

Chantrell Creek Elementary School PAC General Meeting Minutes

April 27, 2023, 7-8pm

Hybrid Meeting (in the school library, Zoom Meeting)

Website: www.chantrellcreekpac.ca

Email: hello@chantrellcreekpac.ca

*** subscribe to our PAC newsletter at www.chantrellcreekpac.ca ***

Attendees:

Sophia Z, Kiran S, Yuan R, Eric P, Sweda S, Amanda D, Rosalyn W, Lucy W

Special Guest: Principal Ms. Chris Koppensteiner

Minutes:

7:05pm - Meeting started, taking a few mins setting up for hybrid meeting mode.

Welcome and call to order (Sophia)

Principal update (Ms. Chris)

Principal Ms. Chris thanked all families for great work and support for school community, presented staff updates, wish list for next year. One of fund support request is for 25~30 new computers, \$2000 each.

7:20pm – PAC business (Sophia)

2022-23 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

1) Adoption of agenda. No question or objection raised before or on the meeting. Agenda as presented is passed.

2) Adoption of PAC general meeting minutes – December 1, 2022. No question or objection raised before or on the meeting. The minutes posted on PAC website are passed.

<https://static1.squarespace.com/static/5ef2b0aa1781ab6c55cd6073/t/6420c4c7bbd94d2591acbcde/1679869127619/PAC+General+Meeting+Minutes+Dec+1+2022+vta.pdf>

Financials update (Sophia presented for Vin)

We have 2 accounts: PAC general account; gaming account. PAC account to keep a balance of \$10K at school year close, Gaming to use the grants received for the year. Our PAC and gaming budgets are clearly listed and managed on track.

Gaming grant \$20 per student. Total amount is based on full-time student enrollment.

Application period from April to June. Receive fund in October.

Check the BC Community Gaming Grants to understand eligible uses of funds.

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guide-pac.pdf>

Spring Book Fair Wrap up (Sophia presented for Ivy, Jessie)

We choose the combination of products and cash rewards in the spring fair.

- Total sales \$5350.57
- Net sales \$4979.73
- 2nd Fair bonus \$497.97
- Products taken from Fair \$1184 for classrooms
- Cash Rewards \$956.26 for library

Special thanks to our Book Fair Coordinators: Ivy C, Jessie L; and Volunteers: Jun L, Janet Y, Jane X, Leah L, Nancy L, Kaley N, Amanda D, Jade L. THANK YOU for your great work for the event!

Elgin Scholarship (Sophia)

A legacy program, \$1000 PAC fund for 2 awards, \$500 each.

Name of Award: Chantrell Creek Alumni Scholarship

Criteria: Citizenship, Participation in Athletics, Students must have graduated Grade 7 from Chantrell Creek Elementary

PAC Roles to fill (Sophia)

Nomination, Self-Nomination for PAC Executives and Coordinators for next school year (2023-24)

<u>Roles</u>	<u>School Year 2022-23</u>	<u>School Year 2023-24</u>
Chair	Sophia Zhang	Vacant
Vice Chair	Evans Jia	Vacant
Treasurer	Vin Zhang	Vin Zhang
Secretary	Vacant	Vacant
Hot Lunch/Tech Coordinator	Kevin Zhang (G7)	Vacant
Safety/Traffic Coordinator	Christine Ma (G7)	Vacant
Care Fund Coordinator	Kiran Surendranath	Kiran Surendranath
Book Fair Coordinator	Ivy Chen, Jessie Lu (G7)	Vacant
Fruit and Vegetable +Milk Coordinator	Julia Magalhaes (G7)	Vacant
Member at Large	Yuan Ren	Yuan Ren

A quick note - Kiran is happy to step down from Care Fund Coordinator, if another parent/guardian is interested in the role.

PAC roles are expected to voted-in at the annual general meeting (AGM) on June 1st. If positions are not filled in June, we continue encouraging nominations /self-nominations then vote in the general meeting in the new school year.

Check out roles and responsibilities in our PAC Constitution and Bylaws.

