

**Henry Anderson Parent Advisory Committee (PAC) – June AGM - Meeting Minutes**  
**Thursday, June 11th, 2025 – 6:30pm-7:30pm**



**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), Vivian A. (Fruits & Veggies), Vikram S. (RDPA), and 71 PAC members.

Documents posted on Anderson PAC website for discussions:

- 2026 06 11 HA PAC Meeting Agenda.pdf
- 2025 05 21 HA PAC – Minutes – draft.pdf
- 2026 Apr HAES PAC Financial Statements.pdf
- 2026 May HAES PAC Financial Statements.pdf
- 26 June FS for PAC AGM.pdf
- year end cash review - june 11, 2026.pdf

**1. Welcome**

- a. Land Acknowledgement.

**2. Adoption of Agenda**

- a. Chair motioned to adopt agenda.
  - i. Unanimous vote in favour; agenda adopted.

**3. Approval of Previous Meeting's Minutes – May 21<sup>st</sup>, 2026**

- a. Erin motioned to approve May's PAC meeting minutes
  - i. Marine seconded.
  - ii. Majority vote in favour.
  - iii. Minutes passed.
- b. Update on Action Items:

Section	Action Item	Update
3.b	Sol to consult other schools on online meeting methods with respect to holding PAC meetings online.	• Table to future meeting.
3.b	Viv to send Prodigy info to Admin to bring to staff meeting.	• Table to future meeting.
3.b	Vikram to present action plan for movie nights.	• Table to future meeting.
3.b	Admin to submit all invoices to Vivian K. for reimbursements.	• Incomplete. Invoices still rolling in.
3.b	School to pay PAC back \$100 for each Craft Fair table teacher participant (PAC already paid teachers). Chris to address.	• Incomplete. PAC waiting for cheque.
3.b	PAC election virtual meeting for vetting nominations.	• Completed June 1 <sup>st</sup> 6pm online.
6.a.i	Suellen to pay MunchaLunch fee before end of July.	• Address in summer.
6.a.iii.3	Suellen to decide on first hot lunch date when K lists are complete.	• Address in September.
6.a.iii.6	Chris to sit with Suellen to coordinate PAC lunch and FF lunch dates if Anderson will be participating in FF.	• Address in September.

6.b.v	Shirley to firm Playground volunteer schedule.	• Address in Item 6 below; address in summer.
6.b.x.1	Chris to look into District equipment to offload playground materials from truck	• Address in Item 6 below; address in summer.
7.a.ii.1	Selina to obtain quote for pumpkins.	• Completed. Address in Item 7 below.
8.a	Admin to provide thank-you cards.	• In progress.

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

- a. Appreciation for PAC events for children's enjoyment – playground, winter fair, etc.
- b. Ander' Sun Day – June 12<sup>th</sup>
  - i. Parents welcome to come cheer kids on.
  - ii. Kids to pack: Sunscreen, hat, water bottle, snack.
- c. Indigenous dancers visited the week of June 8<sup>th</sup>.
  - i. Hoop and pow-wow dancing.
  - ii. Presentation was well-received and encourages understanding of other cultures.
- d. Parent Appreciation – June 19<sup>th</sup>
  - i. Thank parents for supporting kids with home reading, etc.
  - ii. Treats and tea will be served; honour band will be performing.
- e. Learning Updates – June 24<sup>th</sup>
  - i. Parents/guardians must download as there is an expiry date.
- f. Grade 7's
  - i. Leadership Night – June 22<sup>nd</sup>
  - ii. Farewell – Last day of school June 25<sup>th</sup>
  - iii. Thanks to parents and Grade 7 Committee Lead, Gail L.
- g. French Literacy Presentation – June 18<sup>th</sup> at 6pm
  - i. For Grades 3 and up.
  - ii. Summer support for developing French reading skills.

#### 5. Treasurer's Report – see attached sheets and notes

- a. 26 June FS for PAC AGM – Balance Sheet
  - i. Cash balances as of June 10<sup>th</sup>: \$23, 179
  - ii. Restricted funds – PAC-designated funds held at the school or district level
- b. 26 June FS for PAC AGM – Profit and loss
  - i. Income from fundraising during the year (eg. Craft Fair \$2700; Hot Lunch \$67,500, etc.).
  - ii. Gaming Grant 2026-2027: application submitted; \$12,600 expected if approved.
  - iii. More expenses coming.
  - iv. Playground coming early September 2026.

