**Meeting Minutes**

**EDITH CAVELL PAC:**

**EXECUTIVE MEETING via ZOOM**

**Monday April 27, 2020 7-8PM**

1. Meeting called to order at 7:03 pm
2. Financial Review (Jane):
   1. Review current PAC Bank Balances (see Appendix A)
   2. Review 2019/2020 Programs:

- C’est Mon Café sent a cheque for $2373.00 and cheques for +$500 for the Purdy’s Fundraiser need to be deposited

- Discussion about Cancelled programs:

* + - * Sports day cancelled and likely not to occur
      * Geering Up cancelled and not charged
      * Jessie Miller cancelled
      * Active Friends Program not running this year – no need for funds at all
      * Some teachers have unspent Field Trip funds…decision to return these back to the PAC account at the end of this school year if unspent. New funds will be distributed for 2020/21. [**Lori to follow-up]**
      * PAC to PAC donation – unclear last year what PAC our money was given to. We wish to know. **[Ann to follow-up and** **inquire about this year’s donation]**
      * Grade 7 Leaving Ceremony (Grad) – not sure what to do at the moment to honour the students leaving Cavell. $1500 still allocated. **[Ann and Lori to follow-up and an email asking for volunteers may need to be re-sent]** Ideas: Movie Theatre with physical distancing implemented, Zoom home dance party with pizza and cupcake and party supplies delivered to each grad, a celebration photo book
* How can the PAC help teachers with home learning; Staff grateful for the PAC and parents’ support. Continue supporting from home.
  1. Review 2020/2021 Programs:
     1. **PAC Funded Programs – Feedback from Staff**

|  |  |
| --- | --- |
| **Program** | **Rating (out of 5)** |
| Classroom funds | 5 |
| Field Trip funds | 5 |
| Financial assistance | 4.9 |
| Performances | 4.9 |
| Dance program | 4.8 |
| Ultimate frisbee | 4.7 |
| Author visit | 4.5 |
| Geering Up | 4.3 |
| Bookworm | 4.0 |
| Saleema Noon | 3.9 |
| Jesse Miller | 3.9 |
| Safeteen | 3.7 |
| Track & Field | 3.5 |
| Grad Party | 3.25 |

1. Annual General Meeting:
   1. Possibility of on-line AGM (Lance) – No obstacles for this meeting. **[Ann to follow-up and investigate a possible PAC Zoom account, otherwise Brenda may have an account to use to host the next PAC meeting and AGM]**
2. May PAC Meeting:

**Via Zoom – Tuesday, May 19th at 7** (Would later be even better for families? We didn’t discuss this, but a later start is better for us at the moment…) **[Andrea to send an email with the Meeting date, time and Zoom Meeting ID# and password]**

**\*\*\****Ideas discussed for the May meeting…perhaps invite a speaker to talk to the PAC about how to handle the stress of online learning, or maybe internet safety guidelines or suggestions. For the June Meeting to have the Project Manager for our Seismic Project and maybe Michael Rossi attend the Zoom to update us on our project and maybe fill us in on how we will transition to Maple Grove in face of all of this…* **[Lori to follow-up with speakers]**

1. DPAC AGM (Thursday, June 18) also via Zoom
2. Upcoming Vacancies:
   1. Thank you to Andrea Daem (Secretary) and Jane Liang (Finance) for their many years of dedicated service and contributions to the Cavell community. We cannot thank you enough for your time and dedication!!!
   2. Possible PAC replacements. Alison Seto or Angela Yap proposed for Treasurer **[Allison to follow-up with them]** Sacha Iley proposed for the Secretary position **[Not sure if anyone volunteered to contact her - Brenda will follow-up to ask her]**

***Next Meetings:***

General PAC Meeting - Tuesday May 19th at 7PM

AGM – PAC Meeting – Tuesday, June 9th at 7PM

APPENDIX A

Treasurer Report

**2020-2021 Budget Review**

1. **Review Current Bank Balances**
2. **Review 2019-2020 Programs**
3. **Review 2020-2021 Programs**

**Financials as of April 24, 2020**

|  |  |
| --- | --- |
| **Account (as of April 24, 2020)** | **Balance** |
| Savings Account | $ 37,611.76 |
| School PAC Account  (Direct Donations - Tax Receipt) | $ 5,826.00 |
| Gaming Account | $ 13,368.27 |
| Total (Budgeted Programs Included) | $ 56,806.03 |
| Savings Program Unspent | $ (1,542.07) |
| Gaming Program Unspent | $ (6,300.00) |
| Total Unspent Budgeted Amount | $ (7,842.07) |
| Total Current Balance | $ 64,648.10 |

