

Craigflower Parent's Advisory Council

Minutes of the 13 June 2018 meeting

Present: Christina Staab, Jana Relf, Jennifer Incitti, Margaret Gwyn, Connor McCoy, Diana Neufeld

1) Welcome and Introductions (all)

2) Agenda Approval (all)

3) Budget Update (Diana, for Ron):

- a. Chequing account balance is \$2,499.14.
- b. The Gaming account remains at \$2,309.05. The gaming report for the year end of May 2018, and the next application for gaming has been completed and sent in, with the funds hopefully received in September.
- c. Ron and Diana Neufeld will be moving before the next school year and wish to have their names taken off the banking for the Craigflower PAC regular and gaming accounts before the 26th of June 2018. It is imperative to be proactive and have someone willing to take over the role as treasurer and co-signer at this time if possible. Ron and Diana as well as the new signees have to make an appointment with Coast Capital Savings to complete the transactions. Should no one be willing to take on the role of treasurer/co-signer before June 26th, 2018 Ron and Diana will take their names off and the new persons can make arrangements with Coast Capital at their convenience to attach their names to the PAC accounts. Banking books and cheques will be put in the school office by Ron and Diana on June 26th, 2018.
  - Jennifer expressed interest in being treasurer, and Christina offered to be co-signer
  - **Diana** will contact Coast Capital to see what their requirements are for the new holders of the PAC account (eg, do they need to already have accounts at the bank?)

4) Administration report (Connor):

- a. It's a busy time of year at Craigflower, with lots of out-of-building activities
- b. The staff have been working on class building for next year. A team from Shoreline came to go through the list of Grade 5 students who will be coming to Shoreline.
- c. The Grade 5s have had visits from Shoreline's Grade 6 teacher, and have gone paddling with the Grade 7s.
- d. A lot of work has gone into this year's Feast. About \$1600-\$1700 has been raised in ticket sales for the Canuck's jersey – a big thank you to Jennifer! Big thanks also to Thrifty Foods, for a fabulous gift basket for the Loonie/Toonie raffle, and a \$250 gift certificate to buy food for the feast. Other sponsors this year include Amica, BMO and Canadian Tire
- e. The whole school will be attending Aboriginal Day events at Royal Roads on June 21<sup>st</sup>, and going to Gyro Park on June 28<sup>th</sup>. A big thank you to Christina for organizing car-pooling for these events
- f. And a big thank you and best wishes to Ron and Diana for all their work on the PAC this year!

## 5) Chair Report

- a. Diana connected with Shana Jack regarding PAC approved expenditures for teachers class trips, tickets etc. this year. It appears she covered most of the costs through a different school account before knowing the approval details. Diana recommends that Shana Jack personally get a copy of the monthly meeting minutes either through email or a hard copy so she knows what teacher expenditures has been approved by the PAC.
  - Diana was asked if the PAC could reimburse the school for the money Shana paid out. Diana said definitely yes out of chequing, but maybe not out of gaming. However, she confirmed that the deadline to use the money in the gaming account isn't for another 3 years
  - The PAC agreed to reimburse the school out of the chequing account

## 6) Other business

- a. Diana asked the school if there are any last receipts they'd like to submit while Diana and Ron are still the co-signers on the account. **Connor** will check.
- b. Margaret asked when the Thrifty Food fundraiser deadline was. **Diana** will check
- c. Someone asked if the Bottle Depot fundraiser is still ongoing, and how the PAC can withdraw the money. **Margaret** said she will ask Rhiannon.

The date for the next meeting was set for September 2018