



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, May 13th 2025
6:30 - 7:30 pm
Multipurpose Room

Materials: 2025/4/8 HA PAC Meeting Minutes (Draft), April Financial Statement, Budget Meeting Summary

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	2 min
2. Adopt of Agenda	All	N	3 mins
3. Approval of Previous Meeting's Minutes - April 8 th 2025 - Updates on action items	All	Y	5 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Treasurer's Report	CC	Y	10 mins
6. Updates:			
- Hot Lunch Program	Gail	N	5 mins
- Library funds \$100 for Chess Tourney Prizes	CC	N	5 mins
- PAC Exec. Nomination and AGM Details	All	N	5 mins
7. Other business			
- Teachers' Appreciation and Parents' Appreciation	All	N	5 mins
- Allocation of the fund \$4800 from Fortis Donation	All	N	5 mins
8. Adjournment			

Next Meeting (**AGM**): June 10th 2025

Henry Anderson Parent Advisory Committee (PAC) – May - Meeting Minutes
Tuesday, May 13, 2025 – 6:30pm-8:04pm



Attendees: Chris D. (Principal), Colin C. (Vice Principal), CC L. (Chair), Selina C. (Vice-Chair), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L. (Hot Lunch Lead), Vikram (Fruits & Veggies Lead), Theola L., Iris, Shirley S., Travis H.

Documents posted on Anderson PAC website for discussions:

- 2025 5 13 HA PAC Meeting Agenda (draft).pdf
- 2025 April Henry Anderson PAC – financials for meeting.pdf
- 2025 4 8 HA PAC- Minutes (draft).pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Request to add the following to Other Business:
 - i. Budget item for voting – VP farewell gift
 - ii. RDPA discussion and representatives
 - iii. Breakfast Club
 - iv. Craft Fair
- b. Selina moved to adopt the agenda with the inclusion of the above items in Section 2.a.
- c. Suellen seconded.
- d. Majority voted in favour – agenda passed.

3. Approval of Previous Meeting's Minutes – April 8th 2025

- a. Chair called for a vote to pass April's minutes.
 - i. Majority voted in favour – April's minutes passed.
- b. Action Items Update:
 - i. Section 3.b.iii: CC to speak with Mr. Track regarding Indigo grant.
 1. Update: Grant expired. Not pursuing.
 - ii. Section 5.a.ii.2: Gail to coordinate additional hot lunch date to test out a new vendor.
 2. Completed. Hot lunch served April 30th.
 - iii. Section 5.ciii: Vikram to share documentation on Tech Drive successes and learnings.
 1. Update: In progress.
 - iv. Section 6.b.ii.8: Selina to provide message for Tech Drive *Thank You* card to Mr. Daum.
 1. Update: Cards completed and provided to Selina.
 2. **ACTION:** Selina to connect with Colin for distribution to donors.

4. Principal's Report (School Updates)

- a. Staffing
 - i. Vice-Principal, Mr. Colin Chan, will be leaving Anderson for a Vice-Principal role at Spul'u'kwuks starting July 1st.
 - ii. New Vice-Principal, Ms. Soledad Stevenson, will be joining Anderson from Diefenbaker.
 - iii. Education Assistant, Ms. Robyn Hanson, retiring.
- b. Planning for 2025-2026 School Year
 - i. Class placement

1. Family input is welcome; please closely follow the criteria sent out in the WAAG (best learning environment; learning requirements; positive/challenging relationships) and submit to Mr. Daum by May 23rd.
 2. Input from classroom teachers, admin, resource teachers, previous teachers, and family. Lots of eyes on the students around the school to place each child in the best environment as possible.
 3. Complex process that teachers put a lot of thought into. Started last month and will go into the second week of September.
- c. Non-Instructional Day – Friday, May 16th
 - i. Focus on Indigenous learning for the day as determined by the Richmond School Board.
 - ii. Will hear from keynote speaker from Katzie First Nation.
 - iii. Topics of Indigenous world view and western world views to be incorporated into teaching.
 - d. Math Contest
 - i. Held May 13th with results soon.
 - e. Grade 7 Farewell
 - i. Fundraisers (flowers, Krispy Kreme) went well; will meet the financial needs for the day.
 - ii. DJ hired; more event details coming.
 - f. Classroom Enhancement Fund (CEF)
 - i. Support from District for literacy.
 - ii. Teachers meeting for further enhancements/what's working well.
 - iii. One more session – will be shared on website and school story.
 - g. Track Attack Meet - May 21st
 - i. Grades 4-7 invited.
 - ii. Reminder for parents: Return signed permission forms; pick child up 2:30pm or earlier; sign out child at sign-out table before leaving.
 - iii. Thanks to staff for all their efforts as this is a huge undertaking.
 - h. Welcome to K Day – Thursday, May 16th
 - i. PAC presence invited before 9am to meet new parents and submit a slide to be included in school presentation.
 - ii. CC will file PAC info sheet into Kindergarten welcome bags.
 - iii. Kids should be brought to gym doors for drop-off; learning outside.
 - i. Grade 7 Days
 - i. Assist in successful transition to high school.
 - ii. MacNeill visit - May 15th
 - iii. McRoberts visit May 20th – travel by bus; team building activities.
 - j. MacNeill Connections
 - i. Homework Club: MacNeill seniors come to Anderson to help with homework; over at the end of May.
 - ii. Leadership Team: MacNeill students comes weekly in jerseys to play games with younger kids; builds community.
 - iii. MacNeill has been allowing Anderson students use their field at breaks, but kids have been leaving garbage wrappers on field, which could lead to termination of agreement.
 - k. Parent Appreciation Tea
 - i. Admin meeting with the committee May 14th and will share details after the meeting.
 - l. Tech Drive
 - i. Thanks to PAC contributions. Tech replacements will arrive November.
 - ii. District has also lent Anderson half a laptop cart based on large school enrolment.

