

Osler PAC AGM
June 10, 2024 7:00 pm
Osler Library

Draft Meeting Minutes

In Attendance

Joanne Lee, Sandy Chan, Diana Leong, Melanie Leung, Jenn Lui, Rosemary Thomas, Dannis Chan, Trisha Pang, Carmen Chun, Michelle Lee, Ginny Chiu

Call to Order

Meeting called to order at 7:06 pm.
Land Acknowledgement and Greetings

Approval of Agenda

Joanne motioned to approve, Melanie 2nd, motion carried.

Approval of AGM minutes from June 14th, 2023

Dannis motions to approve the minutes, Michelle 2nd, motion carried.

Principal's Report

- On behalf of the school, Ms. Thomas would like to thank the PAC for all their support throughout the school year. Whiteboards are now installed in the classrooms and the teachers and students are very happy with this new addition to the classrooms. Thank you to all the events that PAC hosts such as the Saleema Noon training and Spooktacular and spring carnival and all other fundraising initiatives.
- Events: This term, the school hosted "Play Day", a half day school wide event to promote SEL learning and community. There were many Fine Arts activities built into student learning with Div 7 and 8 having an artist in residence working with them. Many classes had field trips with a focus on Indigenous learning.
- Sports Day will be held on Friday June 21st. More info to come. Grade 7 leaving ceremony is on June 19th.
- No staffing changes at the moment. There will be 11 divisions next year with MACC not at Osler next year.
- Jenn asked about whether there will be split classes and what grades teachers will be teaching. Response: Teachers have not been allocated for next year and classes will most likely be split, but we do not know yet.

Chair's Report

- After school activities are secured for next year. Monday Mini Makers, Tuesday Arts (younger grades), Wednesdays Writing (age group TBD), Thursdays Arts sketching (older grades), Fridays Hip Hop.
- We are in the process of planning a Lions Club Welcome back BBQ. PAC will pay for the food, but the Lions Club will come in to do the cooking. More details to follow.
- The Events Team is dissolving but the members will still continue to volunteer with the PAC. Thank you for all the great events that you have planned for the school this year!
- Dannis will replace Diana as the new hot lunch coordinator. Thank you Diana for making this year's hot lunch a success and welcome Dannis to the team!
- Michelle will be the Grade 7 Grade Parent Committee Rep for next year and the plan is to have grade 7 students volunteer with fundraising and PAC initiatives so the grade 7s

can raise money for their camp and other grad initiatives. 50% of hot lunch profits will go to grade 7 with a maximum payout cap for \$3000.

- Hot lunch will continue for 5 days a week. Looking at a new vendor, potentially Calhoun's for Monday, Wednesday, Fridays.
- Will be implementing a Cyber Security 3 hour program for grade 6 and 7s for the new school year. The program is developed from a UBC prof and it will be a PAC paid program approximately \$1600. Details and date TBD.
- Saleema Noon has been booked for the next school year. Parent info session will be on Sept 24 and classes will be on Oct 2 and 3.
- We will have the PAC package print out ready for September. Will try to find ways to condense and streamline the info as much as possible to save paper, however it seems like a hard copy, rather than digital, is still best for ensuring that communication is delivered to all families at the beginning of the year.

Treasurer's Report

- Our general account started out with a rollover balance of \$25,000 in Sept 2023 and funds raised this school year were approx \$17,000.
- Our biggest revenue fundraiser was Hot Lunch with approx \$10,000. Other profits include gift cards \$521, Purdy's \$194, Spooktacular \$1704, other events \$903, Krispy Kreme \$160, Rhythm and Art \$380.
- Direct donation from Dragon Fire Charitable Foundation totalling \$3,000.
- Expenses this year totaled approx \$25,000 in our general account, including classroom laptops \$10,000, teacher and staff stipends \$4,000, classroom whiteboards \$6,000, classroom projector \$2,000, Grade 7 contribution \$2,000, scholarships to Hamber and Churchill \$200, Saleema Noon parent seminar \$400, Holiday Hamper \$145, Misc (fruit/veg program, bank fees) \$250. Estimated ending balance is approx \$17,000.
- Gaming account started out with \$2400. Grant of \$5,540 was received for the school year. Expenditures include: Library projector: \$2,000; Saleema Noon student seminar \$1,208; pancake breakfast: \$36; movie license: \$610. Estimated ending balance is \$3,900.
- Please refer to the balance sheet below for exact amounts.
- This year we spent more than we made from the General account. We will carry forward this year's gaming ending balance of \$4120, and we still have 2 years to use it.
- Will check to see if we can use our gaming funds for the upcoming Cyber Safety program.
- Seems like the replacement costs of tech happens every 3-5 years so we want to have enough funds to anticipate this upcoming cost.
- The Budget for the 2024-2025 school year will be presented in the fall General meeting.

