



# Meeting Minutes

**Date:** Tuesday, January 16, 2024

**Time of Commencement:** 6:36 PM

**Time of Adjournment:** 7:50 PM

**Location:** Onsite & Virtual

**Attendance:** Jill, Karen, Lynnessa, Ann, Harman, Elsie, Lena

**Absentees:** Anthony

*Land Acknowledgement by Jill*

*Welcome New Members: N/A*

*Vice Principal's Update*

## Upcoming Events

- Community, Conversation, and Coffee on Friday: January 26 in the MUSIC ROOM
- Literacy Week – Next Week with guest speaker
- Jump Rope for Heart
- Tennis (Feb. 26 – Mar. 1): Cost of \$2450 [PAC voted to cover in full]
- Resilient Rhythm: One Day Workshop, whole school (Apr. 2 – first day back after Spring Break): Cost \$1240 [PAC voted to cover in full]
- Hip Hop (May 27th – May 31st): Cost of \$1837 [PAC voted to cover in full]

## Updates

- Painting wrapping up soon upstairs; next up will be main floor
- Custodial service reverting to pre-covid at end of Jan. They will be here from 3-11 pm moving forward. 4 hrs during the day has been cut back
- Grade: 4 & 7 for Middle Years Development Instrument participated
  - Social and emotional confidence
  - School experiences
  - Results will shared at next PAC meeting
- Student surveys done every year is upcoming
  - Students learning experiences
  - Data analyzed at provincial level

## Approval of minutes

- Dec 2023 minutes approval record – Anthony Ng (Dec 25th), Lynnessa



*Treasurer's update*

**As of 2024-01-15 10pm PST**

- Fundraiser Account: \$1,195.03 (New Hot Lunch EMT Orders)
- Gaming Account: \$4,572.15
- Main Account: \$14,757.60
- MiniMart Account: \$133.76
- Rosser District Account for PAC: \$874.38

Notes: Minimart Money should be given to the grade 7 (carry over from last year minimart)

- Write a cheque to Rosser Elementary School

**Open Liabilities (Uncashed Cheques)**

Sum of Total Amount of the Cheque	Column Labels						Hot Lunch	Grand Total
Row Labels	Division 2	Division 3	Division 4	Division 5 - Ms Branco (Gr 2/3)	Division 7	Expenses		
Field Trip	\$ 120.00	\$ 500.00	\$ 400.00	\$ 380.00	\$ 360.00		\$1,760.00	
hot lunch;						\$ 129.00	\$ 129.00	
<b>Grand Total</b>	<b>\$ 120.00</b>	<b>\$ 500.00</b>	<b>\$ 400.00</b>	<b>\$ 380.00</b>	<b>\$ 360.00</b>	<b>\$ 129.00</b>	<b>\$1,889.00</b>	

Additional Commentary on Open Liabilities:

- Just over half the original budgeted field trip funds have been allocated. More was requested on the wish list, but it is not clear how much more is needed.
  - Jill to remind teachers
- It does not appear that we have received reimbursement requests for wish list items.
  - Waiting on Jill to get the wishlist items sorted

**Budget Snapshot 2024-01-15**

Numbers are net profits (blue), net spend (red)



	Original Budget	As of 2024-01-15	
<b>Fundraiser Account: 100082215978</b>		<b>\$ 1,195.03</b>	
<b>Gaming Account 100068167850</b>	<b>-\$ 2,612.85</b>	<b>\$ 4,572.15</b>	
OOpening Balance	\$ 1,422.15	\$ 1,422.15	
50/50	\$ 1,000.00	\$ -	
Dance/Jazz	-\$ 1,250.00	\$ -	
Drumming	-\$ 2,500.00	\$ -	
Field Trips	-\$ 3,200.00	\$ -	
Gaming Grant	\$ 3,200.00	\$ 3,160.00	
Gaming License	-\$ 35.00	-\$ 10.00	
Tennis	-\$ 1,250.00	\$ -	
<b>Main Account: 100068064297</b>	<b>\$ 13,449.23</b>	<b>\$ 14,757.60</b>	
OOpening Balance	\$ 11,615.87	\$ 11,245.91	
BankInterest		\$ 16.98	
BottleDrive	\$ 750.00	\$ 337.60	
Classroom Consumables	-\$ 2,400.00	-\$ 554.78	
FruitVeggie	-\$ 400.00	\$ -	
FundApples		\$ 394.00	
FundCOBS	\$ 85.00	\$ -	
FundFamilyPhoto	\$ 345.00	\$ 37.41	For Family Photo \$406.17 Actual (\$368.76 2022/23 Carry Over exp)
FundGiftCard	\$ 919.00	\$ 447.15	
FundNeufeld	\$ 447.00	\$ 679.00	
FundPlant	\$ 607.08	\$ -	
FundPurdys	\$ 461.60	\$ 449.99	
Goodie Bags	-\$ 300.00	\$ -	
Grade 7 Graduation	-\$ 150.00	\$ -	
Gymastics		-\$ 1,549.50	
HotLunch	\$ 7,500.00	\$ 4,834.61	
Library/Class Books	-\$ 500.00	-\$ 214.76	
MinimartExp	-\$ 300.00	\$ -	
NeedyFamily	-\$ 500.00	-\$ 1,000.00	
PAC Expenses	-\$ 250.00	-\$ 51.24	
PACGrant	\$ 150.00	\$ 144.35	
Pancake Breakfast	-\$ 200.00	\$ -	
Planners	-\$ 1,131.32	-\$ 1,070.17	
Scholarship Program	-\$ 500.00	\$ -	
Speakers/Guests	-\$ 1,500.00	\$ -	
Spirit Wear		\$ 241.09	
Sports Day	-\$ 800.00	\$ -	
Staff Appreciation	-\$ 500.00	\$ -	
TDGrant		\$ 369.96	TD Grant Carry Over from 2022/23 (for school play gear)

