



**Henry Anderson Elementary**  
**Parent Advisory Committee (PAC) Meeting Agenda**  
**Tuesday, Feb. 11<sup>th</sup> 2025**  
**6:30 - 7:30pm**  
Multipurpose Room

**Materials:** 2025/1/14 HA PAC Meeting Minutes (Draft), Jan Financial Statement

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	1 min
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes – Jan 14 <sup>th</sup> 2025 - Updates on action items	All	Y	2 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Treasurer's Report	Vivian	Y	10 mins
6. Updates: - Hot Lunch Program - Tech Drive Fundraising - Anderson Day Movie Night	Gail CC, Vikram Selina, Tom	N N N	15 mins
7. Other business -	All	N	15 mins
8. Adjournment		N	

Next Meeting: April 8<sup>th</sup> at 6:30 pm

**Henry Anderson Parent Advisory Committee (PAC) – February - Meeting Minutes**  
**Tuesday, February 11, 2025 – 6:30pm-8:20pm**

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**Attendees:** Chris D. (Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail (Hot Lunch Lead), Karina N. (Communications Lead), Pedram D., Tom P., Loretta, Shirley, Vikram (Fruits & Veggies Lead)

Documents posted on Anderson PAC website for discussions:

- 2025 2 11 HA PAC Meeting Agenda.docx
- 2025 01 14 HA PAC- Minutes (draft).pdf
- 2025 JAN HAES PAC FS - draft.pdf

**1. Welcome**

- a. Chair welcomed everyone to the meeting.

**2. Adoption of Agenda**

- a. Add Indigo Grant to Other Business.
- b. Chair called for a vote to adopt the agenda.
  - i. Selina motioned.
  - ii. Tom seconded.
  - iii. Majority voted in favour.
  - iv. Agenda adopted.

**3. Approval of Previous Meeting's Minutes – Jan 14<sup>th</sup> 2025**

- a. Action Items Update:
  - i. Section 6b2a: Chair, Treasurer and School Admin to discuss proper process for handling cash donations to Tech Drive.
    1. Decision is to not accept cash.
  - ii. Section 6cii1: CC to discuss spirit wear order.
    1. Spirit wear launched by school; no action by PAC.
  - iii. Section 7aiv1: Community Grant application research and submission.
    1. See Section 6c below.
- b. Chair called for a vote to pass January's minutes.
  - i. Selina motioned.
  - ii. Tom seconded.
  - iii. Majority voted in favour.
  - iv. January minutes approved.

**4. Principal's Report (School Updates)**

- a. Survey from Superintendent emailed out Feb 3<sup>rd</sup>
  - i. Survey gathering feedback/input for next 5 years; shape priorities and strategic plan.
- b. Student-led conferences
  - i. Most student-led.
  - ii. Celebration of learning; next steps as a team.
  - iii. See pieces kids want to celebrate; teachers will discuss literacy; numeracy; emotional development.
  - iv. Make appointment if more time with the teacher is needed.

- c. Staffing Updates
  - i. New EAs hired: Natalie Chan (specialize in mental health support) and Mandeep Kaur.
  - ii. Anderson EA team now adequately staffed.
- d. February
  - i. Black History Month celebrated through:
    - 1. School decorations.
    - 2. Announcements.
    - 3. Digital celebrations.
  - ii. February 28<sup>th</sup>: Ramadan starts.
  - iii. Asian Heritage Month
- e. Vancouver Warriors
  - i. Presentation by players promoting sport and physical activity.
  - ii. Coupons – 2 for 1 for games.
  - iii. Students/teachers participated in the activities.
- f. Two Student Surveys
  - i. Student learning survey – Grade 4 to 7 on curriculum, their belonging, preparing for career, their learning experiences.
  - ii. MDI (middle years development instrument) by UBC – Grade 5 on school and home lives from students' perspective.
- g. Pro-D Day – Feb 14<sup>th</sup>
- h. Parking lot
  - i. Safety – drive slowly and stay alert.
  - ii. More instances of double parking and leaving the vehicle – safety issue as line of sight is obstructed; drivers can't see kids crossing the roadway and vice versa.
  - iii. School Admin is monitoring.
    - 1. Suggestion – tickets; RCMP presence if situation doesn't improve for safety sake.
- i. Security system being upgraded.

