

Henry Anderson Parent Advisory Committee (PAC) – January - Meeting Minutes
Thursday, January 15th, 2025 – 6:30pm-7:40pm



Attendees: Soledad S. (Vice Principal), Selina C. (Chair), Gail L. (Vice-Chair), Vivian K. (Treasurer), Erin S. (Secretary), Suellen Z. (Hot Lunch Lead), Iris W. (Fundraising), Shirley S. (Playground), Theola L. (Communications), Vikram S. (RDPA), Sean B., Alfred W., Karina N, Marine W., Shalini M.

Documents posted on Anderson PAC website for discussions:

- 2026 01 15 HA PAC Meeting Agenda.pdf
- 2025 11 20 HA PAC – Minutes – draft.pdf
- 2025 Dec HAES financials for meeting.pdf

1. Welcome

- a. Land Acknowledgement.

2. Adoption of Agenda

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

3. Approval of Previous Meeting's Minutes – November 20th, 2025

- a. Chair called for a vote to pass November's meeting minutes.
 - a. Suellen motioned; Gail seconded; Unanimous vote in favour.
 - b. Passed.
- b. Update on Action Items:

Section	Action Item	Update
6.b.iv	Call out to PAC to stay and help clean up after Craft Fair	• Completed.
6.c.viii	Chris to meet with Kristopher Workman and Shirley to answer questions about playground	• Completed
8.a.ix	Vikram to set up an online meeting as a trial for the next PAC meeting in January	• Defer to next meeting; Vikram not yet in attendance.

4. Principal's Report (School Updates)

- a. School messenger invitation
 - i. Parents will be receiving a text on Feb. 6th for opting into receiving time-sensitive school announcements via text.
 - ii. Not spam; must push "Y" to opt-in for future communications.
- b. Volunteer criminal record checks
 - i. District deemed necessary for any parent/guardian driving students on school-related outings or any school-related activity where a teacher/staff is not present with the student(s).
 - ii. Free – can be done online or in person; online is 5 mins with a code and conducted in the office.
 - iii. Filed for a year.
- c. Parking lot
 - i. Notification slips created and will be issued to discourage:
 1. Drivers from double parking.
 2. Neighbours from using the lot for overnight parking.

- ii. Possible third slip will be made to discourage drivers leaving their cars in the No Parking Zone.
 - iii. Community police have come; their presence makes a difference.
- d. Basketball
 - i. Started with Grade 6/7 teams (girls' team and boys' team).
 - ii. Coaches generating game schedule this coming Tues (Jan 20th).
- e. Lacrosse
 - i. Coming to PE class to share and encourage joining the sport.
- f. Anderson swag
 - i. PAC gifted to staff; staff appreciates.
 - ii. Hoping to have Spirit Day on Fridays.
- g. Hockey equipment (Selina question)
 - i. Free hockey equipment that Selina previously arranged for – any update from admin?
 - ii. **ACTION: Selina and Soledad to follow up with donor.**

5. Treasurer's Report

- a. Balance Sheet
 - i. Changed a bit - have a lot of funds being held in the school board but flagged for PAC use.
 - ii. Income
 - 1. Playground \$9124 – cash account + funds held by school
 - iii. Expenses
 - 1. \$900 craft fair – will be getting back from donor (PAC paid out first).

6. Updates

- a. Hot Lunch
 - i. 6-8 volunteers – regular basis.
 - ii. First 3 bi-weekly, then every week afterwards to March 11 – frequency to help tackle a big project (playground).
- a. Playground Fundraising & Voting
 - i. Formed playground committee.
 - ii. List of corporate sponsors to reach out – nothing yet but will try reaching out in spring.
 - iii. Met with facilities and learned about proper procedure process; best to be under \$75k (faster streamline; only need 2 bids).
 - iv. Prelim site behind kindergarten but moved to area next to sandpit and gaga ball court.
 - v. Provincial Grant: Anderson would be 10th on the provincial grant list; would take 30 years; we wouldn't get it.
 - vi. Process: PAC raises money > District > they purchase for tax break.
 - vii. Made some money at Craft Fair and left posters up to encourage engagement.
 - viii. Mr. Bromilow and Ms. Fenn encouraging engagement – 21 Divisions participated.
 - 1. 100s of drawings by students; survey from parents.
 - 2. Will be tabulating info.
 - 3. Top 5-8 ideas incorporated into proposals to 4 suppliers (suppliers approved by District).
 - a. One dropped out; one no response; 2 have conducted site visits.
 - ix. Playground bordering, ground raising, wood chipping will be paid by District.
 - x. Need to send funds to District by Feb to get procurement going.
 - xi. Shortfall of \$32k right now.
 - 1. Requesting reallocation of some PAC funds to playground (what's earmarked but not used).
 - 2. Group of donors will match what PAC would donate (max of the \$8300).
 - 3. \$8300 unallocated right now, if donated and matched – would bring shortfall to \$15k.
 - xii. Vivian: PAC can look at funds and talk about whether we want to move unallocated funds.

1. Order goes in by May and money into District by then or maybe at least 50% deposit – **ACTION: Shirley to confirm payment requirements/schedule.**
2. Vikram: Perspective of smaller target for shortfall; may be easier and motivating for fundraising the rest to completion.
3. Suellen: Failed hot lunch – did not charge for the food; raised \$1500 even after paying for the emergency pizza; still have pizza in freezer for hungry kids.
4. Gagaball and sandpit money – not paying for it anyway and money was slated for outdoors things; Gagaball completed and new playground equipment will be taking over the proposed sandpit area anyway.
 - a. Chair called on whether PAC votes immediately on moving funds.
 - i. Unanimous in favour.
 - ii. Passed.
 - b. Chair called on vote to reallocate \$8300 to playground.
 - i. Unanimous in favour.
 - ii. Passed.