### DPAC update

- Monday – Jan 15,
- Next meeting – Feb 21

### Fundraisers / Activities

- **Hot Lunch Updates**
  - December was a short month: \$326 in profit
  - Feb orders are out
  - Today was bit messy with pies lunch today because there was no aluminum base or cutlery: given them feedback twice, hopefully won't happen again
  - Survey results:
    - Most feedback is good
    - Twice a week is good frequency
    - Online options like reminders, payments, printing calendars are helpful



- Looking for data on how many families signed up
- Lynnessa: google group of signup emails to send out notifications – 136 signed up as of November 2023
- Action: Lynnessa to add PAC email to the group and send out notifications from PAC emails
- **50/50 Draw**
  - Draw date for Jan needs to change
  - Karen to contact gaming branch to change dates
  - Heather to help Karen plan the fundraiser
- **Upcoming Fundraisers / Events**
  - Plant Sale & garden work fundraiser – April / May
  - Karen to figure out dates for Purdy's, Neufeld & Plant sale
- **Rosser Parent Night**
  - Feb 13
  - Light Dinner
  - 6-7 pm, followed by PAC Meeting 7-8 pm
  - Agenda:
    - School Goals – 10 mins followed by Q&A – 10 mins
    - General Q&A – 10 mins
    - Introductions if attendance is low
    - Eat & mingle
    - Name tags will be great
  - Babysitters for 2.5 hrs
  - Need a room for babysitters
  - Posters
    - What is PAC all about
    - Advertisement poster

### *Other*

- **Spirit Wear Updates**
  - Survey to gauge interest: send it out electronically
- **Updated distribution process** due to some hiccups with spirit wear orders
  - No one is pickup other people's orders without sign-off
  - Track pickups against the order sheet
- **December reflection – how did the events go? What to do differently next time?**
  - **Pancake Breakfast**
    - Pearl Milling pancake mix
    - Check for all allergies not just gluten
    - 10 kg mix for 170 people
    - Make pancakes fluffy
    - Only make 15-20 cups of coffee
  - Goodie bags were well received by kids. Also distributed to pre-school



- Toy Drive
  - Good time
  - Good turnouts
- Gift cards donations for families in need were greatly appreciated
- **Bottle Drive**
  - Hot lunch juice boxes were thrown away - new or half filled
  - Get hot lunch volunteers to give a reminder to kids to clear out juice from the boxes before throwing or take them home
- **Open Roles**
  - Assistant Treasurer role
  - Vice-Chair for upcoming year
  - DPAC Rep
  - Social Media Coordinator for remaining terms: Elsie is stepping down
- **100-year Celebration:**
  - Waiting for Jill to give us some parameters
    - Concession stand
    - Food
    - Presentations
    - Cake by Jenn
- **Eye Level Learning Centre follow-up**
  - “What I have in mind is simply ask the PAC to let the parents know that there is a fundraising partnership between the school PAC and Eye Level Learning Centre of Burnaby (2 in the city) and if a Rosser student registers and studies at our centre, we will donate/share 3% of the gross tuition to the school EVERY MONTH. For example, I have a grade 6 currently studying at my centre, he is paying \$165 a month to me, therefore, if we have a partnership, I will donate \$5 a month to the school each month the child is studying at my centre.” - Request from the vendor
  - PAC made a unanimous decision to not promote learning centers at school
- **Parent Feedback:**
  - Minimart: challenges with one order at a time; single payments are challenge
    - Kids look forward to it
    - Low parent participation
    - Jill appreciated the feedback and will take it back to the teachers to figure out next steps
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### *Action Items*

- Jill:
  - Provide a budget for Centennial Celebration – more in the new year
  - Fulfilling wish list
  - Finalizing earthquake bin contents and plan
- Karen:



- ~~○ Update Generic Donation Letter and plan schedule to send it out in January~~
- Organize 50/50 Draw
- Figure out dates for Purdy's, Neufeld and Plant sale
- Lynnessa:
  - Connect with Subway vendor on quality of subway sandwiches after next order; Was waiting for the 2<sup>nd</sup> time. Need feedback for the 2<sup>nd</sup> time. Lynnessa will ask parents for feedback on Whatsapp.
  - Send out another reminder for the Hot Lunch survey
  - Add PAC email to lunchnet email group
- Anthony: JD for Treasurer assistant
- PAC Execs:
  - Plan Parent Night – need volunteers
  - Recruit for open roles

***Next meeting – Feb. 13, Tuesday – 7:00 pm at School Library and Virtually***