

## 1. AGM CALL TO ORDER @

### 1.1. Call to Order: 7:30

**Attendance:** Polly, Megan, Carla, Margaret, Iain, Tanya, Lyndsay  
Quorum met.

Agenda approved by Margaret and second by Lyndsay.

Last year's AGM Minutes approved by Margaret and second by Megan.

May Minutes approved by Lyndsay and second by Carla.

### 1.2 Acknowledgments

Cheam Elementary PAC is acknowledging that we are on the unceded territory of the Sto:Lo people.

Thank you to 2021/2022 PAC Executives!

**Chair:** Pollaris Raymond

**Vice Chair:** Megan Melnyk

**Treasurer:** Peter Hultgren

**Secretary:** Tanya Cannon

**DPAC:** Margaret Reid

## 2. UNFINISHED BUSINESS/CARRIED OVER FROM LAST MEETING

## 3. NEW BUSINESS

### 3.1 Principal's Report

Proud of team staff, PAC, and parents creating a stable reliable place during this chaotic time, adjusting to new COVID measures as they come and go.

Kids are doing well overall.

At the district, things that were on hold (with the uncertainty of COVID) are starting to move again. New projects are starting to funnel out. We've done so much this year. It feels good after things have been on hold for so long. Mr. Gardner is optimistic and excited about what is coming next year!

Plants have been added to the Circle Garden planters. The last piece for the circle garden is getting the cedar encasement around the plastic boxes to make the area look complete.

### 3.2 Executive Reports

#### Treasurer

<b>TREASURER'S REPORT - MAY 2022</b>					
<b>GENERAL ACCOUNT</b>					
TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
<i>Balance Forward (as at April 30, 2022)</i>					<b>\$ 19,891.14</b>
02-May-2022		Munchalunch Deposit		850.40	\$ 20,741.54
09-May-2022		Munchalunch Deposit		139.05	20,880.59
09-May-2022		Etransfer Out: Munchalunch Fee 2022-23	336.00		20,544.59
09-May-2022		Etransfer Fee re: Munchalunch Fee	1.00		20,543.59
17-May-2022		Hot Lunch Cash Deposit (SinAmen - May 6)		5.75	20,549.34
18-May-2022		STRIPE payment (Neufeld - Spring income)		288.00	20,837.34
19-May-2022		STRIPE payment (Neufeld - Spring income)		234.00	21,071.34
20-May-2022		STRIPE payment (Neufeld - Spring income)		297.00	21,368.34
24-May-2022		STRIPE payment (Neufeld - Spring income)		488.00	21,856.34
24-May-2022		Munchalunch Deposit		857.90	22,714.24
24-May-2022		STRIPE payment (Neufeld - Spring income)		966.00	23,680.24
26-May-2022		STRIPE payment (Neufeld - Spring income)		339.00	24,019.24
26-May-2022	159	Yearbooks	157.45		23,861.79
27-May-2022		STRIPE payment (Neufeld - Spring income)		49.00	23,910.79
27-May-2022		Break The Rules Income		1,035.85	24,946.64
30-May-2022		STRIPE payment (Neufeld - Spring income)		511.00	25,457.64
30-May-2022		STRIPE payment (Neufeld - Spring income)		596.00	26,053.64
30-May-2022		Munchalunch Deposit		598.07	26,651.71
31-May-2022		STRIPE payment (Neufeld - Spring income)		450.00	27,101.71
Total Income and Expenses			494.45	7,705.02	
<i>Ending Balance (as at May 31, 2022)</i>					<b>\$ 27,101.71</b>
<b>COMMITMENTS ON ACCOUNT</b>					
18-Jan-2022		UW Grant: Leftover Portion	100.00		
06-May-2022		Hot Lunch Expenses (SinAmen)	1,397.00		
31-May-2022		Munchalunch: Accounts Receivable		188.50	
31-May-2022		Munchalunch: Accounts Payable	28.00	-	
Subtotals			1,525.00	188.50	
<i>Total Cash Available (as at May 31, 2022)</i>					<b>\$ 25,765.21</b>

<b>GAMING ACCOUNT</b>					
TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
<i>Balance Forward (as at April 30, 2022)</i>					<b>\$ -</b>
Total Income and Expenses			-	-	
<i>Ending Balance (as at May 31, 2022)</i>					<b>\$ -</b>
<b>COMMITMENTS ON ACCOUNT</b>					
Subtotals			-	-	
<i>Total Cash Available (as at May 31, 2022)</i>					<b>\$ -</b>

<b>CASH BOX (FLOAT)</b>					
TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
(this float is kept in the locked PAC box in the staff room)					
<i>Balance Forward (as at April 30, 2022)</i>					<b>\$ 100.00</b>
Subtotals			-	-	
<i>Ending Balance (as at May 31, 2022)</i>					<b>\$ 100.00</b>

\*note for June's financial: Grade 5 Grad families will be etransferring money to Cheam PAC bank account, which will go straight out to the Grad event.

