

Chantrell Creek Elementary School PAC Annual General Meeting Minutes

June 1, 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, Evans J, Vin Z, Ruby, Amanda D, Rosalyn W, Ram, Sameera A,
Natalia K, Buchmann family

Special Guest: Principal Mrs. Chris Koppensteiner

Minutes:

7:00pm - Meeting started. Welcome and call to order (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

Kaley Ning, a superhero parent, coordinating and helping multiple programs and activities: Hot Lunch, Fruit and Vegetables +Milk, Christmas, Sports day, etc.

Thanks to Evans for strong leadership. Thanks to our wonderful officers, Vin, Kaley, Kiran, Yuan for continuing the term in the new school year.

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 – April 27, 2023. 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/6452951d308e3e41e86708db/1683133726261/PAC+General+Meeting+Minutes+Apr+27+2023+va.pdf>

7:10pm Financials update (Vin)

2022-23 budget and actual: PAC and gaming budgets are clearly listed and managed on track, no big difference from the version presented at the last meeting.

- PAC general account balance \$15K, including the \$3,561 technology fund raised to date. PAC general account on track of keeping a balance of \$10K at school year close.
- Gaming account balance \$4.4K, a few receipts to come. Usually, grants are used for the year. Check out [2023 Gaming Grants](#) to understand eligible uses of funds.

2023-24 budget, prelim and based on this year’s budget, except for Laptops/ipads (aim to raise \$48k for 30 new student laptops).

Attendees all voted for yes. 0 for no. The prelim 2023-24 Budget as below is approved. Any updates can be made/ voted at the PAC general meeting in the new school year.

To continue fundraising for laptops by end of June: (1) Freezie Fridays (June 9, 16, 23) led by Amanda D, Rosalyn W, (2) donations.

2023-2024 Chantrell Creek Pac budget		
	Budget	
	PAC	Gaming
REVENUE		
Gross Revenue		
Gaming grant from government		\$7,000
Hot lunch	\$85,000	
Total Gross Revenue	\$85,000	\$7,000
revenue generating cost		
Hot lunch	\$74,800	
Total revenue generating cost	\$74,800	\$0
TOTAL NET REVENUE	\$10,200	\$7,000
EXPENSE		
	PAC	Gaming
Website fee (domain, hotlunch, google)	\$1,000	
Miscellaneous(incl. Bank charge)	\$300	
BCCPAC membership		\$75
Safety/Traffic	\$300	
Staff Appreciation	\$2,200	
Christmas		\$1,000
Elgin Scholarship	\$1,000	
G7 Graduatoin		\$500
Classroom Fund (incl. Music and ELL)	\$4,500	
Library/classroom books		\$2,000
Principal fund	\$1,000	
Laptops/ipads	\$48,000	
Track meet		\$500
Author visit		\$1,000
Outdoor equipment		\$1,000
Leadership activity		\$500
Symphony trip		\$1,000
TOTAL EXPENSE	\$58,300	\$7,575
NET OPERATING SUPPLUS/DEFICIT	(\$48,100)	(\$575)

7:22pm Principal update (Mrs. Koppensteiner)

- hiring new staff
- track and field team had a great season
- primary classes to go on beaches field trip
- G4-6 to go on a swimming field trip
- G7 camp next week
- Taiko drumming performance on June 21
- Year end assembly on June 27
- Thanks for the movie night on May 12, fundraiser for technology.
- Parents appreciation on June 6, at 2pm in the gym
- Teachers wish list for 2023-24
 1. Provide classroom funds as in past years
 2. Replace existing old student laptops (30 in total)
 - Option a: district ordering of Apple laptops \$47,070
 - Option b: district ordering of Dell Notebook laptops \$27,750

7:27pm – Wrap up PAC Success (Sophia)

Success this year

1. Continue reminder [Safety Over Convenience Guidelines](#)
2. Support Teachers Wish List
3. Support Musical shows
4. General and gaming accounts financials on track
5. Hot lunch program
6. Fall and Spring Scholastic Book Fairs
7. Library and classroom books wishes fulfilled
8. Fruit and Vegetables +Milk Program renewed
9. Continued legacy: Care Fund, Staff Appreciation, Cozy Christmas, Elgin Scholarship, Sports Day
10. Spirit Wear Sale
11. Continue with Schoolstart.ca for families to have an option to purchase school supply from
12. Fundraising for Tech ongoing

Note: Scholarship cannot be covered by gaming grant.

