



Meeting Minutes

Date: Thursday, March 5, 2026

Time of Commencement: 5:35 PM

Time of Adjournment: 6:55 PM

Location: School Library

Attendance: Ann, Siobhan, Chris, Harman, Cathy, Alicia, Jenn, Darwin

Absentees: Anthony, Kim, Heather, Lisa J, Lisa T

Land Acknowledgement by Ann

The Burnaby School District would like to acknowledge and thank the Coast Salish Nations of Musqueam, Tsleil-Waututh and Squamish, on whose traditional territory we teach, learn and live.

Welcome New Members – Introductions

Vice Principal's Update

- Teachers Wish List – Still working through finalizing the list. Budget from PAC - \$1000
- Lacross in April 20-24, 2025; Cost: \$2125 (fully funded by PAC)
- Staff interested in bringing in dance to kids. Found a first nations dance teacher, Ms.. Jody helping to find grant money to cover the full cost. May 25-29; Celebration activity on Friday, may invite parents if its outdoors, weather permitting

Approval of minutes

- January 2026 – Harman approved
- February 2026 – TBD



Treasurer's update (as of 2026-02-28)

Bank Accounts

Jan 31st, 2026

Accounts	Opening Balance	Running Totals Jan 31st	Balances Jan 31st
Cash Box Account	\$ 47.80	\$400.00	\$ 447.80
Fundraiser Account: 100082215978	\$ 118.43	\$5,059.43	\$ 5,177.86
Gaming Account: 100068167850	\$ 2,068.65	\$450.00	\$ 2,518.65
Main Account: 100068064297	\$ 14,822.01	-\$1,522.16	\$ 13,299.85
Mini Mart Account: 100089591637	\$ -	\$2,575.23	\$ 2,575.23
Rosser District Account for PAC	\$ 875.86	\$100.00	\$ 975.86
White Spot Gift Cards 2026	\$ -	\$2,173.75	\$ 2,173.75
		Total Monies	\$ 24,019.39

Feb 28th, 2026

Accounts	Opening Balance	Running Totals Feb 28th	Balances Feb 28th
Cash Box Account	\$ 47.80	\$65.00	\$ 112.80
Fundraiser Account: 100082215978	\$ 118.43	\$12,446.88	\$ 12,565.31
Gaming Account: 100068167850	\$ 2,068.65	-\$1,650.00	\$ 418.65
Main Account: 100068064297	\$ 14,822.01	-\$8,122.21	\$ 6,699.80
Mini Mart Account: 100089591637	\$ -	\$2,575.23	\$ 2,575.23
Rosser District Account for PAC	\$ 875.86	\$100.00	\$ 975.86
White Spot Gift Cards 2026	\$ -	\$1,390.50	\$ 1,390.50
		Total Monies	\$ 22,371.79

February 2026 Highlights

- Hot Lunch Profit hit by January expense (\$695.95) carrying into Feb. About \$730 profit.
- Movie Night raised \$2515.93
- Freeze Dried Fund raiser Raised: \$363.00
- Minimart Monies:
 - 25/26 Grads: \$2091.05 (note next month, 50/50 winner Le Thuy donated her winnings to the grad class)
 - 26/27 Grads: \$988.91
- Bottle Drive Monies increased from \$380.65 to \$455.05.

Upcoming Cheques (2025-03-06)



ROSSER PAC

Row Labels	Division 2 - Ms A Sansom (Gr 5/6)	Division 3 - Ms D Huill (Gr 4/5)	Library	LSS/ELL	PAC Expenses	Grand Total
Class Consumables				\$8.95		\$ 8.95
Field Trip	\$ 83.65	\$262.50				\$ 346.15
Hot Lunch					\$1,436.29	\$1,436.29
Movie Night					\$ 207.93	\$ 207.93
PAC					\$1,278.27	\$1,278.27
Home Reading Club			\$ 22.18			\$ 22.18
Primary Chapter Book Challenge			\$143.07			\$ 143.07
Literacy Prizes			\$ 16.75			\$ 16.75
Grand Total	\$ 83.65	\$262.50	\$182.00	\$8.95	\$2,922.49	\$3,459.59