## 5. Treasurer's Report

- a. Appendix A
  - i. Fundraising \$2546 – no change.
  - ii. Gaming fund decreased – teachers dipping into field trip funds.
  - iii. General account – up from last month due to term 2 weekly hot lunch sales.
  - iv. Special projects – no change.
- b. Appendix B
  - i. Hot lunch – larger number due to weekly hot lunches and bulk ordering.
  - ii. Expense – due to 2 hot lunches to date.
- c. Expenses:
  - i. Field trips.
  - ii. Classroom supplies \$176.
  - iii. \$60 – childminding.
- d. Scholarship – MacNeill and McRoberts
  - i. \$250 each school from PAC.
  - ii. Criteria from McRoberts (probably same for MacNeill):
    - 1. Student attended the school a minimum of 1 full school year.
    - 2. Academic – no lower than C<sup>+</sup>.
    - 3. Good citizenship – volunteer work with community and/or school.
    - 4. Deemed reasonably well-rounded.

5. Attending recognized post-secondary immediately after graduation.
- iii. Open floor to changes to criteria. Considerations:
  1. C<sup>+</sup> can reflect a student who has worked incredibly hard to achieve the grade.
  2. Some students face different challenges with learning.
  3. No other similar scholarship awarded already.
- e. Budget Subcommittee meeting
  - i. March 11<sup>th</sup> at 6pm – no children as there will not be childminders (normally no regular PAC meeting in March).
  - ii. Better idea of tech fundraiser funds by then.
- f. Special Projects Funds Investment
  - i. 1-year GIC – more flexible; time it with school year needs – 3.3% non-redeemable.
  - ii. 2.5% if less than a year GIC.
  - iii. 1.5 years option to time release for Sept 2026 in case it's needed.
  - iv. **Vote to place special projects fund into a 1-year non-redeemable GIC.**
    1. Selina called for votes.
    2. Unanimous.
    3. **Passed.**

## 6. Updates

- a. Hot Lunch
  - i. Weekly is great for ordering parents but taxing for volunteers (ideally need 6 but typically getting 4).
    1. Suggestion – Grade 7's help with delivery.
  - ii. Go back to bi-weekly and AnderSun Day.
  - iii. New vendor maybe next term. Food is getting to be the same (mostly Asian); different cuisine is often outside of Richmond.
  - iv. Some kids don't get hot lunch due to accessibility issues; school ensures kids are included (anyone who needs help should connect with the Principal). If a child needs financial help, resources are available through the office and requests are confidential.
  - v. Issues with waste (only 2 custodians); volunteers stay and help clean up when possible.
- b. Tech Drive Fundraising
  - i. Launched.
  - ii. Received an e-transfer.
  - iii. Thanks to Vikram for hard work.
  - iv. Thermometer on foyer pillar showing progress.
  - v. Suggestion – Indicate how much do we need per family; makes goal and the ask seem more attainable.
  - vi. Tax receipt only through School CashOnline.
  - vii. If PAC helps enough, does District see it as the school not needing funding from District?
    1. We have 3 carts on loan from District; they can pull it back at any time.
- c. AnderSun Day Movie Night.
  - i. \$2000 grant for community from City; applied for the grant.
  - ii. \$2607.50 all in for the movie equipment only – need to cover the rest (\$608) if we get the grant.
  - iii. Research updates:
    1. 50% deposit needed to book. When PAC is waiting for a grant, the company was willing to hold the date without a deposit and check with us first before releasing it to anyone else who requests the same date.
    2. String of things to satisfy for grant – advertisement; green; accessibility; etc.