Elgin Scholarship, \$1000 is from **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

Appreciative of every parent/guardian's contribution and kind support this year.

Month	Events / Activities
August	Hot lunch system reset. Contact Hot lunch suppliers
September	Sep-Jan hot lunch open for ordering
September	Support Terry Fox Run
September - June	Hot lunch Helper Traffic Helper Fruit and Vegetables +Milk helper
October	Fall Book Fair
November	Purdys Fundraiser. Thanks to our teachers/staff with chocolates
November - December	Care Fund
December	Cozy Christmas
January	Feb-June hot lunch open for ordering
January	Spirit Wear Sale
February - March	Support Musical shows
March	Elgin Scholarship form signing
April	Spring Book Fair
April - June	Gaming Grant application
May	Sports Day Popsicle /lolly
May	Fruit and Vegetables +Milk program renewal
June	Systems renewals (domain, hot lunch, google)
June	Staff Appreciation luncheon
June	Schoolstart.ca – an option to purchase school supply from
June - August	BCCPAC membership renewal

7:36pm – Executives and Coordinators: Thank you Outgoing, Incoming (Sophia)

Thank you, all our outgoing executives and coordinators for great volunteering, offering time and energy. Thank you to our graduating Coordinators, Kevin, Christine, Jessie, Julia. We wish you the best luck in your new chapter. Keep in touch!

Roles	School Year 2022-23
Chair	Sophia Zhang
Vice Chair	Evans Jia
Hot Lunch/Tech Coordinator	Kevin Zhang (G7)
Safety/Traffic Coordinator	Christine Ma (G7)
Book Fair Coordinator	Ivy Chen, Jessie Lu (G7)
Fruit and Vegetable +Milk Coordinator	Julia Magalhaes (G7)

Nominations, Self-Nominations received to date are below, the list for vote at today's meeting.

- Chair Candidate: Amanda Doyle
- Vice Chair Candidate: Rosalyn Wookey
- Hot Lunch/Tech Coordinator Candidate: Li Zhang
- Book Fair Coordinator Candidate: Lucy Wei
- Fruit and Vegetable +Milk Coordinator Candidate: Annie Shi

- Member at Large Candidate: Sue Weaver
- Member at Large Candidate: Tammy Bourelle

Amanda Doyle as Chair - All voted yes, 0 for no.

Rosalyn Wookey as Vice Chair – All voted yes, 0 for no.

Li Zhang as Hot Lunch/Tech Coordinator – All voted yes, 0 for no.

Lucy Wei as Book Fair Coordinator - All voted yes, 0 for no.

Annie Shi as Fruit and Vegetable +Milk Coordinator - All voted yes, 0 for no.

Sue Weaver Member at Large - All voted yes, 0 for no.

Tammy Bourelle Member at Large - All voted yes, 0 for no.

Note: Tammy Bourelle sent vote email to PAC today and put Shona Falk as Secretary Candidate. Secretary is an executive role. Suggest the voting be processed at the PAC general meeting in the new school year when the candidate can join the meeting to state her interest.

Congratulations to PAC Executives and Coordinators for next school year (2023-24).

Roles	School Year 2023-24
Chair	Amanda Doyle
Vice Chair	Rosalyn Wookey
Treasurer	Vin Zhang
Secretary	Vacant
Hot Lunch/Tech Coordinator	Li Zhang
Hot Lunch Coordinator	Kaley Ning
Safety/Traffic Coordinator	Vacant
Care Fund Coordinator	Kiran Surendranath
Book Fair Coordinator	Lucy Wei
Fruit and Vegetable +Milk Coordinator	Annie Shi
Member at Large	Yuan Ren
Member at Large	Sue Weaver
Member at Large	Tammy Bourelle

The term of office starts in July. Check out the roles and responsibilities in our [PAC Constitution and Bylaws](#)

Systems training to be scheduled for new Chair, Vice Chair, Tech/Hot lunch Coordinator this month.

7:50pm – 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	Completed
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	Completed

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 meeting AGM on June 1, 2023.

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. May 18, 2023 rescheduled to Friday May 19.

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](#)
- [2023 Gaming Grants](#)

Thank you. Be well and stay safe.