
In Attendance:

PAC Members: Amanda Killingsworth, Shannon Harper, Nicole Cherry, Kristy Dastur, Joanna Moss, Breanna Barker, Jodie Wong, Anita Wilson

Parent Community: Joanna Kahut

Regrets: Lyndsay Irwin, Luisa Martin, Alison Anderson

1. Welcome ("Call to Order")
Anita called the meeting to order @ 6:37pm.
2. Approval of Agenda
Motion to accept the agenda. M: Joanna/2nd: Amanda
MOTION CARRIED (all in favour)
3. Approval of Past Minutes
Motion to accept the minutes from Wednesday May 24th, 2023. M: Kristy/2nd: Shannon
MOTION CARRIED (all in favour)
4. President's Report
 - 4.1. Reintroduction of 2023-2024 PAC Executive
 - 4.1.1. Executive – Amanda Killingsworth (Treasurer), Kristy Dastur (DPAC), Nicole Cherry (Secretary), Anita Wilson (President), Lyndsay Irwin (Vice President), Breanna Cook (Fundraising), Jodie Wong (Hot Lunch), Luisa Martin (Health and Safety), Corinne Vanden Hoven (Parent Communications), Shannon Harper & Joanna Kahut (Members at Large)
 - 4.1.2. Programs – Alison Anderson (Munch A Lunch), Shannon Harper (Fruit and Veggie)
 - 4.1.3. Vacant - Yearbook; thanks to Joanna Moss for her work with the yearbook and other areas of PAC in the past years
 - 4.2. BUDGET – **MOTION:** *to accept the budget as presented for 2023-2024 school year, with the understanding to review at the first meeting in September and revise if/as deemed necessary or appropriate following further financial review.*
M: Anita/ 2nd: Breanna (**MOTION CARRIED**)
 - 4.2.1 This motion builds in time for Amanda to properly complete an up to date financial review from past years and make any necessary changes as needed; the following changes to the proposed budget were discussed at the meeting:
 - Changing the Walk-a-thon line item to read "Walk-a-thon/Read-a-thon" under fundraising
 - Add Meridian Meats Gift Card sale into the "Other" line item under fundraising
 - Review gaming grant allocations
 - Reallocate Yearbook Supplies (\$100) to the Technology line Item (\$2600)
 - 4.3. Year End
 - 4.3.1. Munch-a-Lunch update:
 - PAC has access to the reports and ML in general until June 30th at midnight

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School Library*

- \$121 credits owing (ranging from .30 to \$27); these credits are based on this year; an email will go out to parents with 3 options-leave the credited money in their ML account, refund the money, or donate their credits; credits from previous years have all become donations.
 - Fundraising totals: \$4807 for hot lunch/treat days (not including last 3); \$525 spirit wear sale; \$>\$220 Kona Ice (not completed, need to add private sales to total)
 - Costs of \$1200 in transaction/service fees; this is quite high
 - Next Year Considerations – use KEV, bulk ordering, minimum ordering, pricing, etc.
- 4.4. Thank you to PAC for coming together this year to navigate some difficult situations
5. Principal's Report
- 5.1. The Track Meet at SFU was a great event this year
- 5.2. Staffing changes for next year are as follows:
- Tahmina Lutfi's temporary contract will be ending in June
 - Danielle Harvey will begin Maternity Leave in September
 - Jasmine Yeung has accepted a new position at Coast Salish Elementary
 - Two EA's (Brianna Reddy and Neetu Chopra) are not returning
 - Rebecca Carlson will not be returning
- 5.3 Tara requested that PAC communications be streamlined for next year; discussion about utilizing the Parent Communication position to funnel important information to Tara each week to be included in the school email to families.

Tara turned off the TEAMS link @ 7:30pm (no attendees joined)

6. Committees Update

- 6.1. Treasurer Amanda Killingsworth
- 6.1.1 Amanda continues to need access to the bank statements in order to properly finish her financial review and update of the accounting books; Amanda and Anita to set up a bank appointment
- 6.1.2 The Gaming Grant application needs to be completed
- 6.2. Secretary Nicole Cherry
- 6.2.1 Nicole will resend the approved April notes, along with May for posting on the school website; a static copy of the monthly agenda will also be sent for posting on the website
- 6.3 DPAC Kristy Dastur
- 6.3.1 Kristy is looking for feedback on what PAC would like her to report back on at each meeting-Superintendent talks are valuable; Kristy will forward any monthly newsletters to members to read; Kristy could also pass on any important DPAC information to Corrine to coordinate into school communication emails
- 6.4 Fundraising Breanna Cook
- 6.4.1 Hawaiian Dance-Breanna will put a call out for volunteers to fill various vacant positions
- 6.4.2 Updates on past fundraisers: Kona Ice on Activity Day was big hit, Neufeld Farms (\$1000 profit); 2 freezie sales left on June 15th and 23rd (plus leftover concession items will be sold as well); flower basket fundraiser was less successful; suggestion for Spirit Bear coffee pods to be sold alongside Global Coffee fundraiser next year

Thank you for attending our General PAC Meeting!
Your support is essential to the staff, students and families of the Blakeburn School Community!

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- 6.5 Health & Safety Lyndsay Irwin
 - 6.5.1 Tara reports that parking and drop off and pickup are going as good as can be expected
 - 6.5.2 Luisa is taking over the position from Lyndsay next year
 - 6.5.3 Mr. Morwick has recently checked the emergency bins to ensure they are up to date
 - 6.6 Hot Lunch / Special Lunch Jodie Wong
 - 6.6.1 TCBY- June 20th, Red Robin (next Wednesday)-parent sign up is full
 - 6.6.2 Further discussion around using KEV vs. Munch-a-Lunch next year; possibly move to doing bulk ordering of hot lunch days over 3 Terms (Fall, Winter, Spring) to cut down on administrative costs with ML
 - 6.7 Members at Large Luisa Martin, Shannon Harper
 - 6.7.1 Nothing to report at this time
 - 7 Other Programs
 - 7.4 Munch-a-Lunch Alison Anderson
 - 7.4.1 See President's report for ML updates
 - 7.5 Milk / Fruit & Veggie Program n/a
 - 7.5.1 Shannon taking on the position next year; milk is no longer being distributed
 - 7.6 Yearbook Joanna Moss
 - 7.6.1 258 Yearbooks were purchased this year; 4 extras were ordered (1 for library, 1 spoken for, 2 extras-save for grade 5s); books should arrive by June 26th to hand out to students
 - 7.6.2 Yearbook could be used as a fundraiser in the future (allocate page for coupons or parent business advertisements)
 - 8 Other Business
 - 8.1 Set first meeting date for September 2023-Thursday September 14th, 2023 @ 6:30pm
 - 7. Adjournment

MOTION to adjourn meeting @ 8:20pm
M: Joanna/2nd: Shannon
MOTION CARRIED (all in favour)