



## Parent Advisory Council (PAC) Meeting Minutes

---

**DATE:** May 21/25 (AGM)

**TIME:** 6:30 pm

**FACILITATOR:** Shannon Rose, DPAC Chair

---

### **IN ATTENDANCE:**

PAC Executive: Mandy Darvill (Secretary), Jolene Featherstone (Treasurer), Tanya Smith (Chair)

Administrative: None

Heather Colbourne, Orisha Locke, Shannon Rose

---

### **CALL TO ORDER / LAND ACKNOWLEDGEMENTS / INTRODUCTIONS / ESTABLISH QUORUM:**

- The meeting was called to order at 6:35pm by Shannon Rose
  - Land Acknowledgements read by Shannon Rose
  - Introductions of those in attendance took place
  - Quorum was established
- 

### **PRINCIPAL'S REPORT:**

- Nothing presented however those in attendance believed it would have included "Go Oilers Go".
- 

### **APPROVAL OF PREVIOUS MINUTES:**

- **Approval of April 23/25 Minutes**
    - A motion was put forward to approve minutes from the April 23/25 meeting as written
      - Moved by: Tanya Smith
      - Seconded by: Jolene Featherstone
      - All in favor, none opposed.
- 

### **REPORTS:**

#### Annual Report:

- Please see Appendix A

#### Treasurer Report:

- PAC General Bank Account - \$3,647.19
  - PAC Gaming Account - \$34.60
-

## Parent Advisory Council (PAC) Meeting Minutes

---

### DPAC Report:

- Abbotsford DPAC AGM is May 22/25
  - All executive positions are eligible for nomination and election
- BCCPAC's AGM is Saturday, May 24/25 and Sunday, May 25/25 at the University of Northern British Columbia, 3333 University Way, Prince George, BC V2N 4Z9
  - Godson PAC Executive has submitted a proxy form delegating Shannon Rose, DPAC Chair to vote on our behalf

### Fundraising Report:

- Fundraisers for 2024/2025 Period – Activity since the April 23/25 PAC Meeting

<b>COMPLETED:</b>		
	<b>Name</b>	<b>Profit</b>
1	Spice Kitchen (April 28/25)	\$ (42.58)
	Return-It Bottle Depot Direct Dropoffs to depot by parents (up to May 15/25)	37.90
2	Neufeld's #2 (as of May 19/25)	345.00
	Oliver's Labels Commissions (up to May 15/25)	19.72
	Spirit Wear	396.14
	<b>Total Profit</b>	<b>\$ 756.18</b>

<b>Notes to Completed Fundraisers</b>	
1	The Spice Kitchen Hot Lunch fundraiser ended in a negative financial position due to the cost of juice boxes, which was covered by the PAC. All hot lunch orders were refunded because of the unsatisfactory quality of both the service and the food provided by Spice Kitchen. The vendor agreed not to charge us for the meals, allowing us to issue full refunds to everyone who placed an order.
2	Neufeld's #2 profit is as of May 19, 2025. Fundraiser closes May 21 at midnight; amount may change slightly.

### **IN PROGRESS:**

Cob's Bread – Gladwin (Ongoing)  
Oliver's Labels (Ongoing)  
Return-It Bottle Depot (Ongoing)

### **UPCOMING:**

Hot Lunch – Subway (May 30)

---

**OLD BUSINESS:**

- **Spirit Wear**
  - Order should arrive by end of this week.
  - Plan to hand out to students next week.

---

**NEW BUSINESS:**

- **Spice Kitchen Hot Lunch Refund**
  - All hot lunch orders were refunded because of the unsatisfactory quality of both the service and food provided by Spice Kitchen. The vendor agreed not to charge us for the meals, and the PAC covered the cost for the juice boxes that were ordered, allowing us to issue full refunds to everyone who placed an order.
- **2025/2026 Executive Elections** – all executive roles were eligible for nomination and election. The term is for one year; July 1, 2025, to June 30, 2026
  - **Chair Election:**
    - Mandy Darvill was nominated for the position of Chair.
    - The nomination was seconded by Orisha Locke.
    - Mandy Darvill accepted the nomination.
    - No further nominations were received after three calls.
    - Nominations for Chair were officially closed.
    - Mandy Darvill was elected Chair by acclamation.
  - **Vice-Chair Election:**
    - Orisha Locke was nominated for the position of Vice-Chair.
    - The nomination was seconded by Mandy Darvill.
    - Orisha Locke accepted the nomination.
    - No further nominations were received after three calls.
    - Nominations for Vice-Chair were officially closed.
    - Orisha Locke was elected Vice-Chair by acclamation.
  - **Treasurer Election:**
    - Jolene Featherstone was nominated for the position of Treasurer.
    - The nomination was seconded by Orisha Locke.
    - Jolene Featherstone accepted the nomination.
    - No further nominations were received after three calls.
    - Nominations for Treasurer were officially closed.
    - Jolene Featherstone was elected Treasurer by acclamation.
  - **Secretary Election:**
    - Tanya Smith was nominated for the position of Secretary.
    - The nomination was seconded by Heather Colbourne.
    - Tanya Smith accepted the nomination.
    - No further nominations were received after three calls.

## Parent Advisory Council (PAC) Meeting Minutes

---

- Nominations for Secretary were officially closed.
- Tanya Smith was elected Secretary by acclamation.
  
