



## Meeting Minutes - Richard Bulpitt Elementary PAC

**Meeting Type:** Annual General Meeting (AGM)

**Location:** Library, Richard Bulpitt Elementary

**Date:** June 12, 2023

**Time:** 7:00pm

### **IN ATTENDANCE**

**Executive:** Allison Senften (*President*), Brianna Giles (*Treasurer*), Sandra Borger (*Vice President*)

**Members:** Aarti Wadhwa (*Guest*), Daljit Dial (*Member at Large*), Edith Mok (*Volunteer Coordinator*), Kanika Manaktala (*Member at Large*), Rahima Rana (*Member at Large*), Tom Hancock (*DPAC Representative*), Vicki McCabe (*Guest*), Zoe Ma (*Hot Lunch Coordinator*)

**Administration:** Sean Oliver (*Principal*)

**Regrets:** Jane Clark (*Secretary*)

Meeting called to order by Allison Senften at 7:06pm

### **WELCOME AND ACKNOWLEDGEMENT**

We acknowledge that the Langley School District resides on the traditional unceded territories of the Kwantlen, Katzie, Matsqui, and Semiahmoo First Nations.

### **APPROVAL OF MEETING MINUTES FROM MAY 15, 2023**

- 1st - Edith Mok
- 2nd - Rahima Rana
- All in favour

### **PRINCIPAL'S REPORT**

- No new portables scheduled for the fall, which is good news
- No new divisions slated for the fall either
- 2 retiring teachers and 3 SEAs not returning in the fall
- Several maternity leaves will occur in the fall, which will be difficult to staff that soon into the school year
- Long jump pit relocation was a success; the 5-6 year olds particularly enjoy lining up and tearing down the runway
- Reunification drill occurring next week; won't be all the classes but rather those with the most parents at pick-up to make things easier
- 6 of the 8 chiller compressors are not working, hence the heat in the school. A new contractor is attempting to fix them permanently, rather than doing small fixes which immediately break down



- Financial requests for 2023-2024 at this time include hand soap, stage lights, recess equipment

## **SPRING FLING REPORT**

- Activities
  - Have 3-4 balloon twisters and face painters; we had more than last year but still had long lineups
- Finances
  - Make it clear on all posters, newsletters, Munch-a-Lunch, and social media that there will be no refunds as this is a school fundraiser
  - Cops for Cancer raised \$501 from the dunk tank, which is in addition to the \$500 originally donated by the RBE PAC
- Food
  - Have cotton candy pre-bagged
- Raffle
  - Make it clear that the last call for raffle entries is 8pm, which will give volunteers time to move the raffle items into the gym and start the process of selecting winners
- Tents
  - Book all six of the 20x20 tents from Fraser Valley Party Rentals
  - Book the two 20x20 DPAC tents; with some help from Mr. Oliver, they were not that bad to set up and take down
- Tickets
  - Presale went well and helped to reduce the lineup for ticket sales
  - After school ticket sales the day-of went well; worth doing again
  - Close ticket sales at 8pm so guests don't complain that they have leftover tickets with nothing to spend them on
- Vendor Market
  - We had 22 vendors; all showed up though some were late due to traffic
  - We had a map ready for them ahead of time to show their location
  - For next year, have the registration opening and the deadline closer together; this year was a month apart and the top vendors had found alternative markets before they were accepted by us
  - An email was sent to the vendors to solicit feedback
  - Market felt a bit closed off from the rest of the activities due to their location and because vendors put walls on their tents to deal with rain
  - Next year, have vendors all in one space rather than some on the basketball court and some in the hockey cage
  - Consensus that all of this year's vendors were good picks with appropriate and diverse merchandise; we purposefully did not choose multi-level marketing businesses
  - Could increase the vendor fee from \$40 to \$50 next year
- Volunteers



- Some volunteers (high school students) were hanging out and not doing very much, some left early
  - Reminder to go see the Coordinator in the Library if you feel you have nothing to do
- Have a pre-event meeting to clearly define roles and responsibilities
- We asked for feedback from volunteers
- We paid \$919 for volunteer shirts, which worked very well
- Confirmed date for 2024: Friday, June 7, 2024 from 5pm-8:30pm

### **TREASURER'S REPORT**

These numbers reflect “pre-Spring Fling” re: final revenues and expenses

- General account: \$34,000.20
- Gaming account: \$12,539.20

### **DPAC REPORT**

- Last meeting was the AGM
- New presidents, Brian Martins
- No more meetings until the fall

### **FUN LUNCH REPORT**

- Need to work on communication between parents, teachers, and volunteers; navigating field trips has been difficult
- Overall, this year's vendors worked well. A few issues with Boston Pizza
- We will book the vendors for the whole year in the summer; however, we will stick to four “release dates” per year in Munch-a-Lunch
- Need to download all the credits soon because they get wiped out in the summer; these need to be uploaded again in the fall
- Note to PAC members - if there are issues with Munch-a-Lunch, please let Zoe know asap
- We are seeing a shortage of volunteers
- For next year, we would like to organise an open house / social for PAC about what PAC does, how Munch-a-Lunch and fun lunch works, and try to find more volunteers

### **SCHOLARSHIPS REPORT**

- Four students applied
  - One disqualified because they had received too much other funding
  - One applicant found to not be truthful and thus disqualified
  - Samuel and Adoni were the successful applicants, receiving \$1000 each



## **FUNDRAISING REPORT**

- Growing Smiles provided a refund of \$179 due to quality issues. We may not do this fundraiser again as it is not making enough money for the amount of work, especially in terms of pickups
- Neufeld's fundraiser seems to be getting tired as well
- Purdy's does well at Christmas, but not so well at Easter
- Already committed to the Community Values book, which was a successful fundraiser this year. The cost of books is going up a bit, but so is our return. Will be ordering 700 books for the fall.

## **MEMBER COMMITMENT**

- Try to attend as many meetings and events as you can
- There is an expectation that everyone contributes their voice and time
- We need to create guidelines for the PAC chat as it can be overwhelming with different people's varied schedules and availability to monitor. Might be best to stick with the Facebook page threads instead
- If you normally can't attend daytime volunteering opportunities, go out of your way to attend the ones during the evenings, or vice versa. It is understandable that nobody can do everything.

## **AGM VOTE**

- Allison - President
- Brianna - Treasurer
- Daljit - Member at Large
- Edith - Volunteer Coordinator
- Kanika - Member at Large
- Rahima - Vice President
- Sandra - Secretary
- Tom - DPAC Representative
- Zoe - Hot Lunch Coordinator

Meetings in 2023-2024 will be on Mondays

## **2023-2024 DRAFT CALENDAR OF EVENTS**

- No month decided
  - Student art exhibit night
  - Adult paint night (includes child mining)
- September



- PAC social / open house
- Pizza for Meet the Teacher night
- October
  - Halloween dance (Fri, Oct 27)
- November
  - Christmas vendor market (late in the month)
- December
  - Pancake breakfast
  - Giving tree
  - Movie night
- January
- February
  - Pink Shirt Day donut fundraiser
- March
- April
  - Photo session (to align with Mother's Day gifting)
- May
- June
  - Spring Fling carnival (Fri, June 7)

### **MEETING ADJOURNMENT**

- A motion was made by Allison Senften to adjourn the meeting
  - 1st Rahima Rana
  - 2nd Sandra Borger
- Meeting was adjourned at 9:30pm

### **NEXT MEETINGS**

- Executive planning meeting: Summer TBD
- General meeting: September TBD