



**Henry Anderson Elementary**  
**Parent Advisory Committee (PAC) Agenda**  
**Thursday, September 25th, 2025**  
**6:30pm – 8:00 pm**  
Multipurpose Room

**Materials:** 2025 6 10 HA PAC – Minutes (draft).pdf  
2025 8 18 HA PAC (unofficial meeting) – Minutes (draft).pdf  
2024-2025 PAC Budget vs Actual Funds Summary.pdf

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction <ul style="list-style-type: none"><li>Land Acknowledgement</li></ul>	All	N	5 mins
2. Agenda Adoption	All	Y	2 mins
3. Approval of Previous Meeting Minutes – June 10 <sup>th</sup> , 2025 <ul style="list-style-type: none"><li>Updates on Action Items</li></ul>	All	Y	3 mins
4. Principal's Report (School Updates)	Chris, Soledad	N	15 mins
5. Treasurer's Report <ul style="list-style-type: none"><li>Gaming Grant Update</li><li>Report</li><li>Childminding Budget SY 2025-2026 - vote</li><li>Dance Class – vote on PAC contribution</li><li>Special Budget Meeting</li><li>Expense Reimbursements</li><li>Banking Updates</li></ul>	Vivian	Y	10 mins
6. Updates <ul style="list-style-type: none"><li>Grade 7 Fundraising</li><li>Playground Fundraising</li><li>PAC Fundraising</li><li>Hot Lunch</li><li>Pumpkin Patch</li><li>Costume Drive – Lead needed</li></ul>	Gail Shirley Iris Suellen Selina Selina	N	5 mins 10 mins 10 mins 5 mins 5 mins 5 mins
7. Other Business <ul style="list-style-type: none"><li>PAC Meeting Dates for SY 2025-2026</li><li>Pinny Washing</li></ul>	Selina	N	5 mins

- Enrolment

## 8. Adjournment

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Next Meeting: Thursday, October 16<sup>th</sup>, 2025 at 6:30pm

**Henry Anderson Parent Advisory Committee (PAC) – June - Meeting Minutes**  
**Tuesday, June 10, 2025 – 6:30pm-7:34pm**

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**Attendees:** Chris D. (Principal), Colin C. (Vice Principal), Soledad S., CC L. (Chair), Selina C. (Vice-Chair), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L. (Hot Lunch Lead), Iris, Shirley S., Travis H., Baren T., Johanna S., Vikram S.

Documents posted on Anderson PAC website for discussions:

- 2025 6 10 HA PAC Meeting Agenda
- 2025 5 13 HA PAC- Minutes (Draft)
- 25 May HAES PAC FS for June meeting
- SY 2025-2026 Fundraising Plan

### **1. Welcome / Introduction**

- a. Chair welcomed everyone to the meeting.
- b. New VP for SY 2025-2026: Ms. Soledad Stevenson
- c. PAC Exec. Member and Team Leader for SY 2025-2026
  - i. Nominee Committee met June 3rd to vet nominations; one nominee per position - no voting required.
  - ii. 2025-2026 SY PAC Executives:
    1. Chair: Selina C.
    2. Vice Chair: Gail L.
    3. Treasurer: Vivian K.
    4. Secretary: Erin S.
    5. Hot Lunch Lead: Suellen Z.
    6. Fundraising: Iris W.
    7. Fundraising (Playground): Shirley S.
    8. Communications: Theola L.
    9. Fruits & Veggies: Vivian A.
    10. RDPA: Vikram S.

### **2. Adoption of Agenda**

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

### **3. Approval of Previous Meeting's Minutes – May 13<sup>th</sup> 2025**

- a. Chair called for a vote to pass May's minutes.
  - a. Suellen motioned.
  - b. Gail seconded.
  - c. Majority voted in favour – May's minutes passed.
- b. Action Items Update:
  - i. Section 3.b.iv: Selina to connect with Colin for distribution of Tech Drive thank-you cards to donors.
    1. Update: Completed.
  - ii. Section 5.a.ii. CC/Selina to provide a reimbursement deadline for Mr. Daum to communicate to teachers.
    1. Update: Completed.