Budget Line Tracking

Revenue Tracking

As of 2026-02-28		Rosser Elementary Parent Advisory Council			
Account					Treasurer Report
Transaction Date					
	Original Budget			2025-07 - YTD	Comments
Sum of Accounting					
Row Labels	2025-08a	2026-02		Totals	
Revenue	\$ 35,722.75	\$ 1,397.33		\$ 19,601.69	
0Opening Balance	\$ 17,932.75			\$ -	
50/50	\$ 500.00	\$ 50.00		\$ 50.00	Feb 50/50 Winner Donated Proceeds to Grad 7 funds
BankInterest	\$ -	\$ 9.56		\$ 50.76	
BottleDrive	\$ -			\$ -	
BottleDriveGr7	\$ -			\$ -	
Donation2PAC	\$ -	\$ 20.00		\$ 120.00	From first bake sale
FundApples	\$ 400.00			\$ 554.00	
FundBakeSale	\$ -	\$ -		\$ 420.00	
FundBookstore	\$ -			\$ -	
FundCOBS	\$ -			\$ 91.00	
FundFamilyPhoto	\$ -			\$ -	
FundFreezeDried	\$ 400.00	\$ 363.30		\$ 363.30	
FundGiftCard	\$ -			\$ -	
FundMabel	\$ -			\$ -	
FundMovieNight		\$ 688.20		\$ 688.20	Revenue of \$2515.93
FundNeufeld	\$ 1,000.00			\$ 920.00	
FundPlant	\$ 750.00			\$ -	
FundPurdys	\$ 400.00			\$ 711.05	
FundXmasBasket	\$ 1,000.00			\$ 1,625.00	
Gaming Grant	\$ 3,200.00			\$ 3,060.00	
HotLunch	\$ 10,000.00	\$ 132.14		\$ 7,939.52	
MinimartFunds				\$ 2,091.05	
MinimartFunds2627		\$ 134.13		\$ 988.91	26/27 year taking over Minimart
PACGrant	\$ 140.00			\$ 144.52	
Spirit Wear	\$ -			-\$ 215.62	
TDGrant	\$ -			\$ -	



Expenses Tracking

Expenditures	-\$ 25,089.45	-\$ 3,044.93	-\$ 14,186.79	
Activity1	-\$ 2,200.00		-\$ 1,750.00	Activity 1 - Pass Soccer Nov3-7
Activity2	-\$ 2,200.00	-\$ 2,100.00	-\$ 2,100.00	Activity 2 - GymSense Feb 2-13 - \$2100
Activity3	-\$ 2,200.00		\$ -	Activity 3 - Lacrosse Apr 20-24
Classroom Consumables	-\$ 1,800.00	-\$ 236.83	-\$ 701.82	
Coffee/Conversations	-\$ 100.00		\$ -	
EQKiosk	-\$ 500.00		\$ -	
Field Trips	-\$ 3,200.00	-\$ 625.50	-\$ 1,485.50	
FruitVeggie	-\$ 1,000.00		-\$ 893.32	
Gaming License	-\$ 30.00		\$ -	Covered by donation
Goodie Bags	-\$ 200.00		-\$ 225.00	Request \$450 for next school year
Grade 7 Graduation	\$ -		\$ -	
Library/Class Books	-\$ 650.00	-\$ 74.80	-\$ 178.87	
MinimartExp	\$ -		\$ -	
NeedyFamily	\$ -		\$ -	
				Increase Budget to \$5423.43: Additional Popcorn Machine Purchase - New Stove ~ \$1318 - waiting district invoice - Fridge ~ \$1150
PAC Expenses	-\$ 930.00	-\$ 7.80	-\$ 2,352.14	
Pancake Breakfast	-\$ 350.00		-\$ 205.89	
Planners	-\$ 1,200.00		-\$ 1,006.88	
Pumpkin Patch	-\$ 100.00		-\$ 107.92	
Scholarship Program	-\$ 500.00		\$ -	
School Jersey	-\$ 3,179.45		-\$ 3,179.45	
Speakers/Guests	-\$ 1,500.00		\$ -	
Sports Day	-\$ 850.00		\$ -	
Staff Appreciation	-\$ 200.00		\$ -	
TeacherWishList	-\$ 1,000.00		\$ -	
Year End Picnic	-\$ 1,200.00		\$ -	
Totals	\$ 10,633.30	-\$ 1,647.60	\$ 5,414.90	

