

Dr. George M. Weir Elementary School  
2900 East 44<sup>th</sup> Avenue  
Vancouver, BC V5R 3A8

**PAC ANNUAL GENERAL MEETING (AGM) MINUTES**

**Date and Time:** Monday, June 18, 2018, 6:30pm-8:00pm (in the staff room)

**PAC Attendance (in order of sign-in sheet):**

Angie Harianto	Michelle Chien	Winnie Huang
Margaret Lam	Gloria Yong	Jo Neill
Brian Yip		

**PAC Executives:**

**Chair:** Hailey Wong

**Co-Chair:** Marsella Leung

**Secretary:** JoAnn Ng

**Treasurer:** Hailey Wong (interim)

**Administrators:**

**Principal:** Heather Gascoigne

**Vice-Principal:** Ashwin Prasad

1. **Call to order:** Hailey Wong, at 6:35pm

2. **PAC 2017/2018 Activities and Accomplishments Recap:**

Activities:

- Over the past year PAC introduced a “Welcome Back Coffee Morning” with refreshments and home baked goodies for parents and guardians on the first day of school, held 3 “Movie Nights”, hosted our first Scholastic “Buy One Get One Free” Book Fair, and began a PAC-run “Strings” program.
- PAC also continued the following on-going programs – Hot Lunch, Fruit and Vegetable Program, Dairy Program, Scholastic Book Fairs, Direct Drive Donation, Gift Card/Frozen Food Novelties Fundraiser, Sports Day, and Teacher and Staff Appreciation Lunch.

### Accomplishments:

- A Weir PAC website was set up. Visit [www.weirpac.weebly.com](http://www.weirpac.weebly.com).
- WEIR PAC News – a weekly email sent to parents to keep them updated on upcoming school/PAC news.
- Applied for and received a \$923.00 Fridge Grant to replace the old, inadequate fridge with a new one that can accommodate the Fruit/Veggie, and Milk programs.
- Expanded the Hot Lunch menu by adding a new vendor, and now offer sushi, teriyaki rice/noodles, pasta, mac and cheese, burgers, and chicken nuggets, in addition to pizza, and subway sandwiches.
- Held 3 Scholastic Book Fairs that brought over \$2500 to the school library in books and to the PAC in cash.
- Held 3 Movie Nights which were fundraisers for both Grade 7 Grad Activities and for the PAC.
- 150 dri-fit Track and Field Jerseys were purchased for the Weir Track and Field team.
- Spirit Wear T-shirts – Weir School tees were sold for the first time to promote school spirit and community spirit.
- New Sports equipment was purchased for use at recess, lunch and classes by the students.
- Technology program – paid the current iPad lease (30 iPads), and purchased 14 new iPads and cases, and a new charging station.
- Sponsored and paid for purple Sports Day ribbons.
- Successfully organized PAC's first Strings program, a before-school twice weekly program. Students performed at both the Winter and Spring programs.

### **3. Financial Update – Grade 7 Fundraisers:**

- Sales of freezies, popcorn, candy grams, and friendship grams.
- 3 Movie Nights – received proceeds from ticket sales.
- 2 Pizza Hot Lunch sales in February

Grade 7 Fundraisers raised almost \$5,500.00 in 2017/2018.

### **4. Financial Update – Scholastic Book Fairs:**

- 2 Book Fairs were held in October and May
- “Buy one get one free” Book Fair was held in June
- Summary of 3 Book Fairs – almost \$2,600.00 of books was earned for the library and over \$2,100.00 cash was raised for the PAC.
- Grand Total Value of books and cash earned was over \$4,700.00.

## **5. Financial Update – Fundraising Recap (as of June 18, 2018):**

Financial breakdown (% of amount raised) over 2017/2018:

- 41% - Hot Lunch – approx. \$10,500.00
- 21% - Direct Drive – approx. \$5,100.00
- 18% - Scholastic Book Fairs (cash + book value) – approx. \$4,700.00
- 8% - Sports Day – approx. \$2,200.00
- Remaining 12% - Movie Nights, frozen food/gift cards, White Spot gift cards, Spirit wear, Kids World Pass – approx. \$3,000.00
- Total Money Raised for 2017/2018 = approx. \$25,500.00

## **6. Statement of Revenue and Expenses for 2017/2018 School Year (as of June 18, 2018):**

- Financial details are available upon request.