5. Treasurer's Report (refer to Treasurer's Report)

- a. Reimbursements - reminder
 - i. Principal to remind teachers to submit invoices and requisitions or they will not be reimbursed before the end of the school year.
 - ii. **ACTION:** CC/Selina to provide a deadline for Mr. Daum to communicate to teachers.
- b. Gaming Grant Application
 - i. BCeID needed this year for application; BCeID registration request submitted – awaiting approval.
 - ii. **ACTION:** Vivian to submit application when BCeID received.
- c. Expense submissions for PAC-approved items - reminder
 - i. Sand play area: \$4000; Gaga ball court \$4300; outdoor equipment \$1500; wireless sound system \$7000; tech \$6350; carafe \$150; staff appreciation \$500; admin appreciation \$150; Grade 7 luncheon \$1290; primary music instruments \$300.
 - ii. **ACTION:** Carafe needs to be purchased as original one not found in school by April 30th per April's minutes (Section 5.d.iii.2.a).
- d. Budget Voting:
 - i. Transfer \$2556.60 from Fundraising Account (craft fair, stationery) to General Account.
 - 1. Gail motioned.
 - 2. Erin seconded.
 - 3. Unanimous voted in favour – motion passed.

6. Updates

- a. Hot Lunch
 - i. 4 lunches left.
 - ii. Extra hot lunch day April 30th with new vendor that offered food items different from existing vendors.
 - 1. Sales were OK in short period of time.
 - 2. Feedback was mixed.
 - 3. Considering cost and feedback – decided against continuation.
 - iii. New Hot Lunch Lead needed for next year.
 - 1. Role entails back-end coordination, expense submissions, organization of snacks and labels, finding vendors.
- b. Library funds \$100 for Chess Tourney Prizes
 - i. Mr. Track aiming for 12 prizes for tournament at the end of May. 26 students signed up.
 - ii. Vote for PAC to provide Mr. Track with \$100 for the chess tournament prizes.
 - 1. Selina motioned.
 - 2. Gail seconded.
 - 3. Majority voted in favour – motion passed.
- c. PAC Exec. Nomination and AGM details.
 - i. Reminder to submit nomination forms by email before May 31st 12:00:00pm.
 - ii. June 6 WAAG will direct families to PAC website which will list the nominees and remind them to come vote at the AGM.

7. Other Business

- a. Teachers' Appreciation and Volunteer Appreciation
 - i. Admin appreciation – PAC will pay for lunch.
 - ii. Volunteer appreciation
 - 1. No funds allocated for this at this time.
 - 2. Suggestion to celebrate with a potluck and use of McDonald's credit for coffee.
 - 3. Recommendation to change to change event name to Volunteer Celebration.

4. Date – to be confirmed.
 - a. After a hot lunch date.
 - b. After breakfast club – multipurpose room available.
- b. Allocation of the \$4800 donation from FortisBC. Funds currently in school's account.
 - i. Discussion on whether to allocate the funds to tech or decide in a future meeting.
 1. Tech is 3-year leases at \$8000 a year. School receives funding per student and some of it goes to tech renewals.
 2. Mr. Chan negotiated costs for immediate tech renewal needs and Anderson is covered for the coming year with PAC contributions of \$6k.
 3. If the \$4800 donation is allocated for tech upgrades, it would likely go to 2026-2027's tech needs per Mr. Daum.
 4. Other uses for the donation include: outdoor equipment, playground fund, need to check with teachers.
 - a. Outdoor equipment disappears or is damaged often. Equipment encourages cooperative games.
 - b. Land to the west of the school beyond the fence will be given back to the school, increasing play area.
 - c. Playground fund – upwards of \$100k for a new playground seem daunting but may be worth revisiting and researching how other schools have achieved it (e.g. Grauer).
 - ii. Defer vote for donation allocation to next school year.
 1. Erin motioned.
 2. Vikram seconded.
 3. Majority voted in favour – motion passed.
- c. Budget item for voting – VP farewell gift
 - i. Vote for \$100 mall gift card for Mr. Chan's farewell gift.
 1. Suellen motioned.
 2. Gail seconded.
 3. Majority voted in favour – motion passed.
 - ii. **ACTION:** Erin to purchase gift card.
- d. Richmond District Parent Association (RDPA) Discussion and Representatives.
 - i. Discussion
 1. Recent RDPA Election for 2025-2026.
 - a. Call for nominations emailed out only to those registered from Fall 2024. No public call-out to membership.
 - b. Nomination period was only 10 days. Email calling for nominations received April 18th with a deadline of April 28th. No reminder emails sent.
 - c. There was a single nominee for president with the appearance that most, if not all, elected individuals were pre-determined.
 - d. No public invite to AGM.
 2. Censorship
 - a. RDPA President is refusing to share information pertaining to SOGI, Pride, LGBTQIA2S, which is in direct violation of Section 4 of their Constitution.
 - b. [Richmond News article](#) addressing RDPA censorship published.
 - c. Information should be disseminated regardless of executives' personal views.
 3. Transparency
 - a. RDPA is only a Facebook group. No public facing website.