**SAVINGS PROGRAM REVIEW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current Savings Bank Balance  as of April 24, 2020 (including all checks written) | $ 39,153.83 |  |  |  |  |
| Budgeted Not Spent | $ (1,542.07) |  |  |  |  |
| Available Balance | $ 37,611.76 |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Fundraiser or Expense | Fundraiser |  |  |  |  |
| **FUNDRAISERS** |  |  |  |  |  |
| **Sum of Amount** | **Column Labels** |  |  |  |  |
|  | **2018-2019** | **2019-2020** |  |  |  |
| **Row Labels** | **Actuals** | **Actuals** |  |  |  |
| Carnival | $ 7,145.96 | $ (167.58) |  |  |  |
| Direct donations | $ 100.00 |  |  |  |  |
| Family Photo Night Fundraiser | $ 1,280.00 | $ 1,160.00 |  |  |  |
| Halloween Costume Swap | $ 183.00 |  |  |  |  |
| Hot Lunch | $ 14,179.70 | $ 3,713.85 |  |  |  |
| Mabels Label | $ 60.48 |  |  |  |  |
| Movie Night | $ 810.04 | $ 408.23 |  |  |  |
| Plant Fundraiser | $ 390.88 |  |  |  |  |
| QSP | $ 254.68 |  |  |  |  |
| SPUD | $ 55.94 | $ 53.37 |  |  |  |
| Stong's Market | $ 152.59 | $ 125.05 |  |  |  |
| Wreath Fundraiser |  | $ 724.64 |  |  |  |
| StaySafe | $ 260.93 |  |  |  |  |
| Family Dance | $ 1,368.40 | $ 1,243.16 |  |  |  |
| Snackwich - hamber | $ 47.00 |  |  |  |  |
| Purdys Chocolate Fundraiser | $ 384.97 |  |  |  |  |
| iGirl/iGuy Workshop |  | $ - |  |  |  |
| **Grand Total** | **$ 26,674.57** | **$ 7,260.72** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Fundraiser or Expense | Expense |  |  |  |  |
|  |  |  |  |  |  |
| **Sum of Amount** | **Column Labels** |  |  |  |  |
|  | **2018-2019** | **2018-2019** | **2019-2020** | **2019-2020** | **2019-2020** |
| **Row Labels** | **Budget** | **Actuals** | **Budget** | **Actuals** | **Budgeted not spent** |
| Active Friends | $ (500.00) | $ (500.00) | $ (500.00) | $ (500.00) |  |
| Bank Fees | $ (100.00) | $ (33.62) | $ (100.00) | $ (93.93) | $ (6.07) |
| BC PAC Fee | $ (75.00) | $ (75.00) | $ (125.00) | $ (75.00) |  |
| Bookworm Awards | $ (2,100.00) | $ (2,100.00) | $ (2,100.00) | $ (2,100.00) |  |
| Classroom Funds | $ (4,830.00) | $ (4,830.00) | $ (4,950.00) | $ (4,950.00) |  |
| Field Trips | $ (4,830.00) | $ (4,830.00) | $ (4,950.00) | $ (4,950.00) |  |
| Hamber Student Bursary | $ (500.00) | $ (500.00) | $ (500.00) | $ (500.00) |  |
| Hot lunch supplies | $ (400.00) | $ (281.57) | $ (400.00) |  | $ (400.00) |
| Munchalunch Fee | $ (336.00) | $ (336.00) | $ (336.00) |  | $ (336.00) |
| PAC Meeting babysitting | $ (200.00) | $ (200.00) | $ (200.00) | $ (200.00) |  |
| School Assistance Fund | $ (500.00) | $ (500.00) | $ (500.00) | $ (500.00) |  |
| Sports Day | $ (100.00) | $ (69.45) | $ (100.00) |  | $ (100.00) |
| Teacher's Gift | $ (200.00) | $ (114.77) | $ (200.00) |  | $ (200.00) |
| Website | $ (20.00) | $ (19.99) | $ (20.00) | $ (19.99) |  |
| Welcome Back Coffee | $ (250.00) | $ (142.56) | $ (250.00) | $ (247.20) |  |
| Sunshine Gift |  | $ (99.75) |  |  |  |
| Movie License |  |  | $ (367.00) | $ (366.45) |  |
| PAC to PAC donation | $ (500.00) | $ (500.00) | $ (500.00) |  | $ (500.00) |
| Resource Teacher Funding | $ (200.00) | $ (200.00) | $ (200.00) | $ (200.00) |  |
| Seismic Committee Expenses | $ (500.00) | $ (406.44) |  |  |  |
| Check Order |  | $ (171.48) |  |  |  |
| Mystery Science |  |  | $ (1,500.00) | $ (1,378.03) |  |
| **Grand Total** | **$ (16,141.00)** | **$ (15,910.63)** | **$(17,798.00)** | **$(16,080.60)** | **$ (1,542.07)** |