7. Other Business

- a. Chuckers – Richmond City Baseball; Mr. Bromilow is on the Board.
 - i. Try to get more attention through school/PAC as PE gym-time sessions are too short and have not led to increased enrolments. City Centre is underrepresented.
 - ii. Chuckers: Community-driven sport; low cost (\$125 tee ball with a hat and jersey for example); volunteer-run with training available; make it as available to kids as possible; no language/gender barriers; can be boys/girls (mostly boys sign up); lots of incentive programs just for girls if they move on with it; short duration sport in spring.
 - iii. Free spring session – Try Baseball at the Oval on Jan 29th from 5-6:15pm for ages U5-U13 (K-7).
 1. Low risk opportunity to try it out.
 2. Sign up through TeamSnap (Mr. Bromilow will send info for the app).
 3. Not just kids brand new to baseball; welcome to join if it's been a while since they've tried.
 4. Cap at 75 participants.
 - iv. Great to start U11 and under; may be intimidating to try when older – but can catch up with coaching.
 - v. **ACTION: Selina and Soledad to determine appropriate means of communicating Chuckers info to parents where permissible.**
- b. Prodigy – Math/English/science learning in the form of a game.
 - i. Group rate – 30 or more kids, then \$30/year per kid.
 - ii. **ACTION: Dave (Viv) to send info to PAC.**
- c. Fundraising – Vikram
 - i. Arranging get-togethers – parents and kids.
 - ii. Movie night:
 1. Vivian: Looked into this last year and decided against it due to Community Grant stipulating the event has to be open to the community, leading to possible security issues.
 2. Vikram: At least 3 schools have done it; sold tickets for \$4/\$5; popcorn sales; District may pay for the \$1000 film license if PAC coordinates.
 3. Have to look at scale – one for younger group; one for older group – allows for age-appropriate movie selection and manageable crowd with smaller groups.
 4. Lots to do logistically – school, volunteers.

5. **ACTION:** Vikram to confirm if District will pay for the license and other details; present to PAC next meeting.
- iii. Fresh Slice vendor: Can apply for outdoor activity fundraising event.

8. Adjournment

- a. Next meeting: February 19th, 2026 at 6:30pm

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Balance Sheet

Henry Anderson PAC

As of Dec 31, 2025
Report Type: Accrual (Paid & Unpaid)

ACCOUNTS		Dec 31, 2025
Assets		
Cash and Bank		
PAC VanCity Fundraising Account	table fees from craft fair	\$1,050.00
PAC VanCity Gaming Account		\$14,016.62
PAC VanCity General Account		\$30,856.33
PAC VanCity Shares		\$5.95
PAC VanCity Special Projects Account (Playground)	donations received at craft fair	\$379.00
PAC VanCity TechDrive Account		\$480.07
Total Cash and Bank		\$46,787.97
Other Current Assets		
Investment - Term Deposit	special projects funds in GIC	\$25,961.81
PAC Funds Held by School - General	undesignated donations	\$4,800.00
PAC Funds Held by School - Outdoor Education	direct donation for Outdoor Ed	\$1,800.00
PAC Funds Held By School - Playground	school cash online + SD38 donations	\$8,745.00
PAC Funds Held by School - Technology		\$3,874.00
Total Other Current Assets		\$45,180.81
Long-term Assets		
Total Long-term Assets		\$0.00
Total Assets		\$91,968.78

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2025 to Dec 31, 2025

Date Range 2: Jul 01, 2025 to Oct 31, 2025

ACCOUNTS	Jul 01, 2025 to Dec 31, 2025	Jul 01, 2025 to Oct 31, 2025	Change	
Income				
Fundraising Revenue - Craft Fair <small>logo wear 315.75 popcorn \$406 + table fees</small>	\$1,796.75	\$925.00	\$871.75	94.24%
Fundraising Revenue - Direct Contributions <small>Outdoor Ed</small>	\$1,800.00	\$0.00	\$1,800.00	0.00%
Fundraising Revenue - Playground	\$9,124.00	\$0.00	\$9,124.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$120.00	\$120.00	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$3.03	\$1.87	\$1.16	62.03%
Gaming Grant Revenue	\$13,020.00	\$13,020.00	\$0.00	0.00%
Hot Lunch Sales	\$22,895.53	\$17,197.49	\$5,698.04	33.13%
Total Income	\$48,759.31	\$31,264.36	\$17,494.95	55.96%
Cost of Goods Sold				
Fundraising Expenses - Craft Fair <small>note 1</small>	\$1,047.29	\$0.00	\$1,047.29	0.00%
General - Hot Lunch Expense	\$15,894.69	\$6,415.85	\$9,478.84	147.74%
General - Hot Lunch Supplies	\$111.98	\$111.98	\$0.00	0.00%
Total Cost of Goods Sold	\$17,053.96	\$6,527.83	\$10,526.13	161.25%

note 1: \$900 related to supplies sponsorship

Gross Profit As a percentage of Total Income	\$31,705.35 65.02%	\$24,736.53 79.12%	\$6,968.82	28.17%
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Operating Expenses				
Gaming Grant Expenses	\$2,236.23	\$2,236.23	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$2,768.30	\$0.00	\$2,768.30	0.00%
General - Classroom Supplies (Resource)	\$523.15	\$0.00	\$523.15	0.00%
General - PAC expenses	\$118.25	\$118.25	\$0.00	0.00%
Total Operating Expenses	\$5,645.93	\$2,354.48	\$3,291.45	139.80%

Net Profit As a percentage of Total Income	\$26,059.42 53.45%	\$22,382.05 71.59%	\$3,677.37	16.43%
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