- iii. Section 5.b.ii: Vivian to submit Gaming Grant application when BCeID received.
  - 1. Update: BCeID received; grant submitted.
- ii. Section 5.c.ii: Carafe needs to be purchased as original one not found in school by April 30<sup>th</sup> per April's minutes (Section 5.d.iii.2.a).
  - 1. Update: Completed. Purchased by Selina C. and stored at school.
- iv. Section 7.c.ii: Erin to purchase gift card for Mr. Chan's farewell.
  - 1. Update: Completed and presented June 10th.
- iii. Section 7.d.ii.5.b: Suellen to RSVP from PAC email confirming attendance of 2 Anderson parents.
  - 1. Update: Completed.
- iv. Section 7.d.iii: Anderson PAC to email RDPA regarding transparency and censorship.
  - 1. Update: Completed.
- v. Section 7.e.ii: CC to send call-out for volunteers for May 30th breakfast club.
  - 1. Update: Completed.
- vi. Section 7.f.iv: When Craft Fair date confirmed, Iris to begin reaching out for vendor participation.
  - 1. Update: Refer to Section 6 Updates below.

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

- a. Staffing
  - i. Changes will be announced mid-June through school newsletter in a timely manner.
- b. May 21st - Track and Field
  - i. Thanks to track leadership staff: Ms. Grewal, Ms. Szeto, Ms. Miller.
  - ii. Students represented Anderson well - cheering, clean up, participating, being safe.
- c. June 24th - 6pm: Grade 7 Leadership Night
  - i. Everyone's invited; speeches/lift leaders as they move onto grade 8.
- d. June 26th: Grade 7 Farewell
  - i. Spend final day together to celebrate their accomplishments in a meaningful way.
  - ii. Many thanks to PAC parent, Johanna S., for organizing and fundraising for the event.
  - iii. Looking for support from grade 6 parents to help with lunch delivery.
  - iv. Worth mentoring grade 6 parents for next year's graduation.
- e. AnderSun Day - June 13th - 8:45am-2pm; tropical theme.
  - i. Refer to WAAG for schedule and field locations; early dismissal 2pm.
  - ii. Grade 7 leading activities with sponsor teachers; cooperative way to get involved.
  - iii. More about participation and less about winning.
  - iv. Parent Appreciation Tea: 9am-10am in the library - snacks; artwork; movie.
  - v. 11:45 lunch - Gail will have vendor drop off food at 11: 30am.
  - vi. Yearbooks will be distributed at another time, not AnderSun Day.
- f. Learning updates - June 25th
  - i. Ensure you can login.
  - ii. One month to download; if you miss deadline, visit office in September for a copy.
  - iii. Submitted piece of where your child has landed; read though and celebrate child's accomplishments.
- g. Band concert: June 11th - 5pm
  - i. New drum set received.
  - ii. Mr. Chan obtained a quote to soundproof multi-purpose room (\$5000); may be a consideration for PAC funding next school year.
- h. Admin thanks to PAC over the year for supporting teachers and school.

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

- a. Treasurer's Report only up until May for financial statements; influx of field trip and expense reimbursements that are still being processed.
- b. Fundraising funds still to be transferred to General Funds.
- c. Gaming Grant application has been submitted.
  - i. Grant is normally ~\$20/student but approval and amount to be confirmed in September.
- d. Gaga Ball:
  - i. Colin has followed up several times with School Board inquiring about any outstanding labour costs associated with gaga ball construction; no response yet.
  - ii. PAC may need to prepare for a \$1500 invoice.