#### 6. Updates

- a. Playground Fundraising
  - i. \$80k raised between previous PAC and this past year.
  - ii. Orange colour scheme was winner as voted by students.
  - iii. Parts ordered and being manufactured; September 1<sup>st</sup> delivery.
  - iv. Construction
    1. Area will be fenced off during construction.
    2. District will prep site.
    3. Supervised install.
    4. September 1<sup>st</sup>-3<sup>rd</sup> for build; September 4<sup>th</sup> is buffer day.
  - v. Help, materials, and equipment needed.
    1. Signup sheet will be sent out for volunteers (builders, childminders, food & beverage)

2. Suellen reaching out to vendors for lunches.
  3. List of tools and materials – plywood, pails, marking spray, utility knives, impact screw gun, 8' long 2x4's, pry bars (email [andersonpacgeneral@gmail.com](mailto:andersonpacgeneral@gmail.com) for specifications)
  4. Construction fencing and skid steer.
- vi. Thanks to Chris and Sol for their help in coordinating with the District during the planning phases and opening the school a week early for access to washrooms and power, etc.

*Todd Pope, our representative from Swing Time Distributors, unexpectedly passed away in May 2026. Through his many conversations with our Playground Lead, Shirley, Todd played an instrumental role in making Anderson's playground extension possible. Todd was a strong believer in volunteerism and community. His generosity and kindness will have a lasting impact—thanks to his support, he made it possible for Anderson to expand the playground even further than originally planned. We are grateful for the opportunity to have known and worked with Todd. We extend our heartfelt condolences to his family, friends, and all who had the privilege of knowing him.*

## **7. September 2026 Budget Vote**

- a. Chair proposed to budget \$100 to September 2026's PAC Welcome Table.
  - i. Vikram motioned.
  - ii. Suellen seconded.
  - iii. Unanimous vote in favour.
  - iv. Motion passed.
- b. Chair proposed to budget \$2500 for October 2026's Pumpkin Patch.
  - i. Suellen motioned.
  - ii. Tom seconded.
  - iii. Unanimous vote in favour.
  - iv. Motion passed.
- c. Chair proposed to budget \$20 for September's meeting for PAC childminding (two \$10 gift cards for two Grade 6/7 childminders).
  - i. Raymond motioned.
  - ii. Vivian K. seconded.
  - iii. Unanimous vote in favour.
  - iv. Motion passed.

## **8. Thank you/Welcome**

- a. Thanks to all the PAC Execs and volunteers this past year who helped with PAC events: Pumpkin patch, craft fair, hot lunch, playground (especially Shirley S.; this is a huge achievement), and pinnie washing.
- b. PAC thanks Mr. Daum and Ms. Stevenson for their support.
- c. Thanks to Vice-Chair, Gail L. who has spent many years with PAC and will be leaving Anderson with the graduation of her youngest this year.
- d. Thanks to Vivian K. for crunching the numbers and keeping impeccable records.
- e. Thanks to all other parent volunteers who have helped with non-PAC events such as the book fair, spirit wear, etc.
- f. Mr. Daum: Many thanks to Chair, Selina C. The amount of time and energy it takes to lead a PAC for this large of a school enrollment is astounding and to do it all with warmth and friendliness is amazing.

## **9. Elections for 2026-2027 School Year**

- a. Introductions
  - i. Vice-Chair: Tom P
  - ii. Treasurer: Vivian K
  - iii. Secretary: Erin S.
  - iv. DPAC: Theola L.
  - v. Hot Lunch Lead: Suellen Z.
  - vi. Fundraising Lead: Iris W.
  - vii. Communications Lead: Selina C.
  - viii. Fruits & Veggies: Vivian A.
  - ix. Chair – 2 minute introduction for each candidate: Shirley S. and Vikram S.
- b. Voting
  - i. Cards given out to eligible voters who registered by 7pm. Those with cards could vote by show of hands/cards at voting.
  - ii. Due to private requests and high voter attendance (difficult to count show of hands), ballots distributed to those who had a voting card.
  - iii. Results: Shirley 62 votes; Vikram 15 votes
    - 1. 2026-2027 PAC Chair: Shirley S.