As of 2026-02-28				
Opening Balances			\$ 17,932.75	
YTD Net			\$ 5,414.90	
Expected Remaining Revenue			\$ 3,517.18	
Expected Remaining Expenses			-\$ 14,511.78	
Minus Minimart Monies			-\$ 3,079.96	
Minimart Expenses			\$ -	Paid for by Minimart Monies
Open Liabilities (not budget)				
Hot Lunch Expenses			-\$ 1,436.29	
Movie Night			-\$ 207.93	expenses for food
Estimate Year End Balance			\$ 7,628.87	



DPAC update

- **Apr 14** – Public presentation of the proposed 2026–27 budget
- **Apr 20** – DPAC General Meeting (consolidating parent/PAC priorities)
- **Apr 22** – DPAC submits formal budget input
- **Apr 28** – Board approval of the final budget
 - DPAC will continue to communicate ahead of each engagement window to support timely and effective participation.

Fundraisers / Activities

- Event / fundraising Schedule for this school year
 - ~~Sept: Apples – Harman~~
 - ~~Oct: Neufeld – Harman; Bake Sale~~
 - ~~Oct / Nov – Spirit Wear~~
 - ~~Nov: Purdy's – Harman~~
 - ~~Dec:~~
 - ~~Raffle – Siobhan;~~
 - ~~Pancake breakfast~~
 - ~~Toy Drive~~
 - Jan / Feb:
 - ~~Astro (Freeze Dried) – Kim~~
 - Feb / Mar:
 - ~~50/50 Feb – Heather~~
 - ~~Bake Sale – first week of March – Jenn – everything is \$2 – parents provide a package of baked goods equivalent to \$2 worth~~
 - ~~Feb 20: Movie night – Ann~~
 - Apr: Neufeld – April 9th Link Provided. Sales end Monday April 27th. Delivery Monday May 4th 4pm. Alicia
 - May:
 - Plants – Heather
 - Astro (Freeze Dried) - Kim
 - Sports Day
 - Book Sale: Siobhan to pick dates
 - Jun:
 - Picnic
 - 50/50 June 8-19- Heather
- Donations Updates:
 - Lisa to contact costco at brighton for donations
 - TD Play grant – Alicia to discuss with Manager and make the “pitch”
- Parent Social - Kim



- Beginning of April – Wednesday or Thursday
- Include a 50/50 Draw
- Plant Sale
 - Growing Smiles – Registered
 - April 27 start for 2 weeks
 - Siobhan & Harman to review the offers list
 - Setup munchlunch, create flyers and advertise
- Astro foods update
 - \$363.30 fundraised
 - Feedback for them: confirmation emails to both the customer ordering and PAC
 - Kim to set a new date for May
- Movie night update
 - Started 2pm for popcorn for 100 orders, and were running low by 6pm.
 - Feedback from parents
 - Pathways to walk during movie time
 - Chairs go in the back / sides
 - Good selection of food
 - Preordering was good, helped with estimates
 - Pre-release movie was nice
 - \$5 ticket was good balance
 - Intermission for 20mins bathroom breaks for next time
 - June 12 – next movie night
- Sports Day
 - Pizza lunch from PAC
 - Freeze – Need donations (Lisa & Lisa)
 - Fundraiser for food to be sorted.
 - Harman needs to confirm, if in town
- Fresh slice grant: Ann reaching out to get grant for music equipment
- Bake sale:
 - \$757.95 fundraise
 - Bake colorful things that attract kids 😊
 - Cupcakes went first, do not need additional packaging besides the cupcake liners
 - Cheese cake was popular
 - Individually packed items were very helpful
 - \$2 per item worked well for buyers and sellers
 - Organizers to spread food per table, so its a mix spread on each table. Have one cashier per table.
 - Jenn to pick a date for next fundraiser in May