## 6. Updates

- a. Pumpkin patch budget (approval)
  - i. Johnny's Towing will provide delivery and help source pumpkins.
    1. \$2/pumpkin plus delivery - \$1800 but doesn't include possible inflation.
    2. Offers add-on decoration packages for a few hundred more (~\$400), though no firm quotes yet; haunted mansion or pirate themes.
  - ii. 2024: CC had to run out for additional pumpkins; negotiated for smaller ones so spent less.
  - iii. Traditionally \$2/pumpkin but budget for \$3/pumpkin and aim for 700 pumpkins to account for spoilage.
  - iv. Selina called for a vote for pumpkin budget of \$2500 or \$3000.
    1. \$2500: 6 voted in favour - passed
    2. \$3000: 4 voted in favour
  - v. Johnny locked Anderson in for the week of Halloween; Anderson has priority for first contact.
  - vi. **Action:** CC and Mr. Daum to confirm best date for pumpkins with consideration of Johnny's ultimate availability; teachers possibly wanting them early for art projects; pumpkins as part of backdrop for costume parade; those who do not celebrate Halloween.
  - vii. Halloween costume drive: **ACTION** - decide on lead in September; costumes in school closet.
- b. Fundraising Plan 2025-2026 - Refer to *SY 2025-2026 Fundraising Plan* document
  - i. Purdy's chocolate - Vikram suggested to consider other vendors.
  - ii. Winter Fair - Iris confirmed with Mr. Burrows that band will perform at Winter Fair.
  - iii. Raffle proposed, but a gaming license would be required.
  - iv. Playground - Shirley S.
    1. CC suggested a full year of fundraising dedicated to playground fund.
    2. Shirley looked into the Provincial Grant of \$200k:
      - a. School Boards nominate up to 3 schools with one per district winning, so Anderson would need to pitch our need to the School Board.
      - b. Nominations due June. We missed June 2025 deadline, but this allows us the year to engage with teachers/students and develop a rationale to present to School Board.
      - c. Grant considerations: Addition of 2 portables lessened available play space; insufficient playground equipment clearly evident during recess/lunch when entire enrolment outside; continued use of MacNeill field is not guaranteed; woodchips inhibit wheelchair accessibility; nearby public park made unavailable to Anderson for months due to two large off-leash dogs roaming the park; research how other schools won their grant; research what equipment other large schools (Cook, Bridge) have.
    3. CC learned other schools have received donations from businesses; something Anderson can look into.

4. Silent Auction suggestion: Aspire is running a silent auction through a website; something Anderson can look into.

c. Hot Lunch Plan and First Date

- i. Raised \$20k as of the week of June 2nd; \$17k after deducting credit card fees; still have 2 more lunches to go.
- ii. Total of 23 lunches this year - Thanks to Mr. Daum and Gail L.
- iii. MunchaLunch platform usage cost for 2025-2026 SY is \$369.60.
  1. Selina moved to approve \$369.60 for 2025-2026 SY MunchaLunch.
  2. Iris seconded.
  3. Unanimous vote in favour - passed.
- iv. First Date
  1. Need to secure vendors in August for first term.
  2. 2024: Challenging for Kindergarten orders as class lists were not compiled/supplied until late September.
  3. If Oct 1st start and assuming bi-weekly lunches, 16 lunches total to June.
  4. Mr. Daum open to additional hot lunches dates as the year progresses.
  5. Families miss ordering when too close to vacations.
  6. Final decision: Start Oct 1st to allow time for Kindergarten list/orders.
- d. PAC Welcome Table on 1st day of school (budget, if)
  - i. PAC will need help the first week of school - Tuesday, Sept 2
    1. Need to decorate and set PAC board up possibly before the end the school year, ready for September.
    2. **ACTION:** Selina to gather volunteers and coordinate decorations.
  - ii. Budget
    1. Vote called for \$200 budget for PAC Welcome Table for cookies and coffee.
      - a. 9 voted in favour (majority) - passed.
    2. Kids who want a cookie should bring their parent with them to the table.
- e. First PAC Meeting in Sept.
  - i. Thurs, September 18th - 6:30pm
  - ii. Subsequent dates for the rest of the SY can be decided on Sept. 18th.

7. Other Business

- a. No childminders for June meeting; pass two \$10 Indigo GC's to next SY for use. In Erin S.'s possession.

