



PARENT ADVISORY COUNCIL

MOUNTAIN VIEW ELEMENTARY SCHOOL

PAC HUB  <https://linktr.ee/mountainviewpac> |  <https://www.sd43.bc.ca/school/mountainview/Parents/PAC>
 mountainviewpac740@gmail.com |  <https://www.facebook.com/MountainViewElementarySchoolPAC>

Mountain View Elementary PAC Annual General Meeting Minutes

Date & Time: Tuesday, October 28th, 2025, 8:00pm

Location: Virtual via Zoom

IN ATTENDANCE:

Executive members:

PAC President - Shirley Low
PAC Secretary - Chelsea Dente & Miriam Galván Blanco
PAC Treasurers- Radu Pop & Marie Chiew
DPAC Representative – Madiha Kaleem
Hot Lunch Coordinator – Dilara Litonjua
Recycling Program Coordinator – Shinichi Hosomi
Social Media Coordinator – Arfinda Setiyoutami

PAC members at large:

Kelly Shum
Lisa Sathongnhot

Regrets:

PAC Vice President – John Park
Hot Lunch Coordinator – Lydia Ko
Member at Large – Carlos Davalos
Member at Large – Tally Melion
Member at Large - Tatiana Fischer

Mountain View families:

N/A

Mountain View school representative(s):

N/A

1. WELCOME / CALL TO ORDER

The meeting was called to order at **8:05 PM**, and quorum was confirmed.

2. APPROVAL OF TODAY'S AGENDA

Shirley motioned to add new agenda item (as #9) **“VOTE: Photoshoot Fundraiser Proposal”** to today's meeting agenda for discussion and possible approval of event and related expenditures (eg. photo backdrop, setup costs, etc.)

VOTE was conducted to see if we can carry the motion.

RESULT of 7 votes in favour, 0 opposed.

MOTION made by Dilara and seconded by Madiha to approve agenda as newly presented.

CARRIED

3. APPROVAL OF MINUTES FROM SEPTEMBER 2025 MEETING

MOTION made by Dilara and seconded by Radu to approve the minutes as presented.

CARRIED

4. PRINCIPAL'S REPORT – PAC President on behalf of School's Principal

- Thank you to the volunteers who helped Ms. Abel with **Scholastic Book Fair** last week.
- A big thanks to the many volunteers who did the pre-work and helped out at the **Pumpkin Hunt** this morning. The students had a great time and the daycare very much appreciated the donation of overflow pumpkins!
- **Halloween Parade** - morning of Oct 31st 9:15-9:45am (parents asked to line perimeter of the gym facing inward, classes will sit in the middle, then parade around the perimeter of the gym when it is their turn)
- **Volleyball Intra-school Play** is happening this year for intermediate students (Van Hove and Banico are coaching) with our first game coming up tomorrow!
- **Hip Hop** is booked for first week of February (for all classes with an end-of-week performance) approximately \$1500
- **500 Words** is booked for first week of March (school-wide performance by *Green Thumb Theatre*) cost approximately \$800
- **Emergency Prep** - Nancy Garcia would like to work with PAC reps to get water / food supply sorted out. If you have a volunteer on PAC who would like to coordinate a time to meet with Nancy, please let me know.
- **Coquitlam Mobile Library** visits - first two visits were orientations. Ms. Abel will create a subsequent schedule, each division will have a once monthly visit to exchange (with library card). Unfortunately the visit last week was cancelled due to unexpected circumstances.
- **Remembrance Day Assembly** - Monday, November 10th (Tuesday November 11th schools are closed in honor of the day)
- **School-based Pro-D is on Friday November 28th**
- **Winter Concert - Thursday December 11th** We are planning a similar schedule to last year
- **Hot Lunch** - we think all went well with the new format, thanks to the organization and clear communication from the PAC Hot Lunch committee.