<b>2021-22 Year to Date</b>				
<b>ITEM</b>	<b>APPROVED</b>		<b>ACTUAL</b>	
<b>INCOME</b>				
Gaming Grant	\$ 4,840.00		\$ 5,040.00	
Hot Lunches + Milk Program	750.00		1,193.18	
Fundraising	4,250.00		10,655.73	<i>Includes Silent Auction incomes</i>
SD PAC Grant	150.00		150.00	
PST Rebates	-		-	
Yearbook sales	150.00		-	
<b>Total Incomes</b>		<b>\$ 10,140.00</b>		<b>\$ 17,038.91</b>
				<b>\$ 6,898.91</b>
<b>EXPENSES</b>				
			<b>Spent</b>	<b>Remaining</b>
Athletic Department	\$ 800.00		\$ 1,200.00	-
Classroom Support (\$165/division + EA)	2,145.00		2,140.60	4.40
Field Trips	<b>2,300.00</b>		1,360.00	940.00
Library	700.00		700.00	-
Special Events Committee	<b>850.00</b>		815.04	34.96
Staff Appreciation	200.00		200.00	-
Green/Earth/Environment Committee	-		109.80	-
				<i>Spent \$336 on Fall Tree Plant and Deposited Bottle Depot of \$226.20 on Mar 10/22</i>
BCCPAC Membership	<b>275.00</b>			275.00
Office Supplies	40.00			40.00
World Book Day (books for families)	<b>1,000.00</b>		1,000.00	-
Yearbook software	<b>156.00</b>		156.00	-
Munch-a-lunch fee	336.00		336.00	-
Cheque/Etransfer Fees	100.00		4.00	96.00
		<b>8,902.00</b>	<b>8,021.44</b>	<b>1,390.36</b>
<b>2021-22 Approved Additional Expenses</b>				
			<b>Spent</b>	<b>Remaining</b>
Grad Fund	<b>300.00</b>			300.00
FoodSafe Certification (Level 1)	105.00		105.00	-
Zoom Subscription	200.00			200.00
<b>Total Proposed Expenses</b>		<b>605.00</b>	<b>105.00</b>	<b>500.00</b>
<b>Total Expenses</b>		<b>9,507.00</b>	<b>8,126.44</b>	<b>1,890.36</b>
<b>Net Income/Loss</b>		<b>\$ 633.00</b>		

## DPAC

Schools will be moving to competency-based IEP's next year for grades K, 3, 6, and 9. More information hopefully to come.

SAGE: Gender 201 workshop scheduled for June 17, 2022 (May's workshop was cancelled due to illness).

Schools need to apply for gaming grants now for next year. (Pete has already done this for Cheam).

Saleema Noon workshop is scheduled for Nov 28, 2022; 6:30-8:00pm. Those who registered for the last workshop and did not gain access have priority registration. Reach out to DPAC to sign up and get on the list. This workshop will allow up to 300 participants.

Transmountain Pipeline has been granted early access to Watson Elementary and Vedder Middle School to perform preconstruction work only.

Elected their new Executives.

**DPAC executives for 2022/2023 are:**

**Chair:** Katie Bartel  
**Vice Chair:** Meghan Reid  
**Secretary:** Stacey Gould  
**Treasurer:** Jessica Clarke

**BCCPAC Rep:** Alicia Fleetham  
**Indigenous Rep:** Jenna Noppen  
**Member At Large:** Jeanne Roy  
**Member At Large:** Deirdre O'Connor.

**3.3 Committee Reports:**

**Hot Lunch**

Profits were about \$1000 for hot lunch this year.  
 Hot lunch committee had a lot of parent volunteer time which was awesome.  
 Options are limited due to food organization, hoping to expand more in the future as covid allows. (The companies currently selected for hot lunch days organize the food by classroom for us. In the past parent volunteers had to organize the food once it arrived before delivering it to each classroom.)

