



**Upper Lynn PAC General Meeting
Minutes
April 3, 2023
7:00 pm**

Attendance

Those in attendance:

Executive Committee Member:	Executive Committee Member:
Sandee Sangha	Jaco Wessels
Emma Milley	Carmen Zimmer
Allie Rzen	

Staff Member:
Randy Holman
Lise Grendel
Doris Baltruschat
Amanda Turcato

Parent Community:	Parent Community:
Ludmila Cliett	Veronica Bartlett
Marion Guenther	Susan Farrell
Katie Prout	

1. Call to Order

The meeting was called to order at 7:02 pm.

2. Land Acknowledgement

Sandee acknowledged and thanked the Coast Salish people whose traditional territory North Vancouver School District resides on.

3. Agenda

The attendees reviewed and adopted the agenda for the meeting.

4. Approval of January 23, 2023 General Meeting Minutes

The meeting minutes from the January 23rd General Meeting were approved.

5. Message from School Administration

- Sports: Track and Field Notices are going home – many teachers are coaching. No Swangard Stadium Final Meet this year. Swangard will be under renovation. June 6 will be our final meet at Sutherland Secondary. Successful volleyball session.



- March 7th Open House (online) 2:15 – 3:15 and 5:30-6:30. Well attended and teachers are appreciative of your support.
- April 5th is our planning meeting 3:45 – 6:15 at the ESC. Includes parents and hopefully some students.
- Performances: Rain City Improv - (School Performance) Monday, May 1, 2023 at 01:15 PM - Axe Capoeira - (School Performance) Friday, May 26, 2023 at 11:00 AM - Axe Capoeira - (School Performance) Friday, May 26, 2023 at 01:30 PM
- Grade 4 Outdoor School April 24th – 26th. Grade 3 Longhouse May 17th – 19th.
- Monday, May 9th: District Pro-D (No school); Victoria Day May 22nd (No school)
- Fun Day – Coming up on May 26th – planning for it.
- Carnival 2nd of June.
- 3 dead trees and some branches were removed from the school property.

6. **Asian Heritage Month**

Doris Baltruschat spoke to the group about learning explorations of Asian cultural histories throughout the month of May. Posters and displays will tell the stories of immigration, early settlements, and communities through the lens of image, file, memories and artifacts. Suitcases filled with items representing Asian countries. Volunteers from our parent community are welcome to make ULE's first Asian Heritage Month a memorable event. We should work at translating this information for all parents in the school.

7. **Financial Report**

Jaco Wessels provided an update on the current financial statements:
(see Appendix for details)

- Income:
 - Hot lunch: \$11,467 profit achieved from winter and fall sessions. \$8,500.00 profit anticipated from the Spring session. On track to make full-year budget of \$20,000.
 - Budget for \$2,000.00 for After School programs will not materialize as there is no parent volunteer running this program.
 - Fundraisers grouped under 'Other Fundraisers' is below budget as YTD actual is \$1,830.00, budget is \$9,000.00.
 - Parent social and drive in movie were profitable (\$4,046) despite being budgeted as break-even.
- Expenses:
 - Exceeded PE Enrichment by \$1,000.00 over budget. We expect this will be offset by underspending in other areas.
 - Veronica B mentioned the Bike to School week, and if PAC will be donating some funds. Jaco thought the PAC will donate \$450.00. Jaco to confirm this amount.
- Assets: \$44,366.00. Substantial cash balance. Move to term deposit.
- Liabilities: \$7,986.00
- Assets minus Liabilities: \$36,350.00



8. Staff Appreciation – Wednesday May 3rd

Starting to organize this annual event. The PAC will need volunteers for food, supervision of classrooms and outside, etc. If you are able, please volunteer. More information to come shortly.

9. Silent Auction – May 17th to 26th

This is the 2nd highest income item for the PAC. Looking to procure items for auction. Will be online from May 17 – 26. If anyone wants to volunteer for this event, please contact ULE PAC.

10. Carnival – June 2nd

Well into the organizing stages. We are looking for more volunteers. Will be requesting classroom volunteers again this year. Please ask if you have any questions.

11. Fundraisers

- Samosa: April 4th to 24th. Communication coming out shortly.
- Family Photos: May 27th & 28th. Currently talking to a ULE parent photographer. More information to come.

12. Succession Planning

We will need volunteers to take over some roles for the PAC. If you have any questions or would like to volunteer, please do not hesitate to contact us for further information. Please think about volunteering for these larger roles.