3. If it rains on the preferred date, 72 hours needed to reschedule with company and would be the following Friday (no school the next day).
4. Clean up will be our responsibility.
- iv. Other possible requirements (event permit, insurance, clean up, bathrooms, etc.).
  1. **ACTION:** Mr. Daum to speak with Tom regarding other requirements.
- v. Might be \$1000 PAC has to cover (\$608 plus bathroom rentals if needed).
  1. Should funds be put toward tech, which is currently at the top of the school Wishlist?
  2. Preference to recoup costs via vendors, food trucks (would have to book now if so), selling pizza and snacks, etc. rather than to dip into existing funds.
- vi. Vote for \$1000 potential extra costs and move forward with planning event. CC called for voting.
  1. Selina moved to vote.
  2. 6 in favour.
  3. 1 not in favour.
  4. 2 abstain.
  5. Decision: Move forward with applying.

## 7. Other Business

- a. Indigo Grant
  - i. School can apply for grant where percentage of sales goes to the school.
  - ii. **ACTION:** CC will talk to Mr. Track.
- b. Pinnies
  - i. **ACTION:** Gail to send sign-up link to Shirley.

## 8. Adjournment

- a. Next meeting: April 8<sup>th</sup>, 2025 - 6:30pm

# Balance Sheet

## Henry Anderson PAC

As of Jan 31, 2025

Report Type: Accrual (Paid & Unpaid)

appendix A

ACCOUNTS	Jan 31, 2025
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$2,541.60
PAC VanCity Gaming Account	\$7,644.46
PAC VanCity General Account	\$38,843.57
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
Total Cash and Bank	\$74,997.37
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$74,997.37
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

# Profit and Loss

appendix B

## Henry Anderson PAC

Date Range 1: Jul 01, 2024 to Jan 31, 2025

Date Range 2: Jul 01, 2024 to Dec 31, 2024

ACCOUNTS	Jul 01, 2024 to Jan 31, 2025	Jul 01, 2024 to Dec 31, 2024	Change	
Income				
Direct Public Support – Corporate Contributions	\$300.00	\$300.00	\$0.00	0.00%
Fundraising Revenue	\$1,591.56	\$1,591.56	\$0.00	0.00%
Fundraising Revenue - Craft Fair	\$1,000.00	\$1,000.00	\$0.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$5,792.45	\$5,792.45	\$0.00	0.00%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$40,812.82	\$20,596.45	\$20,216.37	98.15%
Total Income	\$61,716.83	\$41,500.46	\$20,216.37	48.71%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$2,396.76	\$0.00	0.00%
General - Hot Lunch Expense	\$18,170.36	\$13,902.07	\$4,268.29	30.70%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$21,297.50	\$17,029.21	\$4,268.29	25.06%

<b>Gross Profit</b> As a percentage of Total Income	<b>\$40,419.33</b> 65.49%	<b>\$24,471.25</b> 58.97%	<b>\$15,948.08</b>	<b>65.17%</b>
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<b>Operating Expenses</b>				
Fundraising Expenses - Craft Fair	\$50.06	\$50.06	\$0.00	0.00%
Gaming - Arts Programming	\$2,500.00	\$2,500.00	\$0.00	0.00%
Gaming - Field Trip Expenses	\$1,222.50	\$260.00	\$962.50	370.19%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$1,648.29	\$1,472.02	\$176.27	11.97%
General - Classroom Supplies (Resource)	\$398.04	\$398.04	\$0.00	0.00%
General - PAC expenses	\$240.99	\$180.99	\$60.00	33.15%
<b>Total Operating Expenses</b>	<b>\$7,359.88</b>	<b>\$6,161.11</b>	<b>\$1,198.77</b>	<b>19.46%</b>

<b>Net Profit</b> As a percentage of Total Income	<b>\$33,059.45</b> 53.57%	<b>\$18,310.14</b> 44.12%	<b>\$14,749.31</b>	<b>80.55%</b>
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