## **10. Other Business**

## **11. Adjournment – 7:30pm**

- a. Next meeting: Wednesday, September 23<sup>rd</sup>, 2026 at 6:30pm

# Balance Sheet

## Henry Anderson PAC

As of Apr 30, 2026

Report Type: Accrual (Paid & Unpaid)

### ACCOUNTS

Apr 30, 2026

Assets	
<b>Cash and Bank</b>	
PAC VanCity Fundraising Account	\$1,050.00
PAC VanCity Gaming Account	\$9,623.18
PAC VanCity General Account	\$34,989.55
PAC VanCity Shares	\$5.95
PAC VanCity TechDrive Account	\$482.23
<b>Total Cash and Bank</b>	<b>\$46,150.91</b>
<b>Other Current Assets</b>	
PAC Funds Held by District - Playground	\$80,619.00
PAC Funds Held by School - Craft Fair	\$900.00
PAC Funds Held by School - Outdoor Education	\$2,100.00
PAC Funds Held by School - Technology	\$3,874.00
<b>Total Other Current Assets</b>	<b>\$87,493.00</b>
<b>Long-term Assets</b>	
<b>Total Long-term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$133,643.91</b>

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all prior years	\$10,927.05
Profit between Jul 1, 2025 and Apr 30, 2026	\$67,734.55
Retained Earnings/Deficit	\$54,982.31
<b>Total Retained Earnings</b>	<b>\$133,643.91</b>
<b>Total Equity</b>	<b>\$133,643.91</b>

# Profit and Loss

## Henry Anderson PAC

Date Range: Jul 01, 2025 to Apr 30, 2026

Report Type: Accrual (Paid & Unpaid)

Jul 01, 2025  
to Apr 30, 2026

### ACCOUNTS

Income	
Fundraising Revenue	\$449.53
Fundraising Revenue - Craft Fair	\$2,696.75
Fundraising Revenue - Direct Contributions	\$2,140.00
Fundraising Revenue - Playground	\$34,516.00
Fundraising Revenue - Stationery + Logo Wear	\$120.00
Fundraising Revenue - Tech Drive (+ interest)	\$5.19
Gaming Grant Revenue	\$13,020.00
Hot Lunch Sales	\$65,407.33
Investments – Interest	\$86.42
<b>Total Income</b>	<b>\$118,441.22</b>
Cost of Goods Sold	
Fundraising Expenses - Craft Fair	\$1,179.59
Fundraising Expenses - Playground	\$27.09
General - Hot Lunch Expense	\$33,992.09
General - Hot Lunch Supplies	\$187.00
<b>Total Cost of Goods Sold</b>	<b>\$35,385.77</b>

<b>Gross Profit</b>	<b>\$83,055.45</b>
As a percentage of Total Income	70.12%

**Operating Expenses**

Gaming - Field Trip Expenses	\$4,393.44
Gaming Grant Expenses	\$2,236.23
General - Appreciation	\$600.00
General - Classroom Supplies (Divisions)	\$4,369.83
General - Classroom Supplies (Resource)	\$523.15
General - PAC expenses	\$198.25
General Fund Expenses	\$3,000.00
<b>Total Operating Expenses</b>	<b>\$15,320.90</b>

<b>Net Profit</b>	<b>\$67,734.55</b>
As a percentage of Total Income	57.19%

# Balance Sheet

## Henry Anderson PAC

As of May 31, 2026

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	May 31, 2026
<b>Assets</b>	
<b>Cash and Bank</b>	
PAC VanCity Fundraising Account	\$1,050.00
PAC VanCity Gaming Account	\$5,411.92
PAC VanCity General Account	\$23,661.19
PAC VanCity Shares	\$5.95
PAC VanCity Special Projects Account (Playground)	\$115.50
PAC VanCity TechDrive Account	\$482.78
<b>Total Cash and Bank</b>	<b>\$30,727.34</b>
<b>Other Current Assets</b>	
PAC Funds Held by District - Playground	\$2,242.40
PAC Funds Held by School - Craft Fair	\$900.00
PAC Funds Held by School - Outdoor Education	\$2,100.00
PAC Funds Held By School - Playground	\$20.00
PAC Funds Held by School - Technology	\$3,874.00
<b>Total Other Current Assets</b>	<b>\$9,136.40</b>
<b>Long-term Assets</b>	
<b>Total Long-term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$39,863.74</b>