13. Black History Month

The BHM committee at school is made up of 6 teachers who did an amazing job of organizing ULE this year. Most classrooms did door posters and Nii came to judge the winners. Ms. Wilson's Grade 1 class won \$100.00 from Kidsbooks for their door art and the three students who won the poster competition will have t-shirts printed soon. Nii is planning to be back to teach HipHop before the end of the school year, dates are to be confirmed.

14. New Business

- Bike to School: Veronica Bartlett spoke to the group about Bike to School week May 29 to June 2. This initiative promotes active travel to school and fostering good behaviours. Volunteers are requested for assistance from 8:00 am. Notifications will be going out soon. Bike storage? Randy Holman confirmed the gym can be used. Will need to work thru the gym availability on the Friday should we need to move carnival indoors.
- The next PAC meeting is on June 12, 2023 at 7:00 pm and will be our AGM in the library. Stay tuned for more info.

15. End of Meeting

The meeting was adjourned at 7:41 pm.



APPENDIX – FINANCE SLIDES

Income

INCOME	Budget	YTD
Parent social		2,409
Family Photo	600	
Card Project	2,000	
Grants	10,000	10,140
Hot Lunch Program	20,000	11,467
Drive In		1,637
After school Programs	2,000	0
Carnival	4,000	-4,962
Silent Auction	15,000	
Orange Shirt Day	(\$162.17 profit donated -Orange shirt Society)	
Other Fundraisers	9,000	1,830
PST Refund	300	
TOTAL	\$62,900	\$23,716

- **Hot Lunch – budget \$20,000 – on track**
 - Fall & Winter Session made profit of \$11,467
 - Anticipating \$8,500 profit from Spring (orders of \$60,000)
- **Card Project - budget \$2,000**
 - Order until April 10th
- **After School Programs – budget \$2,000**
 - Won't materialize
 - No parent volunteer for After School Program co-ordinator this year
- **'Other Fundraisers' – budget \$9,000**
 - Group of smaller fundraisers
 - Likely to be significantly below budget
 - Currently at \$1,830

Expenses

EXPENSES	Budget	YTD
ADMIN		
BCCPAC Fee	0	75
Bank Account Service Charges	400	118
Other transaction charges		135
Foodsafe	230	\$0
Software licensing (Zoom, Munch, QBO)	1000	511
Office/stationary supplies	200	
Gifts / Recognitions	450	
Total Admin Expenses	\$2,280	\$501.38
CLASSROOM EXPENSES		
Bursaries	1,000	540
Band/Music	1,000	269
Student Wellbeing Programs	700	
Counsellor Programs	300	
Divisional Expenses	11,000	3,735
Online Learning	3,600	1,376
Enhancement Programs / Cultural		
Groups	7,500	4,810
Field trip Transportation	8,800	3,872
LAC/ELL//French	900	0
PE Enrichment Activities	6,000	7,000
PE Equipment	3,000	
Library Supplies	2,500	\$492
Technology	5,000	
Primary requests	3,500	1,825
intermediate requests	2,000	
Total CLASSROOM /FIELD TRIPS	\$56,800	\$24,560

EXPENSES	Budget	YTD
PAC PROJECTS/EXPENSES		
Earthquake Supplies	450	444
PAC Event Expenses	200	200
Grade 7 Fund Contribution	1,000	1,000
Safety patrol	700	139
Speakers Program	5,000	1,575
Fun Day	900	0
Staff Luncheon	900	0
Total PAC PROJECTS/EXPENSES	\$9,150	\$3,358
Special Projects		
Accessible Playground	9,700	9,635
Sensory Room / Self Reg		
Spaces	15,000	4,763
Mural in the Gym	1,000	250
Total Special Projects	\$25,700	\$14,648

- **Expenses in general as expected**
- **PE Enrichment \$1,000 over budget**
 - Tennis lessons (500 students @\$14)
 - **2019:** 484 students @ \$13 = \$6,292
 - Expect to offset this by underspent in other areas



Balance Sheet as at 28 March

Assets		\$
Blueshore - Chequing Account	89,707	Primary Bank account
Chequing Account – Equity shares	25	
Blueshore - Gaming Account	6,731	Gaming Grant – must be kept in separate account
Gaming Account – Equity shares	26	
NVSD#44 - Donation Acct.	5,123	Trust account with NVSD
Munch Clearing Account	(57,277)	*Hot Lunch orders for upcoming dates (Cr balance on AR)
Total Assets	44,336	
Liabilities		\$
Accounts Payable	0	
Grade 7 Account	6,579	
Hot Lunch Payable	1,406	
Total Liabilities	7,986	
Assets minus Liabilities	36,350	

- **Substantial cash balance**
 - About \$60,000 pertain to Hot Lunch orders – we still to pay vendors
 - Move to term deposit