

**Henry Anderson Parent Advisory Committee (PAC) – April - Meeting Minutes**  
**Tuesday, April 8, 2025 – 6:30pm-7:50pm**

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**Attendees:** Chris D. (Principal), Colin C. (Vice Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L. (Hot Lunch Lead), Karina N. (Communications Lead), Shirley, Vikram (Fruits & Veggies Lead), Shalini M., Theola L., Mary H.

Documents posted on Anderson PAC website for discussions:

- 2025 4 8 HA PAC Meeting Agenda.docx
- 2025 02 11 HA PAC- Minutes (draft).docx

**1. Welcome**

- a. Chair (Selina) welcomed everyone to the meeting.

**2. Adoption of Agenda**

- a. Suellen moved to adopt the agenda.
- b. Gail seconded.
- c. Majority voted in favour – agenda passed.

**3. Approval of Previous Meeting's Minutes – Feb 11<sup>th</sup> 2025**

- a. Chair called for a vote to pass February's minutes.
  - i. Majority voted in favour – February minutes passed.
- b. Action Items Update:
  - ii. Section 6.c.iv.1: Mr. Daum to speak with Tom regarding Outdoor Movie Night requirements.
    1. Not required - Decided against holding Outdoor Movie Night.
  - iii. Section 7.a.ii: CC to speak with Mr. Track regarding Indigo grant.
    1. **ACTION:** Carry task forward.
  - iv. Section 7.b.i: Gail to send pinnie wash sign-up link to Shirley.
    1. Completed.

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

- a. Reports and learning updates: April 29<sup>th</sup>
  - i. Will be uploaded to Parent portal.
  - ii. Connect with office for any login issues.
  - iii. Core competencies (students' reflection) will be online or provided separately. Teachers will specify.
- b. Grade 6/7's wrapped up all basketball tournaments with the last being at McRoberts.
  - i. Thanks to staff volunteers (Mr. Reed, Mr. Dennis, Ms. Wilson, Mr. Chan) for coaching and refereeing.
- c. Track Attack: Starting the week of April 14<sup>th</sup> for Grades 4-7.
  - i. Learn about the sport and participating.
  - ii. Team of teachers preparing already for track. More info to come in newsletters.
  - iii. Kids should wear appropriate attire for training (runners, comfortable clothing).
  - iv. Track Attack Meet Date: May 21<sup>st</sup>; 28<sup>th</sup> if it rains on 21<sup>st</sup>.
- d. April – Sikh heritage month.
  - i. Display by the staff room.
  - ii. Ms. Dhari's class doing announcements.

- e. HUB Cycling
  - i. Ongoing at the moment.
  - ii. Focus on the importance, benefits, and safety of cycling.
  - iii. Mr. Chan organizing.
- f. MacNeill Leadership Team
  - i. MacNeill and Anderson have a good relationship – e.g. MacNeill lets us use their field during breaks.
  - ii. Homework Club: MacNeill seniors help Anderson intermediate grades.
  - iii. Supporting play – MacNeill students come with jerseys and lead games.
- g. Literacy Day: March 7<sup>th</sup>
  - i. Students and staff were encouraged to dress as their favorite character from a book.
  - ii. Excite students about reading. Celebrate reading.
- h. Grade 6/7
  - i. Online safety.
    - 1. tco2 presentation on April 25<sup>th</sup> – online safety; online do and don't for preteens/teens.
    - 2. Good to follow up with kids.
    - 3. Beneficial for students before they enter high school as online access is new territory for some children.
- i. French Immersion Allocation.
  - i. School receives funding for French program.
  - ii. Spent on first aid training in French this year; students received a completion certificate.
- j. Math contest – May 13<sup>th</sup>.
  - i. 30 kids signed up so far. Interested kids should sign up – see Mr. Chan.
- k. Grade 7 Farewell
  - i. Grade 7 farewell planning meeting held April 3<sup>rd</sup>.
  - ii. General schedule: AM – ceremony; time with family (photos); PM – event that would be meaningful for Grade 7's.
  - iii. Krispy Kreme – fundraiser on Monday, April 14<sup>th</sup>.
    - 1. Communication being sent out via email April 9<sup>th</sup> and newsletter.
  - iv. Event funding.
    - 1. Difficult to fundraise in time at this point, school admin will look into asking each grade 7 family to donate \$20-\$30 for farewell event.
    - 2. Families on affordability plan will not be asked.
    - 3. Families already contributing \$150/child for camp June 17.
  - v. Communication being sent out to survey families and Grade 7's for desired event (e.g. DJ, picnic).
- l. Ms. S Wang – on maternity leave; have French resource teacher helping.
- m. Innovations Through Time – April 3<sup>rd</sup>.
  - i. Fundraise for WestCoast Kid Cancer and Anderson tech upgrades (totals and allocations unknown at this time).
  - ii. Run by Grade 6/7 teachers with special thanks to Ms. Wilson.
- n. Planning for 2025-2026 school year.
  - i. Intent to return forms.
  - ii. Class placements.
    - 1. School Admin will be collecting feedback starting with the first newsletter in May.
    - 2. Families should share what they feel is important to share about their child regarding class placement.
    - 3. Taken seriously by staff.