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all prior years	\$10,927.05
Profit between Jul 1, 2025 and May 31, 2026	-\$26,045.62
Retained Earnings/Deficit	\$54,982.31
<b>Total Retained Earnings</b>	<b>\$39,863.74</b>
<b>Total Equity</b>	<b>\$39,863.74</b>

# Profit and Loss

## Henry Anderson PAC

Date Range: Jul 01, 2025 to May 31, 2026

Report Type: Accrual (Paid & Unpaid)

Jul 01, 2025  
to May 31, 2026

### ACCOUNTS

Income	
Fundraising Revenue	\$739.65
Fundraising Revenue - Craft Fair	\$2,696.75
Fundraising Revenue - Direct Contributions	\$2,140.00
Fundraising Revenue - Playground	\$34,759.50
Fundraising Revenue - Stationery + Logo Wear	\$120.00
Fundraising Revenue - Tech Drive (+ interest)	\$5.74
Gaming Grant Revenue	\$13,020.00
Hot Lunch Sales	\$67,510.76
Investments – Interest	\$86.42
<b>Total Income</b>	<b>\$121,078.82</b>
Cost of Goods Sold	
Fundraising Expenses - Craft Fair	\$1,179.59
Fundraising Expenses - Playground	\$27.09
General - Hot Lunch Expense	\$46,098.19
General - Hot Lunch Supplies	\$187.00
<b>Total Cost of Goods Sold</b>	<b>\$47,491.87</b>

<b>Gross Profit</b>	<b>\$73,586.95</b>
As a percentage of Total Income	60.78%

<b>Operating Expenses</b>	
Gaming - Field Trip Expenses	\$8,604.70
Gaming Grant Expenses	\$2,236.23
General - Appreciation	\$600.00
General - Classroom Supplies (Divisions)	\$5,635.64
General - Classroom Supplies (Resource)	\$523.15
General - PAC expenses	\$198.25
General Fund Expenses	\$3,350.00
Playground Expansion	\$78,484.60
<b>Total Operating Expenses</b>	<b>\$99,632.57</b>

<b>Net Profit</b>	<b>-\$26,045.62</b>
As a percentage of Total Income	-21.51%

# Balance Sheet

## Henry Anderson PAC

As of Jun 10, 2026

Report Type: Accrual (Paid & Unpaid)

### ACCOUNTS

Jun 10, 2026

Assets		
<b>Cash and Bank</b>		
PAC VanCity Fundraising Account		\$1,050.00
PAC VanCity Gaming Account		\$3,338.35
PAC VanCity General Account	* to review pending transactions	\$18,187.25
PAC VanCity Shares		\$5.95
PAC VanCity Special Projects Account (Playground)		\$115.50
PAC VanCity TechDrive Account		\$482.78
<b>Total Cash and Bank</b>		<b>\$23,179.83</b>
<b>Other Current Assets</b> <b>RESTRICTED FUNDS</b>		
PAC Funds Held by District - Playground	will be used for construction supplies in August	\$2,242.40
PAC Funds Held by School - Craft Fair	requested - chq awaiting signatures	\$900.00
PAC Funds Held by School - Outdoor Education		\$2,100.00
PAC Funds Held By School - Playground	donation rec'd after funds transferred to District	\$20.00
PAC Funds Held by School - Technology	macbooks purchased - o/s invoice from school	\$3,874.00
Prepaid Expenses	munchalunch fee for 2026/2027	\$369.60
<b>Total Other Current Assets</b>		<b>\$9,506.00</b>
<b>Long-term Assets</b>		
<b>Total Long-term Assets</b>		<b>\$0.00</b>
<b>Total Assets</b>		<b>\$32,685.83</b>

# Profit and Loss

## Henry Anderson PAC

Date Range: Jul 01, 2025 to Jun 11, 2026

Report Type: Accrual (Paid & Unpaid)