8. Adjournment

- a. Next meeting: Thursday, September 17, 2025 – 6:30pm

**Henry Anderson Parent Advisory Committee (PAC) – August (unofficial) - Meeting Minutes**  
**Tuesday, August 18, 2025 – 7:00pm-8:30pm**

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**Attendees:** Selina C. (Chair), Vivian (Treasurer), Gail (Gr 7 Lead),  
Shirley S. (Fundraising-Playground), Erin S. (Secretary)

Documents (hard copy) prepared for discussions:

- Fundraising Plan for Henry Anderson Elementary PAC-Playground Upgrades

**1. Grade 7 Fundraising**

- a. Planning for 4-5 fundraisers over the year.
- b. Tentative calendar:
  - i. October: Krispy Kreme
  - ii. November: Craft Fair
  - iii. February: Valentine candygrams
  - iv. Spring: Donut truck
  - v. Addition Krispy Kreme Day as needed.

**2. Playground Fundraising (refer to document)**

- a. Provincial Grant Application Planning
  - i. Anderson needs to be nominated by the School Board; done on an as-needed basis and successful nomination depends on who Anderson is running against – cannot rely on this, so best to raise funds paralleling application.
  - ii. Engagement activities: Purpose to raise moral and gather community input for documentation and incorporation into application (part of Strathcona's strategy model that earned them their grant).
  - iii. Principal needs to be involved in pitch to School Board.
  - iv. **ACTION:** Shirley to clarify grant process; need to align early for Board decision in June.
- b. Fundraising Strategy
  - i. Best to go after big money such as the Provincial grant and corporate sponsorships considering a minimum of \$200k is needed for a new playground and to reduce donor fatigue.
  - ii. Aiming for \$25k/year through PAC with the rest through grant/cold-calling corporations.
  - iii. If grant is approved, any excess funds raised through parallel fundraising can go back to PAC.
- c. Craft Fair: Table to engage community/families; hot chocolate station; blind book auction; poinsettia sales; donation box; profits to go to Playground bank account.
- d. Spring Fair: Collect items/gift cards/swag for raffle/auction.
- e. Mother's Day Flowers sales: Approach Jo (floral shop owner; past Anderson parent) for pricing/support.
- f. Grade 7 Graduation – Rose Sales
  - i. Stand for selling roses at graduation ceremony for students/teachers.
  - ii. Too late to fund Grade 7's for the year at point of sale; profit to playground fundraising.
  - iii. Approach Jo (floral shop owner; past Anderson parent) for pricing/support.
- g. Additional possibilities: GoFundMe; produce, meat, frozen food sales for fundraising.
- h. Parent volunteers needed for grant and fundraising support/lead.
  - i. Selina will help with graphics.

### 3. PAC Fundraising

- a. Logo Sales: Possibly first day of school.
  - i. **POST MEETING UPDATE:** Completed by Iris.
- b. Hot Lunch
  - i. MunchaLunch generally covers the smaller and regular PAC contributions to the school such as field trips, classroom supplies, etc., but not large/irregular items such as sound system.
  - ii. Missing 2 lunch dates this year; need to ask Admin for more dates.
  - iii. Iris and Megan helping Suellen with Hot Lunch with Veronica being gone. Iris/Megan will upload menus to MunchaLunch.
  - iv. Only allows one event at a time, cannot close mid-way.
  - v. **ACTION:** Vivian to clarify with Admin how long money is held in school account and if they'll cut a cheque to PAC for funds raised.
- c. Craft Fair and Class Participation
  - i. First fair last year where a couple classes participated in sales to raise money for charity.
  - ii. Discussion on transparency/accountability of funds/donations; whether PAC would provide/lend seed money for classes to support entrepreneurial project at craft fair; number of classes wanting to participate.
  - iii. PAC involvement should likely end at providing a few tables; best to include Principal in discussion for teacher coordination.

