



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday March 1, 2017		Time: 7:00 – 8:20 pm
Chair: Christine Hardt		Recorder: Scott Davis
Attendance (10)		
Jim McGowan, Acting Principal	Christine Hardt, Co-Chair	Pauline Attle-Billey, Breakfast Prgm Coord
Linda Shute, Treasurer	Shannon Burtnick, Vice Chair	Scott Davis - Secretary
Anneke van Swieten	Pamilla Ruth - SD46 Trustee	Nick Weber
Tracy Aiken		
Regrets: Aja Plows, Susan Goddard, Tracey McIntosh (Co-Chair)		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions for new PAC members.		
Additions to Agenda: New Business - Vessey Bulbs.		
3. Minutes from last PAC meeting: February 1, 2017 (Errors discussed & corrected) Motion to Approve: Scott, Seconded by: Pauline		
4. Regular Reports		Action Items
4.1 Chair's Report: <ul style="list-style-type: none"> • CGE Yearbooks - Better sales than last year. 120 sold / 125 ordered. • Hot Lunch Program. The program is operating well. The menu is adjusting as Lasagna was not selling well, so it will be replaced by Chicken Souvlaki. 		
4.2 Treasurer's Report: <ul style="list-style-type: none"> • Account balance: \$29484, Gaming account: \$7810, SD46 account: \$1200.21 • Finances are in good standing. Hot Lunch is profitable. Parent donations exceeded budget. • Still owe for tie dye shirts (\$2/shirt) • iPads were ordered, 30 iPads with a cart (cart can fit up to 40) • Have not received Purdy's money yet for Christmas fundraiser • Fridge was paid for but have not received the delivery bill • Received notification from SCR D that we can buy basketballs with the \$500 grant. Problem is that we don't need \$500 worth. Jim will look at ordering other types of balls as well to bring us up to \$500. 		Christine to call Peter Brackett and request the fridge delivery invoice Mr. McGowan to arrange purchase of additional balls to use the remainder of the \$500 grant.
6.3 Principal's Report: <ul style="list-style-type: none"> • Fine Arts Presentation Feb 28 sponsored by SD46. The students enjoyed the unique and creative performances this week. • Feb 2nd, TOC² presentation for grade 6/7 students re online Internet Safety • Jesse Wollen - Health / Sex Ed - March 6th. Parents invited 6-9 pm. • Basketball tournament - Girls' team won, Boy's tournament is next week. • Report Cards will go home Friday March 3rd, Early Dismissal days are next week. Parent teacher interview sign up forms were sent home this week. 		
6.4 School Trustee Report: <ul style="list-style-type: none"> • Trustee Election Districts are being reassigned. SD46 is in the consultation phase and is seeking input from parents / students. A presentation will be held at Chatelech Secondary on March 29, 2017. Parents are encouraged to review the SD46 website for more information and to submit comments. 		