- **DPAC Representative Election:**
  - Mandy Darvill was nominated for the position of DPAC Representative
  - The nomination was seconded by Jolene Featherstone.
  - Mandy Darvill accepted the nomination.
  - No further nominations were received after three calls.
  - Nominations for DPAC Representative were officially closed.
  - Mandy Darvill was elected DPAC Representative by acclamation.
  
- No change in signed authority required. The signors currently on the PAC General bank account and PAC Gaming account are already Mandy Darvill, Jolene Featherstone and Tanya Smith whom have remained on the executive for the 2025/2026 term.

---

### **OPEN FLOOR:**

- Discussion about the Staff Appreciation Potluck that will take place on Monday, May 26/25. Thank you to those who have offered to contribute items and time so far.
  
- Discussion about PAC's involvement in Sports Day on June 24, 2025. PAC has budgeted funds to provide a snack on the day of the event. Freezies and popcorn will be supplied and handed out to students. Details to be discussed with staff/admin on how best to facilitate this.

---

### **NEXT MEETING AND ADJOURNMENT:**

- The next meeting will be held in September 2025 in the LLC, date to be announced
- Meeting was adjourned at 7:14pm



# Parent Advisory Council (PAC)

33130 Bevan Avenue  
Abbotsford, BC V2S 1T6

## 2024/2025 Annual Report

*(presented at May 21/25 Annual General Meeting)*

This annual report summarizes the key activities, initiatives, and progress made by the PAC during the 2024/2025 school year. It reflects our commitment to building a supportive school community, strengthening parent engagement, and ensuring transparency and continuity for future executive teams.

1. General Meetings –
  - a. Sept 18/24, Oct 16/24, Nov 13/24, Feb 26/25, Apr 23/25 and May 21/25 (AGM)
  - b. As of Feb 2025 - Prepared agendas are distributed by email to PAC Community
  - c. As of Apr 2025 - Began posting draft minutes on Facebook to reach a wider community
2. Appointed new president to fill vacancy after resignations of president and vice-president  
*(note: president position plus at least 2 others must be filled to apply for Gaming Grant for 2025/2026 school year)*
3. Updated signing authority at Envision Credit Union to current executive
4. Gaming Grant:
  - a. Completed and submitted Gaming Grant Summary Reports for prior years (2018-2024) as per the request of the Provincial Community Gaming Grants Branch
  - b. Applied for BCeID to apply for 2025/2026 Gaming Grant
  - c. Applied for 2025/2026 Gaming Grant (approx. \$7,000) – will find out in September 2025 if we were approved.
5. Record Keeping:
  - a. Created forms and templates for:
    - i. Treasurer Reports
    - ii. Expense Disbursements
    - iii. Meeting Attendance
    - iv. Meeting Agendas and Minutes
  - b. Began using Google drive to store records so there is historical information for future executives
  - c. Updated Bylaws and Constitution
  - d. Organized historical PAC records to the best of our ability with what was available
6. Connected and built new relationship with Abbotsford DPAC
7. Communicated with school administration and teachers on a regular basis
8. Set up ongoing fundraiser opportunities at:
  - a. Oliver's Labels
  - b. Bottle Depot
  - c. Cobs Bread – Gladwin
9. Became a member of BCCPAC – *note Abbotsford DPAC pays for this membership for PAC's who choose to apply*

10. Assisted with Teacher Led Fundraisers
  - a. Bought and popped popcorn for popcorn fundraisers and distributed to students
  - b. Picked up donuts for Donut Fundraiser and distributed
  - c. Picked up Freezies and will help to distribute on Freezie Fridays
  - d. Picked up cookies for Canuck fundraiser at Costco and connected with Costco for a \$100 gift card donation that went towards the Canuck Place cookie cost.
  
11. PAC Initiated Fundraisers:
  - a. Great Little Coupon Book
  - b. Purdy's x 2 – Fall and Spring
  - c. Neufeld's x 2 – Fall and Spring
  - d. Bottle Drive's x 2
  - e. Grade 5 Hoodies
  - f. Scholastic Book Fair
    - i. Donated 229 Books to fulfill Teacher's Wishlist
  - g. Hot Dog Day
  - h. Spirit Wear
  - i. Hot Lunches
    - i. Pizza Pizza
    - ii. Red Robin
    - iii. Booster Juice
    - iv. Spice Kitchen
    - v. Subway
  
12. Lost and Found
  - a. Washed and donated unclaimed items to local Woman's Shelter in Dec 2024
  - b. Plan to wash and donate unclaimed year end items to a local charity
  
13. Dec 17/24 – School wide FREE pancake breakfast with the help of Lori Lee and a huge volunteer turnout.
  - a. All items were donated by Northview Community Church apart from the gluten free mix that was donated by a parent
  
14. Helped decorate for Christmas Concert
  
15. Assisted with Photo Day
  
16. Upcoming Commitments
  - a. Signing up for an online hot lunch payment program for next year
  - b. Welcoming new Kindergarten student and families at Ready Set Learn PAC Table on May 22/25
  - c. Coordinating Teacher Appreciation Lunch – May 26/25
  - d. Contributing to Sports Day
  
17. Donated \$1,500.00 to help with School Movie Field Trip
  
18. Donated \$611.60 sales from Hot Dog Day to help with Grade 5 Camp Field Trip

Thank you to all the volunteers, families, and school staff who contributed time, energy, and resources to support our school this year.

We appreciate you!