



PAC GENERAL MEETING
TUESDAY, June 24, 2025 – 7:00 PM
Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 14 members in person

Anand Kanna, Alaina Milicevic, Megan MacDonald , David MacDonald, Lindsey Allen, Cara Schuster, Kelsey Fligg, Josephine Chan, Andrea Rodriguez, Taryn Day, Miranda Willemse, Anu Dawit-Kanna, Danielle Rulens, Andrea Anthony.

- 1. Meeting called to order @ 7:02PM** Anand
- 2. Agenda and Approval of Previous Minutes** Anand
 - a. Tonight's agenda, previously posted online, was left at each attendees' seat.
 - b. May's Annual PAC Meeting Minutes were posted online and there was no feedback or requested amendments.
 - i. Motion to approve minutes & agenda as presented: Megan
 - ii. Seconded Dave
 - iii. Call for Vote Unanimously Passed

- 3. Chair's Report** Anand Kanna & Alaina Millecevic
 - Thanking the outgoing PAC for all their dedication and hard work, and relentless advocacy for the rebuild of Hazel.
 - Glow Wild Committee – So thankful to see the community come together, overall a great success!
 - Family Portraits – great turnout, even with the rain!
 - Hot lunches are all complete!
 - Gr. 5 Leaving Ceremony went well and the kids head to Playland the next day
 - As final items from the insurance claim arrive a sorting and organization party will be needed.
 - June – a time of thanks you and good-byes
 - Continue to push for the Hazel Rebuild – Mass timber report. Working towards a meeting with Mike Farnsworth
 - Continue looking forward this coming year and continue our advocacy.
 - No questions for the Chair.



4. Principal's Report

Jason Hewlitt

- Thank you to Dave as he transitions out of his role, supporting Jason as he moves into this role.
- June 12 Jason had a meeting with Brad West. Brad confirmed that he is continuing to put pressure on Farnworth and his team. The Ministry and has promised to fast-track permits, the city is setting aside money to support the school build financially.
- Jason shared he is ready to step in and assume his new role, he has met the kids and has worked with many staff in the past.
- Additionally, a resolution was passed that the City of Port Coquitlam will not be charging the district for any permits on the new school build.

5. Treasurer's Report

Megan MacDonald

- The following report was read aloud to the members present:

Treasurer's Report Monthly Update				
Jun-25				
Item	Item Description	Money out	Money In	Comments
Hot Lunch Fundraiser	Revenue less Munch-A-Lunch Fee & Purchases	\$ -	\$ 223.03	Profit of \$ for the 2025-2026 Operating Budget after expenses
Grade 5 Fundraiser	Return-It Bottle Depot	\$ -	\$ 191.75	Profit of \$ to Grade 5 Grad committee
Grade 5 Fundraiser	Snack Days/Kona Ice (April and May)	\$ -	\$ 429.00	Profit of \$ to Grade 5 Grad committee after expenses
Grade 5 Bus	Bus to Playland Donation	\$ 617.40	\$ -	
Childcare	May Meeting	\$ 50.00	\$ -	Funds from Childcare Expenses
PAC Meetings/Socials	Meeting refreshments and snacks	\$ 55.14	\$ -	
Family Portraits	May Revenue	\$ -	\$ 1,160.00	Profit for the 2025-2026 Operating Budget
General Funds (Glow Party)	Expenses and Revenues from Event	\$ 1,951.15	\$ 5,489.97	Profit for the 2025-2026 Operating Budget = \$3,538.82
Gaming Grant (Glow Party)	50/50 & Raffle Baskets	\$ -	\$ 1,076.90	Profit for the 2025-2026 Gaming Grant Budget
Gardenworks	Final giftcard submission	\$ -	\$ 40.00	Profit for the 2025-2026 Operating Budget
Staff Appreciation	Year end thank you's for bus drivers & Principal	\$ 128.12	\$ -	
Munch-A-Lunch	Annual Fee and E-Transfer Fee	\$ 371.10	\$ -	Munch-A-Lunch increased fee this year

- The 2025-2026 Gaming Grant application was submitted on June 16th. We will not hear back on approvals or amount until the new school year.
- Fiscal end is July 31st so there may be a few changes before then.