<ul style="list-style-type: none"> SD46 is reviewing their Corporate Policy & Regulations. The question about benefits or concerns regarding corporate sponsorship with the school district is under discussion. BCSTA Banner was shown to the PAC. "PUBLIC EDUCATION IS THE KEY" by BC School Trustee Association promoting Public Education. PAC members posed for a photo holding the banner. 	
7 Old Business	Action Items
7.1 Food Bank Challenge: Postponed to later in the year.	Table discussion to May meeting. Shannon to coordinate.
7.2 Movie Night: Postponed to April. Ed and Allen are willing to sponsor it again, they'll need 2 weeks' notice to print flyers.	Tracey/Christine to coordinate with Ed.
8 New Business	Action Items
8.1 SCR D Grant Application - \$500: It is time to apply for the 2017 grant. Various options were discussed. Motion: Scott motioned to apply funding toward a new art mural on the basketball court wall. Seconded by Pauline.	Motion Passed: To request grant of \$500 toward new mural
8.2 Hot Lunch Extra Food/Food Bank: Extra food leftover from hot lunch has been frozen with the plan to re-heat meals for students who have forgotten their lunch, or do not have enough. However, we are finding that the freezer is becoming too full with leftovers. We have arranged to donate the leftover lunch food from the freezer to a local food bank. Group discussed that we should track how many meals are donated so that we can include that information in our yearend report.	
8.3 Food Safe Course: The District PAC has arranged for a Food Safe course for PAC members. The cost is \$105 per person, they will pay \$55 and the PAC is required to pay the remaining \$50. Motion: Christine motioned to spend up to \$200 from the Hot Lunch budget to be used so 4 (four) PAC members can attend. Seconded by Linda.	Motion Passed: To spend up to \$200 on Food Safe education.
8.4 Chicken Fundraiser: The spring chicken sale with Madeira Park Elementary will occur over spring break, orders forms will go home the last week of school and are due March 31st. Delivery will be Wednesday April 5, 2017.	Parents volunteers needed on delivery date.
8.5 Raffle: PAC is planning to hold another raffle this year. Christine suggested that we have cash prizes rather than trying to find donations. Tickets will be sold for \$5 each and the draw will be held at the family BBQ.	Christine to arrange raffle and investigate ordering ticket books online.
8.6 Spending Decisions: <ul style="list-style-type: none"> Art Drying Racks – Christine explained that the price Chris found was American, the racks are more expensive than we thought. Motion: Linda motioned to spend up to \$500 on 2 Art Drying Racks. Seconded by Pauline. Hot Lunch Website invoice is due for next school year, amount is \$350.00 if we pay before June 30th. Motion: Christine motioned to continue using the Hotlunches.net site and pay the invoice from the hot lunch account (if not previously budgeted). Seconded by Pauline. 	<p>Motion Passed: To spend up to \$500 on 2 art drying racks.</p> <p>Motion Passed: To pay the \$350 invoice for the hot lunch website.</p>
8.7 Vessey Bulbs: Anneke is organizing the spring bulb order again. Order forms will be distributed this week, they will due on the Friday before spring break.	
Meeting Adjourned at: 8:20pm	Next Meeting: April 5, 2017 at 7pm

Attachments:

- Treasurer's Report

Cedar Grove Elementary School PAC

Actual Results to Budget

YTD Ending February 28, 2017

	Annual Budget			YTD Actual Results			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
REVENUES							
Fundraising:							
Hot Lunch	\$ 22,000	(\$19,250)	\$ 2,750	\$ 16,222	(\$8,477)	\$ 7,745	4,995
Popcorn	1,500	(1,000)	500	1,198	(581)	617	117
Progressive cards	3,500	(2,000)	1,500	15,692	(14,003)	1,689	189
Movie Nights	2,500	(1,600)	900	1,445	(506)	939	39
Purdy's	500	0	500	-		-	(500)
English Bay Cookies	1,300	(800)	500	1,288	(987)	301	(199)
Craft (Spring)	200	0	200	-	0	-	(200)
Lovable labels	50	0	50			-	(50)
Vessy bulbs	2,000	(1,000)	1,000	1,211	(601)	610	(390)
Sports Day / BBQ	2,500	(2,000)	500	-	(228)	(228)	(728)
Chicken sale	13,000	(11,500)	1,500	7,927	(7,100)	827	(673)
Yearbooks	2,000	(2,000)	-	998	0	998	998
	51,050	(39,150)	9,900	45,981	(32,483)	13,498	3,598
Parent donations			500			650	150
TOTAL REVENUES			10,400			14,148	3,748
EXPENSES							
Administrative Gifts			200			-	200
Babysitting			200			40	160
BCCPAC			75			75	0
Breakfast Program			1,000			325	675
Bursary			500			500	0
Contest Prizes			200			75	125
Grade 7 donation (Grad)			200			-	200
Miscellaneous			500			263	237
PAC Website			150			-	150
Parent Education			500			-	500
Playground supplies			300			-	300
Sex Education			2,000			-	2,000
Sock Hop			75			53	22
Teacher Appreciation Lunch			100			-	100
Teacher Wish Lists			1,500			93	1,407
Emergency kits - replenish			200			-	200
BBQ			1,000			-	1,000
Discretionary fund			10,000				
Fridge						1,100	8,900
TOTAL EXPENSES			18,700			2,524	16,176
NET PROFIT - Current year			(8,300)			11,624	19,924
Surplus from prior years			8,300			8,300	0
NET SURPLUS (DEFICIT)			\$ -			\$ 19,924	19,924