Election of Officers for the 2024-2025 School Year

- Executives are elected by majority vote from the voting members. There are 10 voting members present.
- **Chair**
Trisha and Jenn vote Joanne Lee as Chair.
Joanne accepts nomination as Chair.
All in favour, motion carried.
This will be Joanne's 4th year as Chair. The maximum allowable term per Osler's Constitution and Bylaws states that "No person may hold the same executive position for more than four (4) consecutive years except by special resolution." Anyone who is

interested in this role in the 2025-2026 year should contact the exec team. Joanne is willing to continue in the Exec team and act as Past-Chair to support the new Chair.

- **Vice-Chair**

Diana Leong will be stepping down as Vice-Chair.

Jenn nominates Dannis Chan as Vice-Chair.

Dannis accepts nomination as Vice-Chair.

All in favour, motion carried.

- **Secretary**

Joanne nominates Ginny Chiu to continue as Secretary

Ginny accepts to continue as Secretary.

All in favour, motion carried.

This will be Ginny's 4th year as Secretary. The maximum allowable term per Osler's Constitution and Bylaws states that "No person may hold the same executive position for more than four (4) consecutive years except by special resolution." Anyone who is interested in this role in the 2025-2026 year should contact the exec team.

- **Treasurer**

Ginny and Joanne nominate Sandy Chan to continue as Treasurer.

This will be Sandy's 5th year as Treasurer. Osler's Constitution and Bylaws state that

"No person may hold the same executive position for more than four (4) consecutive years except by special resolution." By special resolution, Sandy will continue to act as Treasurer for the upcoming school year. Anyone who is interested in this role in the 2025-2026 year should contact the exec team.

Sandy accepts to continue as Treasurer.

All in favour, motion carried.

- **Members-at-Large**

Ginny and Joanne nominate Jenn Lui, Melanie Leung, Trisha Pang, Carmen Chun, and Michelle Lee to be members-at-large.

Jenn, Melanie, Trisha, Carmen and Michelle accept to be members-at-large.

All in favour, motion carried.

New Business

- For the next school year, we are considering asking families to donate approx \$25 per student (minimum \$25) to offset the cost of fundraising. Would be considered a donation and families can receive a tax receipt if they donate a minimum of \$20 and pay through the VSB school portal. Will need to think of effective ways to deliver this message to the families - i.e. a message to ask parents to either volunteer their time and/or with a donation. Goal is to bring the community together to build awareness of what PAC does and why we need to raise funds. Many families do not realize that the public school system does not fund everything and requires PAC to raise additional money to create programs and support the teachers, classrooms, and students.
- Our first General Meeting for 2024-2025 will take place in person at Osler library on Tuesday Oct 1 (7pm). The following meetings will be scheduled in Feb (online meeting), April (online) and AGM in June (in person). Dates TBD.

Ginny sets motion to adjourn the meeting. Sandy 2nd the motion.

Meeting adjourned at 8:24 pm.

Expenses 2023/24	General	Gaming
Teacher Stipends	\$ 4,000.00	
Grade 7 (portion from Hot Lunch - final)	\$ 2,000.00	
Laptops (14) @ \$700 each - estimate	\$ 10,000.00	
Saleema Noon	\$ 400.00	\$ 1,207.50
Events - supplies (pancake breakfast)		\$ 33.43
Fruit Program - supplies	\$ 50.00	
Churchill and Hamber scholarships (\$100 each)	\$ 200.00	
Holiday Hamper 2023	\$ 145.00	
Classroom whiteboards (\$6K - \$3K to be funded by PAC)	\$ 6,000.00	
Library & classroom projector (\$2k each)	\$ 2,000.00	\$ 2,000.00
ACF - Movie License		\$ 610.00
Misc. - meeting snacks, bank fees - estimate	\$ 250.00	\$ 36.00
Subtotal General Expenses	\$ 25,045.00	\$ 3,886.93
Wish List		
(Items moved to Expenses; wishlist fulfilled)	\$ -	\$ -
Subtotal Wish List	\$ -	\$ -
Total expenses	\$ 25,045.00	\$ 3,886.93

General Account	2023/24	Gaming	Notes:
Roll Over Balance	\$ 25,381.97	\$ 2,467.38	Balance as at Sep 1 2023
Spooktacular	\$ 1,704.00	\$ 5,540.00	Received October 2023
Events - actual-to-date	\$ 903.00		\$425 White Spot coupons/cotton candy sales + \$478 holiday movie
Purdy's	\$ 194.09		
Gift Card Fundraiser	\$ 521.50		Net raised: \$417 in Nov 2023, \$104.50 in Apr 2024
Direct Drive - Dragon Fire*	\$ 3,000.00		Remaining donation to whiteboards' total cost of \$6K
Hot Lunch	\$ 10,000.00		YTD to June 7 2024, rounded
Rhythm & Art kickback	\$ 380.00		\$150 in Nov 2023, \$160 in Mar 2024, \$70 in Jun 2024
Krispy Kreme Fundraiser	\$ 160.00		
Subtotal General Account	\$ 42,244.56	\$ 8,007.38	
Total Expenses	\$ 25,045.00	\$ 3,886.93	
Estimated balance at end of y	\$ 17,199.56	\$ 4,120.45	
Funds Raised To Date:	\$ 16,862.59	\$ 5,540.00	