

**Henry Anderson Parent Advisory Committee (PAC) – October - Meeting Minutes**  
**Thursday, October 16<sup>th</sup>, 2025 – 6:30pm-7:45pm**



**Attendees:** Chris D. (Principal), Soledad S. (Vice Principal), Selina C. (Chair), Gail L. (Vice-Chair), Vivian K. (Treasurer), Erin S. (Secretary), Suellen Z. (Hot Lunch Lead), Shirley S. (Playground), Vikram S. (RDPA), Theola L. (Communications), Baren T., Deanna K., Pedram D.

Documents posted on Anderson PAC website for discussions:

- 2025 10 16 HA PAC Meeting Agenda
- 2025 9 25 HA PAC- Minutes – draft.pdf
- 2025 Oct PAC meeting draft FS.pdf

**1. Welcome**

- a. Land Acknowledgement.

**2. Adoption of Agenda**

- a. Chair called for motion to adopt agenda; Erin motioned.
- b. Unanimous vote in favour.
- c. Agenda passed.

**3. Approval of Previous Meeting's Minutes – September 25<sup>th</sup>, 2025**

- a. Chair called for a vote to pass September's meeting minutes.
  - a. Unanimous vote in favour.
  - b. Passed.
- b. Update on Action Items:

*Aug 18<sup>th</sup> Meeting (unofficial) Minutes*

Section	Action Item	Update
3.b.v	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.	<ul style="list-style-type: none"><li>• School District(SD) cannot provide cheque to PAC in order to maintain its charitable status.</li><li>• Wasanthi (admin) and Vivian (PAC treasurer) will keep track of funds raised by PAC through SD/Cash Online to ensure balances are correct on both sides. Note in school account that PAC needs to be consulted on funds that they raised.</li><li>• School holding \$3874 tech drive donations and \$4800 corporate donation.</li></ul>

*September 25<sup>th</sup> Meeting Minutes*

Section	Action Item	Update
5.a.iv.1	Vivian to provide update on Gaming Grant report filing	<ul style="list-style-type: none"><li>• PAC must submit a report outlining how the grant was spent each year within 90 days of year end.</li><li>• Complete. 2024-2025 report filed by Vivian.</li></ul>
5.b.i.2	Vivian to add primary grade instruments (previously approved) to report; not yet spent.	Item to be voted upon again this year.
5.e.ii	Vivian to set Budget Meeting date in November and coordinate wishlist deadline with admin.	<ul style="list-style-type: none"><li>• Admin aiming to provide PAC with wishlist by end of Oct.</li></ul>

		<ul style="list-style-type: none"> <li>• <b>ACTION:</b> Vivian to confirm budget meeting date of Nov 6th or 13<sup>th</sup></li> </ul>
5.g.i	Vivan to remove past execs from bank authorities and update signatories.	Completed - removed CC; added Iris.
5.g.ii	Vivian to set up online transfer of funds to operations account with other signatories approving.	Completed
5.g.iii	Vivian to move tech funds to appropriate account; approvals not required.	Completed - \$130 transferred.
6.d.v.1	Erin to send email call-out for Pumpkin Patch volunteers.	<i>Post-meeting Update</i> – Selina completed; 12-15 volunteer completed; call-out not required.
7.b.v.	Erin to email for volunteers when processes confirmed with office regarding pinny washing.	<ul style="list-style-type: none"> <li>• Sign-sheet link posted on PAC website.</li> <li>• Erin to email office morning of pick up with colour crates; office will have it ready for pick up at end of day; office has link to sign-up sheet as well.</li> <li>• More volunteers needed.</li> </ul>

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

- a. Parent-Teacher conferences next week
  - i. Touching on literacy and numeracy. Keep in mind it's early on in the school year.
  - ii. If date doesn't work, make alternate arrangement with teacher.
- b. Friday Oct 24th – ProD Day
- c. Halloween
  - i. Participation/costumes optional.
  - ii. Thanks for costume drive – nice to see kids understand the value in donating.
  - iii. Thank for the pumpkin patch.
  - iv. Grade 7 leadership: Spirit Day - wear black and orange.
- d. Scholastic Book Fair
  - i. First week of Nov – prices slightly reduced; significant portion of proceeds go to the library.
  - ii. Parent suggested teachers send out a book fair wishlist; had been done in past.
  - iii. Thanks to volunteers.
- e. Remembrance Day – Assembly on November 10<sup>th</sup>
  - i. 2 assemblies: odd and even divisions.
  - ii. Kid learning about veterans and messages of peace.
- f. Parking lot
  - i. Go into office with any concerns.
  - ii. Messages being sent out in WAAG; work order to repaint curb submitted.
  - iii. Parent question: Parent volunteers to keep cars moving? Would be helpful.
    1. Don't want kids engaging with adults.
    2. Parent has seen this somewhere before.
    3. Connect with office if would like to organize.
    4. Office – send out a call-out in WAAG; PAC can send a call out too.