5. TREASURER REPORT (SEPTEMBER 2025) – PAC Treasurer: Marie Chiew

PAC Treasurer's Report

Mountain View Elementary Parent Advisory Committee (PAC)
MONTH: SEPTEMBER 2025

Account - GENERAL	
OPENING CASH BALANCE	4,946.87
REVENUE	731.40
Freezie Sales	329.40
Bottle Recycling Program	162.00
Open House	170.00
Registration Day	70.00
EXPENSES	130.31
Freezie Sales	30.79
Bottle Recycling Program	4.48
Open House	-
Registration Day	68.04
Bank Charges	27.00
ENDING CASH BALANCE	5,547.96

Account - GAMING	
OPENING CASH BALANCE	7,877.08
REVENUE	-
Gaming Grant	-
EXPENSES	240.00
Open House	240.00
ENDING CASH BALANCE	7,637.08

BANK ACCOUNT SUMMARY	
General Account	5,547.96
Gaming Account	7,637.08
Savings Account	1,198.81
Total Funds Available	14,383.85

FUNDRAISING SUMMARY

Fundraising Event	Revenue	Expenses	Net Income
Freezie Sales	329.40	30.79	298.61
Bottle Recycling Program	162.00	4.48	157.52
Open House	170.00	240.00	(70.00)
Registration Day	70.00	68.04	1.96
Grand Total	731.40	343.31	388.09

6. PRESIDENT'S REPORT – PAC President: Shirley Low

- **Allocate “Teaching & Classroom Assistance Funds” by end of November**

Shirley will work closely with the school to determine how to best distribute the budgeted \$2,000 to benefit the classroom needs. Initial thought is to focus on the current 7 divisions plus the library/music room. We will aim to have this completed before end of November.

- **Playground Project Update**

Shirley has followed up with the Principal to arrange a walk through with the District's Facilities Rep (John). This is to determine any fixes and/or additions to the playground is required and the necessary details and next steps. Please stay tuned.

- **Parent Community is Growing & United**

Shirley took a moment to recognize the increase of interest from parents in taking part in Executive Team, to volunteering, to reaching out to support PAC in so many ways possible! It really takes a village to create wonderful memories and experiences for our children. Thank you everyone!

7. VOTE FOR PAC CONSTITUTION & BYLAW REVISIONS

Thanks to the John (Vice President) on assisting us on updating our existing Constitution & Bylaws to ensure it is current. Some changes made include to transition to online cloud/drives for storage of documents, including new executive role(s) and related responsibilities, and accepting electronic transfers instead of relying on cash and cheques.

A revised version was sent out to the committee 14 days in advance to the meeting as stated in our Bylaws.

A motion made by Shirley to cast a vote to approve and accept the newly revised version.

RESULT of 8 votes in favour, 0 opposed.

8. PAC 101 Debrief – DPAC Representative: Madiha Kaleem

Refer to Appendix A for presentation.

9. VOTE: PHOTOSHOOT FUNDRAISER PROPOSAL – PAC President: Shirley Low

Shirley presented on behalf of John (Vice President) regarding details of the upcoming November fundraiser – see Appendix B for details. This event will only take place if sufficient families sign up (require minimum of 20 families).

And if so, the following are the expected expenditures required:

For 20-50 families.

- spend 20% of fee towards set design
- spend 20% of fee towards imageCube photobooth.

For 50+ families

- spend 20% of fee towards set design

- spend 20-30% of fee towards set design (reason for high cost is because if the demand is high, we may need a second photographer)

Finally for full disclosure, John's business imageCube photobooth will be the vendor that will provide the studio photo services.

Vote was conducted to approve of this fundraiser proposal and related **expenses**.

RESULT of 8 votes in favour, 0 opposed.

10. 2025/26 PAC EVENT PLANS & UPCOMING OPPORTUNITIES:

Shirley reviewed the existing 2025/26 PAC event plans. If there are any parents that would like to partake in any of the event planning committees, please email mountainviewpac740@gmail.com and/or look for emails when volunteers and assistance is required.