<b>Fund &amp; Hot Lunch Profit</b>					
<b>As at June 3, 2022</b>					
<b>Munchalunch</b>					
Event Type	Event Date	Event Name	Revenue (After Stripe Fee)	Vendor Cost	Profit
Lunch	Oct 07, 2021	10/07 (Thu) - Fuel Catering Hot Lunch	\$876.80	\$791.60	\$85.20
Lunch	Oct 29, 2021	10/29 (Fri) - Sin Amen Bun Co Hot Lunch	\$1,617.10	\$1,445.80	\$171.30
Lunch	Nov 19, 2021	11/19 (Fri) - Jim's Pizza Hot Lunch	\$1,148.33	\$995.15	\$153.18
Lunch	Dec 10, 2021	12/10 (Fri) - Fuel Catering Hot Lunch	\$1,203.59	\$1,086.81	\$116.78
Lunch	Feb 04, 2022	02/04 (Fri) - Hot Lunch - Jim's Pizza	\$851.38	\$739.75	\$111.63
Lunch	Feb 25, 2022	02/25 (Fri) - Hot Lunch - Hugo's Mexican	\$1,108.87	\$993.38	\$115.49
Lunch	Mar 18, 2022	03/18 (Fri) - Hot Lunch - FUEL Catering	\$1,178.17	\$1,078.29	\$99.88
Lunch	May 06, 2022	05/06 (Fri) - Sin Amen Bun Hot Lunch	\$1,543.95	\$1,380.20	\$163.75
Lunch	May 26, 2022	05/26 (Thu) - FUEL Catering Hot Lunch	\$1,200.94	\$1,024.97	\$175.97
Fund	Sep 30, 2021	Great Little Coupon Book (Coupon books)	\$1,155.07	\$672.00	\$483.07
Fund	Nov 08, 2021	Neufeld Farms - Holiday Favourites (Neufeld 2 - Holiday)	\$6,541.56	\$5,548.00	\$993.56
Fund	Jun 02, 2022	Neufeld Farms - Spring	\$4,218.00	\$3,495.00	\$723.00
Fund	Jun 15, 2022	Yearbooks (Yearbook)	\$2,148.43	\$2,194.80	(\$46.37)
Totals:	Jun 30, 2021		\$20,574.20	\$17,976.05	\$2,598.15
<b>Non-Munchalunch</b>					
Event Type	Event Date	Event Name			Profit
Fund	Nov 20, 2021	Mabel's Labels			\$122.33
Fund	Dec 20, 2021	Devry - Fall			\$1,201.16
Fund	Mar 28, 2022	Silent Auction			\$5,467.87
Fund	May 14, 2022	Devry - Spring			\$675.26
Fund	May 27, 2022	Break The Rules			\$1,035.85
					\$8,502.47
				<b>Total Profit</b>	<b>\$11,300.62</b>
<b>2022 Silent Auction Donations</b>					
Donor	Date	Amount			
Dominic Systems Limited	2022-01-26	200.00			
<b>TOTAL</b>		<b>200.00</b>			

**Spirit**

There are no more spirit days scheduled for the remainder of the year.

Indigenous day: Our Indigenous Education Assistant, Audrey Munroe, is putting resources together for teachers to present to students. Bannock is going to be delivered to the school.

A naming ceremony may happen in September of next year for the circle garden.

\*This is not a PAC organized spirit day; however, it was discussed when the Spirit committee updates were brought forward.

## **Fundraising**

The fundraising team hope to have more parental involvement and new ideas to increase fundraising for next year.

The Coupon Book fundraiser is set up for next year; Books will go on sale in September.

Mabel's labels fundraiser will happen again. Sales will start in August (check the Cheam Facebook page in August for start dates) and extend into the beginning of the school year.

## **Special Events**

Summer Fun Day will have a Pizza hot lunch; details to follow.

There will be a Concession stand at the Summer Fun Day. Parent volunteers at the stand will help children pay for their items.

Kona Ice will also be onsite for the Summer Fun Day, prices to come.

## **Yearbook**

Lots of books ordered.

Pick up date to be determined

## **Green**

No updates at this time

## **Grade 5 Grad**

Grad Family Beach Party fees due Friday June 17<sup>th</sup> – etransfer [cheam-pac@sd33.bc.ca](mailto:cheam-pac@sd33.bc.ca) - with your child's name in message box

## **3.4 2021 – 2022 Feedback Survey Report**

**Favourite PAC event** was the Meet, greet and eat followed by the skate party

**Favourite Hot Lunch** was SinAmen, followed by Fuel Catering

**Fundraising for next year**: Devry, Neufeld Farms, coffee, break the rules day

**What parents want PAC to advocate for next year:** more robust arts program, some kind of Christmas concert, more community involvement, more field trips, kid lead bake sales to raise money for their own things.