## **7. MunchaLunch Demo presented by Marsella Leung:**

- Proposal to move from using paper take-home Hot Lunch forms to ordering Hot Lunch meals online.
- Benefits of online ordering include: ability to order several weeks of Hot Lunch ahead time, ability to pay via credit card instead of sending cash to school, parents will receive email reminders of upcoming Hot Lunches, and the amount of paper used to print off order forms will be significantly reduced.
- There is a \$300.00 yearly fee and a 2.9% credit card transaction fee. However, these costs could be offset with a small increase in the price of Hot Lunch, which has not been increased in 10 years.

## **8. PAC 2018/2019 Budget Proposal for Discussion and Voting:**

- Gaming Grant: Weir PAC submits an application each June to receive a portion of government gaming revenues to support a broad range of programs and services at the school. The final decision on the application and amount of money granted is made in September.
- Potential Gaming Grant for 2018/2019 school year is \$8,580.00, based on a grant of \$20.00 per student, and Weir's projected enrollment of 429 students for the upcoming school year.
- Proposal to move the following items from General Ledger expenses to Gaming Grant expenses: Grade 7 Camp Buses, Sports Equipment, and PAC Performing Arts. Vote to approve move to Gaming Grant account was unanimous.
- Gaming Grant monies will also be put aside for maintenance and repair of playgrounds.
- Proposal to increase PAC Teacher Class Fund from \$200.00 to 250.00 for Classroom Teachers and maintain amount of \$125.00 for Resource Teachers was put forth. Vote to approve was unanimous.

- New items put to vote: \$100.00 for childcare for evening PAC meetings (2 babysitters - \$20 x 5 meetings), \$100.00 for PAC office supplies, and \$100.00 for Welcome Back/Morning Coffee supplies. Approval was unanimous.
- MunchaLunch \$300.00 yearly fee, and Movie Night License of \$400.00 were discussed as future expenses.

## **9. “Who’s Who in the Zoo?” – 2017/2018 Weir PAC:**

### **EXECUTIVE:**

- PAC Chair – Hailey Wong
- PAC Vice-Chair – Marsella Leung
- PAC Secretary – JoAnn Ng
- PAC Treasurer – Hailey Wong (interim)
- DPAC Representative – vacant

### **COMMITTEES:**

- Hot Lunch – Marsella Leung and Angie Harianto
- Book Fair – JoAnn Ng and Mercedes Lee(retiring)
- Sports Day – Hailey Wong and Marsella Leung
- Fruit and Veggie Program – Melissa Kan(retiring) and Sherley Heck
- Dairy Program – Winnie Huang and Margaret Szeto
- Web Master – Hailey Wong
- Grade 7 Parent Coordinator – Melissa Kan(retiring)

## **10. PAC Election for 2018/2019:**

### **EXECUTIVE:**

- PAC Chair – Hailey Wong
- PAC Vice-Chair – Maxine Shui
- PAC Secretary – JoAnn Kamimura
- PAC Treasurer – Marsella Leung
- DPAC Representative – vacant

### **COMMITTEES:**

- Hot Lunch – Marsella Leung and Angie Harianto
- Book Fair – JoAnn Kamimura and Michelle Chien
- Sports Day – Hailey Wong, Marsella Leung and Angie Harianto
- Fruit and Veggie Program – Sherley Heck and Winnie Huang
- Dairy Program – Winnie Huang and Margaret Szeto
- Web Master – Brian Yip
- Grade 7 Parent Coordinators – Marsella Leung and Angie Harianto

### **11. Principal Updates:**

Ms. Gascoigne:

- Weir will have 18 divisions next year, down from the current 20 divisions.
- 2 Teachers and 1 SSW will be leaving at the end of June.
- No new cross-boundary students are being accepted at Weir due to the projected seismic upgrading in September 2020.
- Vice-Principal Mr. Prasad will be leaving Weir for a new school, and a new VP will be starting in September.

### **12. Open to Floor:**

- Suggestions for future fundraisers: sale of souvenir Weir tea towels, Emergency Kits for Home and/or Student kits.

13. Meeting Adjourned at 8:00pm.