6. Committee Volunteers

Anu

- Hot Lunch = **Alaina Millecevic** plus rotating volunteers to help the day of (Sign-up on the Munch-a-lunch site and you will be emailed regarding details closer to the date, you can always decline closer to if it doesn't work in your schedule anymore)
- Teacher's Appreciation (held in May) = **Taryn and Cara**
- Santa Breakfast (held at Citadel Middle School to support our families in our Hazel community) = **Shawna and Andrea A.**
- Grade 5 Events & Graduation = Position Open
- Fun Fair/Year-End Event = Shawna
- PAC Social Administration = Megan MacDonald
- PAC Social Media Coordinator = Shawna
- Childcare = Position Open
- Created by Kids = Shawna
- Gardenworks/truEarth = Megan MacDonald



- Portraits = Shawna
- Dine Outs = Anand
- Purdys/ Neufeld: Anu
- Newsletter: Anand and Jason
- Policy/Procedure for profitable fundraising events: What proper steps and procedures (like a business) are we following to ensure we have no surprises. We have a floating document that will help us dial in and help us launch committees thoughtfully, come September. What is involved? We need a scope and scale, to hold committees accountable for their funds.
- Anand Proposes that a PAC Executive sits on each profitable Committee. Submit a plan, refer to plan, oversee gaming license and that we stay on track.
- The Executive must apply for the Gamily licenses.
- Let's Glow Wild: great opportunity to bring the community together, it helped that many items were donated (cookies, donuts)
- Grade 5 Grad – big conversations around Snack Days fundraising. Will these be for the General Community or specific to Grade 5's? If Rachel is interested in supporting the Snack Day Fundraiser with possible Grade 5 designated days for certain months.
- Jason Hewlett shared that Maryhill fundraised as a whole population and gave a designated amount to the Grade 5 Committee. This helps to take the pressure off a have/have not Grade 5 grad
- Lindsay has requested for Jason to take this to the Grade 5 Teachers and get an idea of their vision, and the costs tied to that.
- Alaina shared that as a PAC, we fundraiser for everyone.
- Megan would like to gather all the information about this year's Gr. 5 Costs to have all the information to work with.
- Discussion about how changes to plans, regarding traditions, need to be communicated early and give adequate frontloading.

7. PAC Fundraising and Events Updates

Multiple

- Let's Glow Wild
- Gr. 5
 - No Committee leads were present and an update has been postponed.

8. School Board Update

Megan MacDonald

- Last Tuesday there was a meeting based on the end of year, capital submissions.
- Hazel was mentioned in that "we are waiting for more information"
- The Ministry has asked for a fourth option (timber frame)
- Megan approached for the next steps needed to be taken. Reports and costing are being submitted by the end of the month. Awaiting the submission to the Ministry.
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9. District PAC Representative Report

David MacDonald



HAZEL TREMBATH ELEMENTARY SCHOOL

- Alaina and Dave attended the meeting
- Election meeting, and Alaina is now their Newsletter Editor.
- Need to register our Executive with the DPAC
- Next meeting is PAC 101; October 1st, 2025 and Regular Meeting. Wednesdays at 7:00 pm at the Education Learning Centre

10. 2025-2026 Budget Presentation

Megan MacDonald

- A copy of the proposed 2025-2026 budgets were distributed with the agenda, posted on internal social media and left at each attending members' seat.
- Treasurer briefly went over the budget proposal documents and requested feedback before September's meeting where this budget will be put up for an approval vote.
- Feel free to connect with Megan with any questions.
- General and Gaming Account Breakdown

11. Open Floor Discussion

Multiple

- Welcome Back BBQ – An hour before Meet the Teacher Night
- Do we want to bring back the “Welcome Back BBQ” - \$1/\$2 Pop and Hot Dogs – Alaina will spearhead this
- Jason: Suggests we stick to the fundraiser list and plan that we lay out in September and not veer from that.
- Jason asked for PAC to share our information in his weekly newsletter. Sent to Jason by 3pm on Wednesdays.
- Suggested Dates to Citadel for Meetings have been approved.
- Shawna to confirm a date for Santa Breakfast with Citadel

12. Call to Conclude Meeting @ 8:44PM

- Motion to end meeting
- Seconded
- Call for Vote

Anand
Megan

Unanimously passed

*** NEXT MEETING TO BE HELD:** 7:00PM September 16th, 2025 at Citadel Middle School