- iii. Enrolment: Unknown whether it will grow; changes throughout the year.
- iv. Kindergarten orientation:
  - 1. Thursday, May 15<sup>th</sup>.
  - 2. Invitations being sent out the week of April 14<sup>th</sup>.

## 5. Updates

- a. Hot Lunch
  - i. Orders slower than first 2 semesters, but sales still running as expected.
  - ii. Possible new vendor; Gail looking into it.
    - 1. Giving pricing deal.
    - 2. **ACTION:** Gail to connect with Mr. Daum for an additional hot lunch day to test new vendor. Need to coordinate with school calendar and avoid conflicts such as field trips.
      - a. **POST-MEETING UPDATE:** April 30<sup>th</sup> or June 11<sup>th</sup> possible dates. Gail coordinating with vendor to aim for April 30<sup>th</sup>.
  - iii. Mary inquiring about reception of Taiwanese vendor.
    - 1. Gail: Seems families it; not too many negative feedbacks; doing as well as Japanese vendor.
    - 2. Profit margin (this term; highest to lowest) – pizza; curry/pasta; White Spot; Taiwanese, Subway.
    - 3. No vendors being dropped at this time.
- b. Gr-7
  - i. Discussed in Principal's Report above.
- c. Tech Drive Fundraising Update
  - i. CashOnline: \$3874; E-transfers/cheques: \$475
  - ii. **Total raised: \$4350**
  - iii. Vikram documented what went well and what didn't.
    - ACTION:** Will shall within PAC and admin for next tech fundraiser.
- d. Budget Meeting Updates / Approvals, Mar FS – see treasurer attachments (2 files).
  - i. PAC Funds Held: Tech drive funds held by School Board through CashOnline.
  - ii. Profit / Loss: Total income \$8k; field trip expenses coming in (will drastically go down in April).
  - iii. Budget voting.
    - 1. \$8k from fall budget; \$2300 stationery is above what we already had (above fall budget).
    - 2. Voting:
      - a. \$150 for carafe - If PAC can find the existing carafe Mary mentioned should be in the school by April 30<sup>th</sup>, then funds will go back to General Fund.
        - i. 1 abstain; rest voted in favor. Passed.
      - b. \$300 for primary instruments
        - i. On Wishlist; shared resource for primary grades.
        - ii. All voted in favor. Passed
      - c. \$500 to ADST.
        - i. All voted in favor. Passed.
      - d. \$500 to Outdoor Class.
        - i. All voted in favor. Passed.
      - e. \$500 to Band.
        - i. All voted in favor. Passed.
    - 3. Technology and Sound System
      - a. Tech:
        - i. More teachers in favor of tech upgrades over sound system upgrades per Mr. Chan.

- b. Sound system:
  - i. Used for classes related to PE (dance), school events, assemblies.
  - ii. If only 50% (\$3500) allocated, school will not be able to fund the other half, so purchase will have to wait.
  - iii. If 100% funded (\$7000 estimate), can be purchased before the end of the current school year.
  - iv. Has been on Wishlist for multiple years. \$7000 was allocated for the sound system in SY 2022-2023, but was used later for other more urgent items higher on the wish list.
- c. Additional funds:
  - i. \$4800 will be coming in ~April/May from corporate donation. Big thank you to Erin and her co-workers from Fortis BC.
  - ii. \$2000 PAC funds remaining as unallocated.
- d. Voting:
  - i. Option A: \$7000 to sound system; \$0 additional to tech; leave \$2000 unallocated funds as is. **0 votes.**
  - ii. Option B: \$3500 to sound system; \$3500 additional to tech; leave \$2000 unallocated funds as is. **1 vote.**
  - iii. Option C: \$7000 to sound system; add \$2000 unallocated funds to tech. **10 votes.**
  - iv. Option C passes.