Other



- Giftcards fundraiser for coming fall:
 - New PAC team to decide on it for fall, typically held in Nov, need couple of weeks for delivery. Good christmas gifts for family, friends, coworkers
 - From: Lisa Cohen <lcohen@progressivefundraising.ca> In December we launched a new site where individual supporters can now sign up online. Then they submit their order directly online to the group's coordinator. The coordinator then batches them in their dashboard and sends the order off to us. The new functionality provides additional reporting that was not available on our previous site. Our coordinators have said this is making the whole process of fundraising much simpler. Here is a link to our new site Shopfunds.ca
- Hot Lunch Updates:
 - Last couple of hot lunches have has issues., vendor issues mostly
 - Working with vendors to make sure there are no misses or delays
 - April menu is up, orders rolling in
 - There have been some issues with kids reporting missing orders, but they were not ordered on the site. Could not reach parents because there is no contact info for parents. Going to ask parents to provide contact information for timely response.
- Food and vegetable program
 - PAC can fund but need volunteers to run it – fruit needs to be washed, sorted and delivered to class
 - Program paperwork needs to be submitted by June latest
 - Delivery is monthly with info on which week but not the day
 - Chris will check if this program is meant to be run only via school vendor, ie can PAC purchase bulk fruit for school?
 - Food items
 - No Milk / Yogurt
 - Fruits with good shelf life is good
 - Siobhan can review the list if needed
- Guest Speaker Update (Chris) - Vancity:
 - Chris coordinating for April session
- School play ground / field upgrade
 - Field needs a lot of work, district wont fund
 - Needs signs for picking up after pets
 - Chris to check if side entrances can be locked during off-hours
 - Chris to check for other options from the district to keep field in decent state
 - Pandora entrance to ground is quite slippery during rainy days. Need gravel. PAC can fund, needs inform from district
- Mini-mart:
 - Parents are volunteering time or supplies
 - Most cooks can run solo
- Bottle drive:
 - Need a parent on site



- Funds staying with grade 7 for now
- Cathy to connect with Elsie to sort out schedule
- PAC Roles In Training
 - Chair – Jenn
 - Vice Chair – Alicia
 - Secretary – Heather
 - Treasurer – Darwin
 - Lunch Coordinators – Mary & Lalita
 - Communications Coordinator – Kim
 - Volunteer Coordinator – Lisa T
 - Donations Coordinators – Lisa J & Lisa T
 - DPAC Rep – Miyoung (TBD)
 - Health & Safety Officer – PAC Execs

Action items

- Harman:*
 - Ensure PAC Minutes are posted on Rosser Website – Connecting with Rosanne*
 - Growing smiles page is up for decisions on what we want to sell.*
<https://rosserelementary.growingsmilesfundraising.com/>
Password is Piglethj*12
- Siobhan:*
 - ~~*sort out earthquake supplies with Chris*~~
 - Growing smiles page is up for decisions on what we want to sell.*
<https://rosserelementary.growingsmilesfundraising.com/>
Password is Piglethj*12
- Chris:*
 - Plan guest speaker from Vancity in April*
 - Share fridge options with Siobhan*
 - Confirm if PAC can purchase bulk fruit or must use school vendor*
 - Check with district about: Locking side entrances during off-hours & Other district options to maintain the field.*
 -
- Cathy:*
 - Request parents phone numbers as contact info for hot lunch*
- Anthony:*
 - Invoice for Stove pending from district*
 - ~~*Submitting Movie License*~~
- Heather:*
 - Ensure meeting minutes are reviewed for Feb and March*
- Ann:*



- Freshslice grant follow-up*
- Alicia:*
 - Followup with TD on Hastings (ask for Branch Manager) for Cash donations for specific activities (pinnies, clock)*
- Jenn:*
 - Set a date for next bake sake in late May*
- Kim:*
 - Parent social follow-up*
 - Set next Astrofoods fundraiser dates for May*
 - Share Astrofoods feedback on confirmation emails*
- Lisa & Lisa*
 - Follow-up with Costco on grant*
 - Look for freezies donations for sports day*

Next meeting – 5:30 PM Thursday, April 2nd at School Library