**Additional Comments:** Really appreciate the weekly email, thanks for all you do, you go above and beyond, thanks for all your hard work and time this year.

**Committee sign up:**

**Hot Lunch:**

**Spirit:** Leanne Singh

**Fundraising:** Lyndsay Fairweather

**Special Events:** Jennifer Bromley, Leanne Singh

**Yearbook:**

**Green:**

**Grade 5 grad:** Pollaris Raymond, Martha Marks, Kylie Greidanus

\* If you would like to join a committee email Cheam PAC at [cheam-pac@sd33.bc.ca](mailto:cheam-pac@sd33.bc.ca).

\*\*Currently have no volunteers signed up for the following committees: hot lunch, yearbook, green.

### 3.5 Vote for 2022/2023 PAC Proposed Budget – as presented at last meeting

#### **2022-23 Budget**

ITEM	2021-22 APPROVED	2022-23 PROPOSED
<b>INCOME</b>		
Gaming Grant	\$ 4,840.00	\$ 5,000.00
Hot Lunches + Milk Program	750.00	750.00
Fundraising	4,250.00	4,500.00
SD PAC Grant	150.00	150.00
Yearbook sales	150.00	150.00
<b>Total Incomes</b>	<b>\$ 10,140.00</b>	<b>\$ 10,550.00</b>
<b>EXPENSES</b>		
Athletic Department	\$ 800.00	\$ 800.00
Classroom Support (\$165/division + EA)	2,145.00	2,275.00
Field Trips	2,300.00	2,300.00
Library	700.00	700.00
Special Events Committee	850.00	850.00
Staff Appreciation	200.00	200.00
Green/Earth/Environment Committee	-	-
BCCPAC Membership	275.00	1,000.00
Office Supplies	40.00	40.00
World Book Day (books for families)	1,000.00	1,000.00
Yearbook software	156.00	175.00
Munch-a-lunch fee	336.00	336.00
Cheque/Etransfer Fees	100.00	50.00
Grad Fund	300.00	300.00
Food Safe Certification (Level 1)	105.00	100.00
Fruit Program (previously Zoom Subscription)	200.00	200.00
<b>Total Expenses</b>	<b>9,507.00</b>	<b>10,326.00</b>
<b>Net Income/Loss</b>	<b>\$ 633.00</b>	<b>\$ 224.00</b>

Megan motions to accept the budget as presented. Margaret Seconds Motion Passed – unanimous vote

### **3.6 PAC Executive Nominations are:**

**Chair:** Megan Melnyk

**Vice Chair:** Tanya Cannon, ~~Carla Soutar, Megan Melnyk,~~

**Treasurer:** Carla Soutar

**DPAC Rep:** Pollaris Raymond

**Secretary:** ~~Tanya Cannon,~~ Lyndsay Fairweather

### **3.7. Open floor for new PAC executive nominations:**

No new nominations for Chair, Megan becomes PAC Chair.

Megan removed her name from Vice Chair

Some discussion ensued as there were 3 positions with available (Vice Chair, Treasurer and Secretary) between Carla, Tanya and Lyndsay and no extra attendees at the meeting for more nominations.

Carla nominated Lyndsay Fairweather for Vice chair, her nomination was rescinded

Carla removed her name for vice chair, and then added it again

Lyndsay said she could let her name stand for vice chair

It was suggested Tanya take Vice Chair, Carla be interim treasurer and Lyndsay become Secretary. – All agreed

Carla accepts her treasurer nomination as an interim position

Tanya removed her name from Secretary

### **3.8 Vote for 2022/2023 PAC Executives**

#### **Voting Results:**

**Chair:** Megan Melnyk

**Vice Chair:** Tanya Cannon - acclaimed

**Treasurer:** Carla Soutar – acclaimed (interim)

**DPAC Rep:** Pollaris Raymond

**Secretary:** Lyndsay Fairweather - acclaimed

### **3.9 Housekeeping: Motion to change (remove and add) signers on PAC Bank Accounts – general and gaming, Pass on role information to new PAC Executives.**

Carla made a motion to remove Polly and Pete as signors and to add Lyndsay and Carla to be signing officers on Cheam PAC accounts.

Seconded by Polly

Motion Passed; unanimous vote

**4. OPEN DISCUSSION**

**5. Meeting adjourned: 8:57**

**Business Carried Over:**

**Next PAC Meeting:**