## 6. Other Business

- a. Nominations Committee for SY 2025-2026 PAC Executives
  - i. Nominations open May 1<sup>st</sup> and ends May 31<sup>st</sup>.
  - ii. Committee members.
    - 1. Vet applications.
    - 2. Vikram, Gail, CC, Selina.
- b. “Thank you” cards for Tech Drive Fundraising Donors
  - i. Cards to thank to donors.
    - 1. \$100 and above – 16 donors; \$50 and above – 34 donors
    - 2. Cards to be given directly to donors.
    - 3. Newsletter to include a ‘thank you’ message to all donors.
    - 4. Mr. Chan/Mr. Daum to canvas Grade 7’s to contribute to card artwork.
    - 5. Announcement – display card design with amount raised in foyer.
    - 6. Card sign-off from PAC and school with a consistent message within.
    - 7. **ACTION:** Selina to provide message for thank you card to Mr. Daum.
- c. Earthquake Protocol
  - i. Parent asked Gail to bring her concerns regarding earthquake protocol communication to PAC meeting and school admin. Parent felt communication was not transparent.
    - 1. Mr. Chan: Concerned parents are always welcome to come to the admin for discussion.
    - 2. School has met with District to review protocols and standard drills.
    - 3. Pick up plans were sent out.
    - 4. After the earthquake, District had requested schools submit plans for review.
    - 5. Mr. Chan has met with safety specialists.
- d. PAC meetings not posted on school calendar.

## 7. Adjournment

- a. Next meeting: May 13<sup>th</sup>, 2025 at 6:30pm.

# Balance Sheet

## Henry Anderson PAC

As of Mar 31, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Mar 31, 2025
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$2,556.60
PAC VanCity Gaming Account	\$6,879.68
PAC VanCity General Account	\$31,883.80
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
PAC VanCity TechDrive Account	\$475.53
Total Cash and Bank	\$67,763.35
Other Current Assets	
PAC Funds Held by School <a href="#">tech drive - school cash online</a>	\$3,874.00
Total Other Current Assets	\$3,874.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$71,637.35
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

# Profit and Loss

## Henry Anderson PAC

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

Date Range 2: Jul 01, 2024 to Feb 28, 2025

ACCOUNTS	Jul 01, 2024 to Mar 31, 2025	Jul 01, 2024 to Feb 28, 2025	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	\$5,807.45	\$5,807.45	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$4,349.53	\$2,035.11	\$2,314.42	113.72%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$48,133.51	\$42,426.31	\$5,707.20	13.45%
Total Income	\$73,402.05	\$65,380.43	\$8,021.62	12.27%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$2,396.76	\$0.00	0.00%
General - Hot Lunch Expense	\$30,456.01	\$27,159.51	\$3,296.50	12.14%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$33,583.15	\$30,286.65	\$3,296.50	10.88%

<b>Gross Profit</b>	<b>\$39,818.90</b>	<b>\$35,093.78</b>	<b>\$4,725.12</b>	<b>13.46%</b>
As a percentage of Total Income	54.25%	53.68%		

Operating Expenses				
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	\$1,987.28	\$1,707.28	\$280.00	16.40%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$2,959.19	\$2,182.02	\$777.17	35.62%
General - Classroom Supplies (Resource)	\$581.95	\$398.04	\$183.91	46.20%
General - PAC expenses	\$240.99	\$240.99	\$0.00	0.00%
General Fund Expenses <a href="#">scholarships</a>	\$500.00	\$0.00	\$500.00	0.00%
<b>Total Operating Expenses</b>	<b>\$10,119.47</b>	<b>\$8,378.39</b>	<b>\$1,741.08</b>	<b>20.78%</b>

<b>Net Profit</b>	<b>\$29,699.43</b>	<b>\$26,715.39</b>	<b>\$2,984.04</b>	<b>11.17%</b>
As a percentage of Total Income	40.46%	40.86%		

# HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

SPRING BUDGET VOTE

<b>FUNDS AVAILABLE</b>	Unallocated Funds from Fall Budget	\$8,000
	Projected extra hot lunch profits	\$650
	Profits from stationery / craft fair	\$2,300
		<b>\$10,950</b>

## VOTE FOR APPROVAL

<b>BUDGET ALLOCATED</b>	Carafe for events	\$150
	Primary music instruments	\$300
	ADST	\$500
	Outdoor education	\$500
	Band	\$500

	<u>OPTION A</u> no extra PAC funds to tech, 100% to sound system	<u>OPTION B</u> \$3,500 PAC funds to tech, 1/2 sound system
Wireless sound system	\$7,000	\$3,500
Technonolgy (\$4,350 from drive)	\$0	\$3,500
<b>TOTAL ALLOCATION</b>	<b>\$8,950</b>	<b>\$8,950</b>

TOTAL TO TECH	\$4,350	\$7,850
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Extra funds to vote	\$2,000
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Tech upgrades - Immediate needs, end of lease - imac x 2, ipads x 25, macbooks x 8 (\$6,700)