
- 22 Hot Lunch
- 25/26 Talent Show 1:00pm
- 26 Grade 7 Band Concert 9:00am
Grade 7s vs Staff Baseball Game
- 27 Farewell to the Grade 7s 10:30am
- 28 Year End Assembly 10:30am
Report Cards go home
Last School Day – Early Dismissal at 1:25pm

September

- 4 First Day of School (10:00am – 11:00am)
- 21 Early Dismissal 1:27pm
Meet the Teacher
Welcome BBQ
- 24 Pro D Day – students not in attendance

Random

It was asked if the teachers would reconsider having more fieldtrips as families question why it seems that on a whole the school does not participate in more fieldtrips. Margaret explained the teachers bring in presentations as well as collaborate with other classes for fieldtrips. If anyone has any questions or concerns regarding fieldtrips, it is best to speak with your child's teacher directly as to why.

It has been brought to the attention of the PAC that the Facebook George Greenawy Moms Page is being administered from a former parent who does not wish to hand over administration of the page to PAC. Please note, this page is not being managed by GGPAC and therefore, GGPAC does not have control over the posts posted there.

Motion to adjourn meeting at 8:45pm

1st: Kam and 2nd; Chantal. Motion carried forward.

Next meeting date and location: TBD