<https://static1.squarespace.com/static/5ef2b0aa1781ab6c55cd6073/t/6291700b9aa74d6fd5a13933/1653698571873/CCE+PAC+C%26B+June+2022.pdf>

Join [PAC Executive Meeting and Office Hour on May 18](#). Happy to explain the duties. PAC systems training, including PAC website, google account, hot lunch ordering system, to be done for new Chair, Vice Chair, Secretary, Tech/Hot lunch Coordinator in June.

Hot lunch system reset in summer. Chair or Hot lunch Coordinator communicates with suppliers in August to confirm dates – White Spot dates shall be confirmed the earlier, the better.

Nominations /self-nominations received to date.

Kaley may continue the Hot lunch Coordinator's role, if no other parent/guardian will volunteer for the position for next year.

Lucy is interested in the Book Fair Coordinator's role.

Annie is interested in the Fruit and Vegetable +Milk Coordinator's role.

7:35pm – Open Discussion

Fundraising for computers [that the school needs](#) - Movie Night ("Moana"), 6-7:30pm on Friday May 12 at school, led by Amanda. Entrance by donation. Concessions sales.

A new activity - Gaming night (food truck, board games), proposed by Amanda. Amanda to present plan details on the PAC Executive Meeting and Office hour on May 18. Votes, if required, to be done at our next general meeting in June.

7:55pm – Adjourn

Volunteering. Sign up, Show up!

	Events and Activities	Signup / Status
1	Traffic Safety	<ul style="list-style-type: none"> • Sep-Dec Completed • Jan-Mar Completed • Mar-June volunteersignup.org/KKAFJ
2	Terry Fox Run	Completed
3	Hot Lunch	<ul style="list-style-type: none"> • Sep-Jan Completed • Feb-June volunteersignup.org/J384K
4	Fruit and Vegetable +Milk	Oct-May volunteersignup.org/4DAR8
5	Book Fair	<ul style="list-style-type: none"> • Oct 19 & 20 Completed • Apr 20 & 21 Completed
6	Cozy Christmas	Completed
7	Musical Shows	Completed
8	Sports Day	Signup link to be posted in May

Reminders

Chantrell Creek School website: <https://www.surreyschools.ca/chantrellcreek>

Chantrell Creek PAC website: <https://www.chantrellcreekpac.ca>

Sign up with your email at PAC website to receive PAC news and updates.

Parents/Guardians can send your ideas and suggestions to PAC at: hello@chantrellcreekpac.ca or submit by clicking "Contact" from PAC website www.chantrellcreekpac.ca

Choose Safety over convenience: <https://www.chantrellcreekpac.ca/safety>

PAC Meetings and Events: <https://www.chantrellcreekpac.ca/meetings-and-events>

PAC is not just the executives. **Every parent or guardian of a student at Chantrell Creek Elementary is a member of our PAC.**

Every parent/guardian is invited to attend PAC General Meetings, PAC Executive Meetings and Office Hours. PAC General Meetings are for elections of new executive members, vote, budget review and approval. PAC Executive Meetings and Office Hours are for planning, discussions, brainstorming, to carry on business between general meetings.

PAC General Meetings are held on the first Thursday of October, November, December, April*, and June at 7pm. April 6's rescheduled to April 27th. Upcoming meetings:

- June 1, 2023 (AGM)

PAC Executive Meetings and Office Hours

We had this year's first PAC Executive Meeting and Office Hour on September 21, 2022, the 3rd Wednesday. Starting October 20, PAC Executive Meetings and Office Hours are held on the 3rd Thursday of the month (Except for December and March) at 9:30am. Upcoming meetings and office hours:

- ~~April 20, 2023~~ - Cancelled since we have general meeting on 27th
- May 18, 2023

Great resources <https://bccpac.bc.ca/index.php/resources/16-dpac-pac>

- [Understanding PACs from A-Z and Why they are Important for Families](#)
- [Treasurer 101 Workshop](#)
- [2022 Gaming Grants Information](#)
- [2022 Parent Education Conference Presentations](#)

Thank you. Be well and stay safe.

Our next PAC General Meeting is AGM on June 1, 7-8pm