

**Topham Elementary PAC Meeting Minutes**  
**Meeting held in person - June 3, 2024**  
**Annual General Meeting**

*Meeting commenced: 7:03pm*

In attendance: Emma, Caroline, Tanya, Tricia, Andrea, Lindsay, Phil, Mathura, Sam J, Vanessa, Sam M

Regrets: Ina, Sarah

*Motion to approve agenda:* Caroline

*Seconded by:* Tricia

*Motion to approve previous minutes:* Caroline

*Seconded by:* Lindsay

**Reports**

***Principal's Report*** – Vanessa Jaggi

- Busy month
- Prepping for 2024/2025
- Affordability Fund changed to the Feeding Futures Fund which has been used for the breakfast program, etc.
- Affordability Fund 2.0 has been created, in addition to the Feeding Futures Fund, which can be used for a wider range of items
  - Different factors go into determining how much the school gets
- Hiring: postings went out in the month of May, retirements and some movements have created vacancies
- Last update was for 15 divisions
- Tymoshyk, Howell and Gail (Youth Care Worker) retiring

- Sports Day this week, grade 7 camp next week
- Facilities Planning Meeting
  - Community development and planning updates

### ***Treasurer/Financial Report***

- Gaming account can be used for things like pancake breakfast and bbq as long as it's not a fundraiser and we do not accept donations
- Classroom support: \$1300 remaining
- Requests for reimbursements need to be in to Phil by **June 19** so that they can be processed before Phil is out of town
- Scholarship student has been selected and this will be announced at the end of June
- 7 hot lunches; profit margin 24%
- 7 fundraisers; profit margin of 43%
  - Fun Fair - 60% profit margin
- Finishing the year better than expected
- Consider doing concession for other events as it makes lots of money
- Should finish the year with about \$35k in both accounts

### **2024-2025 Budget for Approval:**

#### **Proposed:**

	Fundraiser	Potential Month	Provider	Est. Revenue	Est. Profit	Margin %
1	Meet the Teacher BBQ	September	PAC	\$0	\$0	N/A
2	Fall	October	Community Values Coupon Book	\$12,000	\$4,000	33%
3	Christmas	December	Ralphs/Meridian (TBC)	\$1,000	\$270	27%
4	Pancake Breakfast	December	PAC	\$0	\$0	N/A
5	Easter	March/April	Purdy's (TBC)	\$1,000	\$250	25%
6	Fun Fair	May	PAC	\$8,000	\$5,000	63%
7	Sports Day	June	PAC	\$500	\$250	50%
	<b>Summary</b>			<b>\$22,500</b>	<b>\$9,770</b>	<b>43%</b>

	Type	Provider	Potential Month	Est. Revenue	Est. Profit	Margin %
1	Hot Dogs	TBD	October	\$1,500	\$375	25%
2	Noodles & Caesar Salad	TBD	November	\$1,500	\$375	25%
3	Pizza Hut	TBD	January	\$1,500	\$375	25%
4	Montana's/Taco Factory	TBD	February	\$1,500	\$375	25%
5	TBD	TBD	March	\$1,500	\$375	25%
6	TBD	TBD	April	\$1,500	\$375	25%
7	TBD	TBD	May	\$1,500	\$375	25%
	<b>Summary</b>			<b>\$10,500</b>	<b>\$2,625</b>	<b>25%</b>

## Anticipated Expenses (2024/2025)

Expense	Cost	Category <sup>5</sup>
Classroom support <sup>1</sup>	\$3,150	Main
Field Trips <sup>2</sup>	\$4,500	Gaming
Cultural presentations	\$1,500	Gaming
Student scholarship	\$825	Gaming
Student enhancements	\$10,000	Main/Gaming
PAC BBQ & Pancake <sup>3</sup>	\$2,100	Gaming
PAC website	\$255	Main
Miscellaneous <sup>4</sup>	\$425	Main
Summary	\$22,755	

- Any enhancements (i.e., garden or sandbox) has to be hired through the district
- Review kindergarten classroom requests; provide them with the money at the beginning of the school year
- Sarah Derman will be taking over hot lunch

Motion to approve 2024/2025 budget: unanimous

### **Community Event/Fundraiser Report**

- Thank you to all for contributing to the Fun Fair
  - Currently collecting responses to the survey

### **Social Media/Communications Report**

- Posting more, increased followers, people are engaging with comments etc.
- Share photos, stories, etc. with Lindsay

### **DPAC Report**

- April meeting: DPAC marquee tents, 20x20, there are 3 available and you need to book them in advance
- DPAC assists other PACS to problem solve, etc. if there are questions, reach out to Andrea
- Presentation from Foundry Langley - hub for support for youth. Reach out to Andrea for more information and schedules of events
- Upcoming meeting for device usage in schools

### ***Grade 7 Updates***

- Car wash was successful
- Freezie Friday - Friday, June 14 after school
- All money fundraised goes to camp and grad night
- Consider collaborating with PAC on future fundraisers

### ***New Business:***

- Executive voting - results below
  - President: Emma
  - Vice President: Sarah B
  - Treasurer: Phil
  - Secretary: TBD/vacant
  - DPAC: Andrea
  - Member at Large: Caroline
  - Member at Large: Sam J.
  - Member at Large: Lindsay
  - Member at Large: Vacant
- Supplementary Positions:
  - Hot Lunch: Sara D.
  - Agriculture: TBD
  - Room Parent Coordinator: Position eliminated
- Recent parent survey results will be shared

### ***Upcoming Fundraisers:***

- Sports Day - Friday, June 7
  - Need to purchase items for Sports Day
  - Pre-packaged candy rather than making the bags ahead of time

### ***Upcoming Events:***

- June 5 - pre-meeting for the Township Open House next week
- June 7 - Sports Day
- June 11 - Township Open House

### ***Unfinished Business:***

None.

***Motions:***

None.

**Next Meeting Date: Monday September 9, 2024 - 7pm in person**

*Motion to adjourn: Phil*

*Seconded by: Lindsay*

*Meeting Adjourned: 8:35pm*

*Parking Lot for Next Year:*

- *Spirit Wear (with new logo)*
- *Giants game*
- *Additional car washes*
- *Room Parents not coordinated by the PAC*