- **Halloween Community Event – “No Trick All Treats” (Fri, Oct 31)**
Thank you for all those volunteered. We'll have 8 stations and 2 games lined up. It's happening rain or shine afterschool!
- **Holiday Family Photos Fundraiser (TBD – November)**
Planning will commence after we wrap up Halloween events this week. If you have experience in running mini photo sessions or would like to assist, please email mountainviewpac740@gmail.com.
- **Holiday In-Classroom Craft Activity (TBC – Tues, Dec 16)**
Currently waiting for Teachers to submit craft ideas during their November staff meeting. Depending on the activity, PAC might need assistance in sourcing and/or assembling kits for each classroom. Stay tuned!
- **Xmas Concert Concession (Thurs, Dec 11)**
Discussion: Radu is in charge of the concession this year. We discussed that the best approach is the prepay option via Munch a Lunch. A group with coordinators has been created to develop proposals and finalize what will be offered.
- **Pancake Breakfast (Thurs, Dec 18)**
Planning committee has begun our research and will most likely go with McDonalds this year to have fully cooked pancakes delivered to us rather than making them ourselves. This will allow all parent volunteers to be in the gym when the students are enjoying their breakfast.

Previous Santa has retired and there was discussions of having a parent dress up as Santa and/or Grinch instead this year.

- **Purdy's Chocolate Fundraiser – Need an event lead for this.**
Discussion: Three people have expressed interest; however, we are unsure if there is still enough time given the dates. Further investigation will be done to determine next steps and a final decision will be made whether to proceed with this fundraiser this year or focus on other events.

11. QUESTIONS

None.

12. ADJOURNMENT

The meeting was adjourned at **9:00PM**.

Motion was made by Radu seconded by Madiha to end the adjourn the meeting.

CARRIED

Thank you to everyone for their participation.

PAC101 Meeting Highlights

Attendees: 2 parents + myself

District Overview – Assistant Superintendent Jeremy Clarke

- **Student enrollment:** ~300 fewer students across District 43 vs. 2024–25.
 - **Increased support needs:** More students requiring additional support services.
 - **Funding impact:** Fewer students = less per-school funding.
 - **International students:** Decrease due to fewer work & study visa holders.
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Directions 2030 – Superintendent Nadine Tambilini (via video)

- **Guiding value:** *Personalized learning for all.*
 - **Upcoming surveys:**
 - Sent to staff, middle & high school students, and parents (via MyEd Portal).
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Parent Communication & Consent

- Parents **must give consent** to receive PAC emails.
- Some schools use “reverse consent”:

“You’ll receive emails unless you opt out.”

- Helps improve communication reach.



Establishing Quorum

- **General/Special meetings:**
 - Quorum = voting members **outnumber** non-voting members.
 - If <1 week's notice → quorum = 50% of exec + voting members (min. 5 total).
- **Executive meetings:** Quorum = **two-thirds** of voting exec positions filled.



Meeting Minutes Guidelines

- Focus on **decisions**, not individuals or verbatim discussions.
- Capture rationale **only when needed** for clarity.
- Avoid naming speakers.



Elections & Voting

- **Secret ballot required** for some roles (e.g., DPAC Rep – BC legislation).
- **Only 1 vote per family**, regardless of # of parents or children.
- **External person** should run elections (not a candidate).
- **Shared DPAC rep role:** Allowed, but **1 vote per PAC**.



Treasurer 101

- **Gaming funds:**
 - Must be spent **within 3 years**.

- Keep receipts **7 years**.
 - **2 signatures per cheque**, with **3 registered signers** (by name).
 - Maintain **2 accounts**: General + Gaming.
 - **2 people** must count cash.
 - **Investments:**
 - Non-profits rarely invest.
 - If saving for a project (e.g., playground), use **General Fund**, not Gaming.
 - **Tax receipts**: Parents **cannot** receive them unless in partnership with school admin.
 - **If PAC folds**: Gaming \$\$ can be **transferred to another PAC**.
 - **Mail**: Bank correspondence → **School office**, not Treasurer's home.
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Gaming Fundraisers

- Defined as fundraisers **based on chance** (raffle, 50/50, bingo).
 - Require **BC Gaming License**.
 - **Annual license** available for recurring events (apply up to **3 months in advance**).
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Playgrounds & Vendors

- **Playground costs**: Up to **\$100,000**.
 - **No more swing banks** allowed.
 - **Vendors**: Allowed for fundraisers, but must be **district-approved**.
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Record Keeping

- **Minutes online:** Keep accessible for **2–3 years** on school website.
- **BCCPAC membership:** Some PACs reconsidering, though may be needed for gaming account.