- b. Emails are vague and lack context on important issues such as contributing factors to decisions for budget cuts.
 - c. Improved accessibility to RDPA Constitution needed for executive accountability by membership.
 - ii. Representation
 - 1. Representation of each school is limited to one member, regardless of school enrolment.
 - 2. Anderson parent attended election meeting, but was denied a vote as they were not registered as an RDPA representative.
 - 3. With +650 students enrolled, Anderson should consider assembling a committee for RDPA representation.
 - 4. 2025-2026 RDPA representative to be added to Anderson PAC election in June's AGM.
 - a. Anderson should have 1-2 members officially representing the school at RDPA.
 - b. Vikram volunteered to finish the 2024-2025 school year as RDPA rep for Anderson.
 - 5. RDPA appreciation dinner June 3rd at McNair 5:30pm.
 - a. Vikram will attend. No other PAC members at meeting can attend.
 - b. **ACTION:** Suellen to RSVP from PAC email confirming attendance of 2 Anderson parents.
 - iii. **ACTION:** Anderson PAC to email RDPA requesting that they address alleged issues of transparency, censorship, public access to the constitution, association adherence to the constitution, purposeful limitation of public accessibility, and restricting meaningful participation and representation of schools. Consider cc'ing other school PAC's.
- e. Breakfast Club
 - i. May 30 or June 6, depending on table confirmations
 - ii. **ACTION:** CC to send call-out for volunteers upon confirmation of date.
 - 1. **POST-MEETING UPDATE:** CC confirmed May 30th.
- f. Craft Fair
 - i. Confirmed PAC/school are onboard for a craft fair around the end of November.
 - ii. Check with District and other schools for any conflicting fairs/events.
 - iii. Consider inclusion of school band performance.
 - iv. **ACTION:** When date confirmed, Iris will begin advertising and reaching out for vendor participation.
- g. Communication
 - i. Vikram suggested PAC-specific emails be sent out to increase PAC participation.
 - ii. PAC doesn't have access or permission to contact all families.
 - iii. 2025-2026 Communications Lead to follow up on this in the new school year.

8. Adjournment

- a. Next meeting: AGM – June 10th, 2025 – 6:30pm

Balance Sheet

Henry Anderson PAC

As of Apr 30, 2025
Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Apr 30, 2025
Assets	
Cash and Bank	
PAC VanCity Fundraising Account vote to transfer to General Account	\$2,556.60
PAC VanCity Gaming Account more fieldtrips coming down the pipe - expect all funds spent	\$5,861.13
PAC VanCity General Account	\$41,116.13
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
PAC VanCity TechDrive Account tech drive etransfers + cheques	\$476.04
Total Cash and Bank	\$75,977.64
Other Current Assets	
PAC Funds Held by School tech drive donations in school cash online	\$3,874.00
Total Other Current Assets	\$3,874.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$79,851.64
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 Apr 30, 2025

ACCOUNTS	Jul 01, 2024 to Mar 31, 2025	Jul 01, 2024 to Apr 30, 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	\$4,350.04	\$0.51	-0.01%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$48,133.51	\$64,465.43	\$16,331.92	-25.33%
Total Income	\$73,402.05	\$89,734.48	-\$16,332.43	-18.20%
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	\$37,327.29	\$6,871.28	-18.41%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$33,583.15	\$40,454.43	-\$6,871.28	-16.99%

Gross Profit As a percentage of Total Income	\$39,818.90 54.25%	\$49,280.05 54.92%	-\$9,461.15	-19.20%
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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	\$3,005.83	\$1,018.55	-33.89%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$2,959.19	\$3,187.50	\$228.31	-7.16%
General - Classroom Supplies (Resource)	\$581.95	\$581.95	\$0.00	0.00%
General - PAC expenses	\$240.99	\$240.99	\$0.00	0.00%
General Fund Expenses	\$500.00	\$500.00	\$0.00	0.00%
Total Operating Expenses	\$10,119.47	\$11,366.33	-\$1,246.86	-10.97%

Net Profit As a percentage of Total Income	\$29,699.43 40.46%	\$37,913.72 42.25%	-\$8,214.29	-21.67%
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