## 5. Treasurer's Report (See 2025 Oct PAC meeting draft FS.pdf)

- a. Report review:
  - i. Balance sheet
    - 1. Craft fair – received \$275 (11 registrations x \$25 fee)
    - 2. Gaming grant – received \$13,020.
      - a. Some money left over from last year; must be used within 2 years; cannot be transferred.
      - b. PAC budgets to NIL; will be used in time.
  - ii. Profit and Loss
    - 1. Hot Lunch – first term saw \$16k in orders; orders still coming in as people order for the rest of Nov and Dec.
    - 2. \$4.3k expense doesn't include paying vendors (i.e. Profit will be less than \$12k).

## 6. Updates

- a. Hot Lunch
  - i. Profit of ~\$1800 from Oct 1<sup>st</sup> and 15<sup>th</sup> lunches; slightly less due to transaction fees.
  - ii. Next few months' numbers looking good.
  - iii. Lots of volunteers so far; delivered in a timely manner.
  - iv. 2 additional hot lunch dates approved by Admin; will use them to try new vendors; dates TBD with consideration of existing hot lunch days, students leaving early for holidays, presence of parent volunteers on dance performance days.
    - 1. **ACTION:** Suellen to confirm the two additional dates.
- a. Craft Fair
  - i. November 28<sup>th</sup> 4pm-8pm.
  - ii. 42 approved applicants; some classes will have a table. Tables still available.
  - iii. School band and 2 dance studio group performances.
  - iv. PAC table – selling popcorn.
  - v. Playground table – selling hot chocolate.
  - vi. Same day as performance; set up right after school – volunteers needed for set-up/teardown.
- b. Playground Fundraising
  - i. Streams and goals: Provincial grant 200k; community outreach 25k; corporate outreach 50k.
  - ii. Admin reaching out to District Facilities and Superintendent regarding grant and process.
  - iii. Stakeholder engagement – reach out to kids; helps with application.
    - 1. Brainstorm.
    - 2. Work with teachers for best method for student participation (e.g. drawings, skits, stories) – kids practice communication skills.
    - 3. PAC can support as needed through documentation, supplies, worksheets.
    - 4. Strategy modeled after Strathcona Elementary (brought in urban illustrator, facilitator for documentation); kids presented their work.
    - 5. Collection shows we've done the work.
    - 6. Holding workshops this term or next would be great, so there's something to base decisions on.
    - 7. Workshops need to be opt-in. Have a donor who will provide \$100 stipend per participating division with a matching donation for the playground fundraiser.
    - 8. Shirley may be able to bring in an urban illustrator free of cost, but depends on what teachers want.
    - 9. Multi-grade for workshops – e.g. older with younger buddies.
    - 10. Fits ADST curriculum.
  - iv. New school opening on Odlin – doesn't have a playground; may be competition.
  - v. **ACTION:** Shirley to send a survey link to obtain feedback from families regarding what they've observed with their kids so everyone has had a chance to participate.

- c. Grade 7 Fundraising
  - i. Still to meet as a group but best to start fundraising early and spread events out.
  - ii. \$2000 tentative fundraising goal.
  - iii. Krispy Kreme: raised \$1000; individual donut sales boosted profits; small hiccup: some School CashOnline had parents' names – had to figure out pick up.
  - iv. Craft Fair table – Mr. Chang to reach out to Grade 7 teachers to have students organize their table as a potential lesson in financial literacy. Otherwise, snacks will be sold.
- d. Pumpkin Patch
  - i. October 30<sup>th</sup>: 700 pumpkins and ready by 8am.
  - ii. Variety of decorations appropriate for various ages; Johnny's crew to set up decorations.
  - iii. 12-15 volunteers needed for pumpkin dispersal.
    - 1. *Post-meeting update*: enough volunteers confirmed.
  - iv. Approved \$2500 and used \$2200; still have \$300 in budget – will use some funds for coffee/treats for volunteer; decided against sweet treats for kids.
- e. Costume Drive
  - i. Pick up starting Oct. 20<sup>th</sup> from table in foyer.
  - ii. **ACTION**: Pedram to provide Selina with WAAG blurb.

## 7. Other Business

- a. Communications Co-Lead
  - i. Theola nominated Baren for Communication Co-Lead.
  - ii. Unanimous vote in favour.
  - iii. Approved – passed.
- b. Breakfast Club
  - i. School needs to look at school account before decision.
- c. Priority seating for regular PAC volunteers at school performances.
  - i. Make it attractive to volunteer.
  - ii. Did it for band concert last year.
  - iii. Principal agreed.
    - 1. PAC to email for interest and draw names as necessary.
    - 2. Successful draws will be lower priority at subsequent events as necessary for fairness.
- d. RDPA
  - i. Vikram attended Oct. 7<sup>th</sup> meeting.
  - ii. Some challenging conversations (e.g. SOGI) persisted, so Vikram was unable to suggest that a better communication strategy is needed.
    - 1. **ACTION**: Vikram to provide email to Erin with questions and concerns to be forwarded to RDPA.
  - iii. Next meeting: PAC 101 at Richmond School District Board Room 1<sup>st</sup> floor at 7811 Granville Av on Tues., Nov. 4<sup>th</sup> at 19:00-21:00.
    - 1. Limited spots and registration required.
    - 2. Send out earlier communication to parents who may wish to attend.

## 8. Adjournment

- a. Next meeting: Thursday, October 16<sup>th</sup>, 2025 at 6:30pm.