Jul 01, 2025  
to Jun 11, 2026

### ACCOUNTS

Income		
Fundraising Revenue	purdy's	\$739.65
Fundraising Revenue - Craft Fair		\$2,696.75
Fundraising Revenue - Direct Contributions	outdoor ed \$2,100 + general \$40 (applied to playground)	\$2,140.00
Fundraising Revenue - Playground		\$34,759.50
Fundraising Revenue - Stationery + Logo Wear		\$120.00
Fundraising Revenue - Tech Drive (+ interest)		\$5.74
Gaming Grant Revenue	govt grant \$20 per student - application for 2026/2027 has been submitted. Will find out in fall of approval - \$12,600	\$13,020.00
Hot Lunch Sales		\$67,510.76
Investments - Interest		\$86.42
<b>Total Income</b>		<b>\$121,078.82</b>

Cost of Goods Sold		
Fundraising Expenses - Craft Fair	\$900 to be recovered	\$1,179.59
Fundraising Expenses - Playground		\$27.09
General - Hot Lunch Expense	does not include costs of final lunch next week	\$47,970.69
General - Hot Lunch Supplies		\$187.00
<b>Total Cost of Goods Sold</b>		<b>\$49,364.37</b>

<b>Gross Profit</b>		<b>\$71,714.45</b>
As a percentage of Total Income		59.23%

**THANKS TO THE SUPPORT OF ANDERSON FAMILIES AND THE COMMUNITY WE WERE ABLE TO FUND THE FOLLOWING:**

<b>Operating Expenses</b>		
Gaming - Field Trip Expenses		\$10,678.27
Gaming Grant Expenses	pumpkin patch	\$2,236.23
General - Appreciation	staff	\$600.00
General - Classroom Supplies (Divisions)	\$350 per division	\$7,218.38
General - Classroom Supplies (Resource)	\$2,000 total	\$1,256.36
General - PAC expenses	* see below	\$218.25
General Fund Expenses		\$4,245.89
Playground Expansion	coming Fall 2026!!!	\$78,484.60
<b>Total Operating Expenses</b>		<b>\$104,937.98</b>

<b>Net Profit</b>		<b>-\$33,223.53</b>
As a percentage of Total Income		-27.44%

\* General Fund Expenses:

- \$ 250 scholarship Macneill
- \$ 250 scholarship McRoberts
- \$ 350 chess club timers
- \$2,500 arts programming (kpop dance)
- \$ 896 wireless sound system w/mics
- 
- \$4,246 total

<b>HENRY ANDERSON SCHOOL PAC</b>			
<b>Year end cash review - JUNE 11, 2026</b>			
<b>OPERATING + FUNDRAISING</b>			
OPERATING account		\$18,187.25	
Fundraising account		\$1,050.00	
<b>Balance - as at June 11, 2026</b>		<b>\$19,237.25</b>	
<u>Transactions outstanding</u>			
hot lunch	\$2,000.00		
grade 7 grad luncheon	\$945.00		
admin appreciation	\$150.00		
classroom supplies - max	\$2,232.00		
outdoor equipment	\$500.00		
wireless sound system	\$2,100.00		\$900 claimed
tech	\$2,000.00		
outdoor ed	\$500.00		
literacy	\$5,000.00		\$600 submitted - to update
staff appreciation	\$600.00		
craft fair tables	-\$900.00		
	\$15,127.00		
<b>Balance - END OF YEAR</b>		<b>\$4,110.25</b>	\$10,610.25
			balance if remaining literacy and sound system transferred to next year
<b>Hot lunch</b>	<b>Projection</b>	<b>Actual</b>	<b>Shortfall</b>
Revenue	\$70,620.00	\$67,510.00	
Expense	\$49,251.00	\$50,658.00	
	\$21,369.00	\$16,852.00	-\$4,517.00
<b>GAMING ACCOUNT</b>			
<b>Balance - as at June 11, 2026</b>		<b>\$3,338.35</b>	
<u>Transactions outstanding</u>			
outdoor equipment	\$1,000.00		
fieltrips - max	\$1,922.00		
	\$2,922.00		
<b>Balance - END OF YEAR</b>		<b>\$416.35</b>	