

Chantrell Creek Elementary School PAC Executive Meeting Minutes

November 17, 2022, @9:30am
Zoom Meeting

Email: hello@chantrellcreekpac.ca
Website: chantrellcreekpac.ca

PAC Executive Team:

Chair: Sophia Zhang
Vice Chair: Evans Jia
Treasurer: Vin Zhang
Secretary: Vacant
Hot Lunch/Tech Coordinator: Kevin Zhang
Safety/Traffic Coordinator: Christine Ma
Care Fund Coordinator: Kiran Surendranath
Book Fair Coordinator: Ivy Chen, Jessie Lu
Fruit and Vegetable +Milk Coordinator: Julia Magalhaes
Members at Large: Yuan Ren

Special Guest: Principal Mr. Phil Linklater

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Attendees: Sophia Z, Evans J, Tammy B, Amanda D, Kaley N, Annie S

Minutes:

9:30am Meeting started. Sophia welcomed everyone to the meeting and office hour. Everyone has a busy schedule and valuable time. We respect and fully understand that our volunteers sometimes may not be available to attend, can be late for meetings. It is totally fine that attendees turn on or off camera on Zoom.

9:35am - [Financial Support To Make School More Affordable For Families That Need It Most](#) - Sophia mentioned that Principal would like to update and have suggestions on this. The info has been shared in multiple communications and meetings. Parents/guardians please read the info and get needed support.

9:39am - Financial updates – Vin, our Treasurer, is involved in another volunteering activity and cannot present on today’s meeting. The financial report has no major update compared to that was shared on the PAC general meeting on November 3.

Sophia reported that PAC account projected budget balance \$4,400. Suggested goal for PAC account budget balance at year end (June) is \$10,000 – the amount helps us when we approve wish list budget at PAC AGM (Annual general meeting).

Estimate to earn about \$1000 from Purdys campaign that we’re running.

2022-2023 Chantrell Creek Pac P&L actual vs budget							
	Budget		Cash		Accrual		
	PAC	Gaming	PAC	Gaming	PAC	Gaming	
BEGINNING BALANCE	\$12,415	\$3,601	\$12,415	\$3,601	\$12,415	\$3,601	
REVENUE							
Gross Revenue							
Gaming grant from government		\$6,000		\$6,560		\$6,560	
Hot lunch	\$70,000		\$35,073		\$35,073		
Schoolstart loyalty			\$210			\$210	
Book fair			\$3,055		\$3,055		
Total Gross Revenue	\$70,000	\$6,000	\$38,338	\$6,560	\$38,338	\$6,560	
revenue generating cost							
Hot lunch	\$62,300		\$13,686		\$30,072		
Total revenue generating cost	\$62,300	\$0	\$13,686	\$0	\$30,072	\$0	
TOTAL NET REVENUE	\$7,700	\$6,000	\$24,652	\$6,560	\$8,267	\$6,560	
EXPENSE	PAC	Gaming	PAC	Gaming	PAC	Gaming	
Website fee (domain, hotlunch, google)	\$908		\$784		\$908		
Miscellaneous(incl. Bank charge)	\$292		\$135		\$382		
BCCPAC membership		\$75		\$75		\$75	
Safety/Traffic	\$300						
Staff Appreciation	\$2,200		\$114		\$114		
Christmas		\$1,000					
Elgin Scholarship	\$1,000						
G7 Graduatoin		\$500					
Classroom Fund (incl. Music and ELL)	\$4,500		\$4,500		\$4,500		
Musical fund	\$2,500	\$2,500	\$2,500		\$2,500		
Library/classroom books	\$2,000		\$3,055		\$3,055		
Outdoor learning space	\$1,000		\$1,000		\$1,000		
Principal fund	\$1,000		\$1,000		\$1,000		
Track meet		\$500					
Author visit		\$700					
Outdoor equipment		\$1,000					
Leadership activity		\$500					
Symphony trip		\$1,000					
TOTAL EXPENSE	\$15,700	\$7,775	\$13,088	\$75	\$13,459	\$75	
NET OPERATING SUPPLUS/DEFICIT	(\$8,000)	(\$1,775)	\$11,564	\$6,485	(\$5,193)	\$6,485	
ENDING BALANCE	\$4,416	\$1,826	\$23,979	\$10,086	\$7,222	\$10,086	

Note:

1. PAC beginning balance include \$832.6 carried from last year for Care Fund.

2. Book fair income is product rewards.

Tammy suggested asking families for donation. September is the best time. – this topic to be put on agenda of upcoming general meeting on December 1.

Amada mentioned that PAC is not for fundraising. PAC is for community, for fun, for kids. She mentioned DPAC meetings, the “parliament procedures” that was covered in Surrey DPAC’s PAC 101 presentation last week. Sophia has asked Rina, DPAC President. PAC 101 presentation will be posted shortly. Sophia will share once the it is posted.

Re-share here the info about [PAC](#), [DPAC](#), [BCCPAC](#) – contain great info, encouraging parents/guardians to learn to know better about mission, role.

DPAC meetings, held on the 4th Wednesday monthly, are open to every parent /guardian. <https://surreydpac.ca/dpac-meetings/>

DPAC PAC resources from BCCPAC available and posted on our PAC website too.
<https://www.chantrellcreekpac.ca/resources>

9:49am – Care fund

Kiran, Care fund coordinator, has reached out the principal of our sister school. Care fund activities, the week of giving December 5-9, led by Mrs. Champan and leadership students.

9:52am – Fruit and Vegetable +Milk

Our school received the 2nd delivery yesterday. Next is on November 30. No delivery in December. Very positive feedback received.

9:55am – Hot lunch

Tammy, Amanda said that A&W food is cold.

Sophia said that we keep asking lunch helpers not to take out from the suppliers' bags/boxes immediately to place on students' desks when they bring to classrooms at noon. Lunch time 12:15 to 12:30. Food stays warmer when kept together in bags.

Sophia reported that 1) A&W does not deliver to schools. Sophia has helped pickup from store. Other schools PAC volunteers do the same. 2) To keep food warm as much as possible. Another neighborhood school drop off thermal bags for A&W to use before hot lunch days. We can consider purchasing thermal bags for the same (the coolers that we keep at the storage room are not convenient for such purpose). Sophia has discussed with A&W, suggesting the supplier to consider the similar bags that White Spot uses for delivery.

10:05am – Open discussion - Concession

Amanda said that SurveyMonkey shall be used for vote on concessions, for feedback from a broader audience.

Tammy suggested adding a couple of concession items in hot lunch ordering.

Tammy, Amanda suggested monthly pizza day, donuts day, freezie day.

With the above, the conclusion from today's discussion is the weekly concessions, either during Wednesday lunch time, or Friday afterschool, are no longer needed.

Topics to be put on PAC general meeting agenda on December 1:

1. Families' direct donations
2. Hot lunch Feb to June: to add a couple of concession items to hot lunch ordering, or continue the current simplified version
3. Monthly Pizza day; Donuts day; Freezies day

10:30am - Adjourned

Note: April run is not discussed today. April run to be discussed at general meeting.

Next PAC Executive Meeting is on January 19, 2023.