### 4. Fundraising Protocols – handling funds

- a. Some information still outstanding from 2024-2025 school year to reconcile revenue/expenses.
- b. Organized and complete filing of information important to support any audits.
- c. Consider reviewing protocols prior to each fundraiser as reminder. For example:
  - i. Advise Treasurer ahead of fundraiser to review accepted payment/donation methods.
  - ii. Ensure adequate number of PAC members when handling cash.
    - i. Cash never left unattended.
    - ii. Minimum 2 PAC members witnessing/cross-counting cash.
    - iii. Keep track of inventory sales for reconciling revenue.
    - iv. No need to track general donation boxes as no tax receipts provided.
- d. Balance money management practices with fundraising initiatives – e.g. stationery sales raised significant funds for the school, but management challenges included: sale rushes, price bundling (which encourages sales), large variety in inventory.

### 5. PAC Welcome Table – September 2<sup>nd</sup>, 2025

- a. \$200 approved in June 2025 to support Welcome Table.
- b. Cookies and tea for parent email sign-up.
- c. iPad Google form for parent sign-up.
- d. **ACTION:** Gail to check school for sugar and cups the week of August 25<sup>th</sup>.
  - i. **POST MEETING UPDATE:** Completed.
- e. **ACTION:** CC to check with McDonald's for outstanding coffee credit.
  - i. **POST MEETING UPDATE:** Completed. Coffee obtained for PAC welcome table Sept. 2<sup>nd</sup>.

### 6. Adjournment

- a. Next meeting: Thursday, September 25, 2025 – 6:30pm

# HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

BUDGET VS ACTUAL - FUNDS SUMMARY

<b>REVENUE</b>	2025 ACTUAL	2025 BUDGET
Gaming Grant	\$ 12,220	\$ 12,220
Hot Lunch (net)	\$ 17,088	\$ 16,200
Art Created by Kids	\$ 1,249	\$ 1,000
Purdy's Chocolates	\$ 343	\$ 300
Direct donations	\$ 5,100	\$ 1,000
Stationery/ Clothing (net)	\$ 3,411	\$ 2,000
Craft Fair (net)	\$ 950	\$ -
Tech drive	\$ 4,351	\$ -
<b>TOTAL</b>	<b>\$ 44,712</b>	<b>\$ 32,720</b>

<b>EXPENSES</b>	2025 ACTUAL	2025 BUDGET
Grade 7 luncheon	\$ 1,216	\$ 1,290
Scholarships - alumni	\$ 500	\$ 500
PAC office supplies	\$ -	\$ 200
Admin appreciation	\$ -	\$ 150
Staff appreciation	\$ 500	\$ 500
Child minders - PAC meetings	\$ 150	\$ 250
Food Safety course	\$ -	\$ 100
PAC meeting snacks	\$ 11	\$ 180
PAC welcome table 2025	\$ 100	\$ 100

<b>TEACHERS WISH LIST</b>	2025 ACTUAL	2025 BUDGET
Field trips	\$ 5,377	\$ 6,510 (\$10 per 651 student)
Classroom supplies	\$ 6,284	\$ 7,000 (\$250 per div)
Resource supplies	\$ 1,419	\$ 2,000 (\$200 for 10 teachers)
KPop dance	\$ 2,500	\$ 2,500 (½ of cost)
Pumpkin patch	\$ 1,300 (\$2 ea)	\$ 2,000 (\$3 ea)
ADST	\$ 317	\$ 500
Outdoor Education	\$ 273	\$ 500
Drum kit	\$ 500	\$ 500
PE + Outdoor equipment	\$ -	\$ 1,500
Wireless sound system	\$ -	\$ 7,000
Tech from PAC funds	\$ -	\$ 2,000
Tech drive funds	\$ -	\$ 4,351
Sand play areas	\$ -	\$ 4,000
Gaga ball court	\$ -	\$ 4,300

#### **BUDGET 2025/2026 - WHAT DO WE HAVE TO WORK WITH THIS YEAR?**

End of SY 2024-2025                   \$36,300  
Contingency funds                    (\$ 6,500) \*10% of operating budget  
   \$29,800

Less funds earmarked:

Wireless sound system           (\$ 7,000)  
Tech                                       (\$ 6,351)  
Sand pit                                 (\$ 4,000)  
Gaga ball court                    (\$ 4,300) \* based on quote of \$6k  
   \$21,651

Begin SY 2025-2026               \$ 8,149