**GAMING PROGRAM REVIEW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BANK BALANCE** | | |  |  |  |
| Current Gaming Account Balance  as of April 24, 2020 (including checks written) | | $ 19,668.27 |  |  |  |
| Budgeted Not Spent | | $ (6,300.00) |  |  |  |
| Available Balance | | $ 13,368.27 |  |  |  |
|  |  |  |  |  |  |
| Fundraiser/Grant or Expense | Fundraiser/Grant |  |  |  |  |
|  |  |  |  |  |  |
| **Sum of Amount** | **Column Labels** |  |  |  |  |
|  | **2018-2019** | **2019-2020** |  |  |  |
| **Row Labels** | **Actuals** | **Actuals** |  |  |  |
| 50/50 Raffle | $ 633.50 | $ 872.86 |  |  |  |
| Carnival Raffle | $ 8,240.62 |  |  |  |  |
| Gaming Grant | $ 7,704.00 | $ 6,540.00 |  |  |  |
| **Grand Total** | **$ 16,578.12** | **$ 7,412.86** |  |  |  |
|  |  |  |  |  |  |
| Fundraiser/Grant or Expense | Expense |  |  |  |  |
|  |  |  |  |  |  |
| **Sum of Amount** | **Column Labels** |  |  |  |  |
|  | **2018-2019** | **2018-2019** | **2019-2020** | **2019-2020** | **2019-2020** |
| **Row Labels** | **Budget** | **Actuals** | **Budget** | **Actuals** | **Budgeted Not Spent** |
| Author | $ (1,200.00) | $ (288.75) | $ (1,200.00) |  | $ (1,200.00) |
| Bank Fee | $ (65.00) | $ (12.38) | $ (65.00) |  | $ (65.00) |
| Choir | $ (3,760.00) | $ (3,475.00) |  |  |  |
| Geering Up Workshop | $ (1,540.00) | $ (1,540.00) | $ (1,540.00) | $ - |  |
| Grad | $ (1,500.00) | $ (1,400.00) | $ (1,500.00) |  | $ (1,500.00) |
| Jesse Miller | $ (350.00) | $ (341.25) | $ (350.00) |  | $ (350.00) |
| Safeteen (Anti Bullying Workshop) | $ (900.00) | $ (787.50) | $ (900.00) | $ (897.75) |  |
| Saleema Noon |  |  | $ (1,500.00) | $ (1,522.50) |  |
| Track and Field | $ (810.00) | $ (535.00) | $ (660.00) |  | $ (660.00) |
| Magic of Reading Show | $ (750.00) | $ (450.00) |  |  |  |
| Parent Workshop | $ (500.00) | $ (420.00) | $ (500.00) |  | $ (500.00) |
| School Dance Program | $ (1,500.00) | $ (1,500.00) | $ (1,500.00) |  | $ (1,500.00) |
| School Performances | $ (1,800.00) | $ (1,580.00) | $ (1,800.00) | $ (1,275.00) | $ (525.00) |
| Ultimate Frisbee |  |  | $ (3,100.00) | $ (2,940.00) |  |
| **Grand Total** | **$ (14,675.00)** | **$ (12,329.88)** | **$ (14,615.00)** | **$ (6,635.25)** | **$ (6,300.00)** |

2020-2021 Programs Based on 2019-2020 Programs

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019-2020** | **2020-2021** |  |
| **Row Labels** | **Budget** | **Budget** | NOTES |
| Active Friends | $ (500.00) | $ (500.00) |  |
| Bank Fees | $ (100.00) | $ (100.00) |  |
| BC PAC Fee | $ (125.00) | $ (125.00) |  |
| Bookworm Awards | $ (2,100.00) | $ (2,100.00) |  |
| Classroom Funds | $ (4,950.00) | $ (4,950.00) |  |
| Field Trips | $ (4,950.00) | $ (4,950.00) |  |
| Hamber Student Bursary | $ (500.00) | $ (500.00) |  |
| Hot lunch supplies | $ (400.00) | $ (400.00) |  |
| Munchalunch Fee | $ (336.00) | $ (336.00) |  |
| PAC Meeting babysitting | $ (200.00) | $ (200.00) |  |
| School Assistance Fund | $ (500.00) | $ (500.00) |  |
| Sports Day | $ (100.00) | $ (100.00) |  |
| Teacher's Gift | $ (200.00) | $ (200.00) |  |
| Website | $ (20.00) | $ (20.00) |  |
| Welcome Back Coffee | $ (250.00) | $ (250.00) |  |
| Movie License | $ (367.00) | $ (367.00) |  |
| PAC to PAC donation | $ (500.00) | $ (500.00) |  |
| Resource Teacher Funding | $ (200.00) | $ (200.00) |  |
| Mystery Science | $ (1,500.00) | $ (1,500.00) |  |
| Author | $ (1,200.00) | $ (1,200.00) |  |
| Bank Fee | $ (65.00) | $ (65.00) |  |
| Geering Up Workshop | $ (1,540.00) | $ (1,540.00) |  |
| Grad | $ (1,500.00) | $ (1,500.00) |  |
| Jesse Miller | $ (350.00) | $ (350.00) |  |
| Safeteen (Anti Bullying Workshop) | $ (900.00) | $ (900.00) |  |
| Saleema Noon | $ (1,500.00) | $ (1,500.00) |  |
| Track and Field | $ (660.00) | $ (660.00) |  |
| Parent Workshop | $ (500.00) | $ (500.00) |  |
| School Dance Program | $ (1,500.00) | $ (1,500.00) |  |
| School Performances | $ (1,800.00) | $ (1,800.00) |  |
| Ultimate Frisbee | $ (3,100.00) | $ (3,100.00) |  |
| **Grand Total** | **$ (32,413.00)** | **$ (32,413.00)** |  |