



## Carisbrooke PAC Annual General Meeting (Minutes)

Date: May 17, 2017

Time: 7:00pm

Location: Carisbrooke Elementary

*In Attendance: Alison Brown, Victoria Grant-Smith, Jess Franco, Jennifer Stanick, Jitka Holt*

*Proxy votes received from: Xiomara O'Brien, Angela Walker, Karla Guiel, Mike Baumgartner, Ben Holt*

*Chaired by: Jennifer Stanick, CPAC Chair  
Minutes taken by: Jitka Holt, CPAC Secretary*

**Actions** are highlighted in **Yellow**  
**Attachments** are highlighted in **Blue**

<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Welcome and Call to Order</li> <li>• Approval of the agenda</li> <li>• Approval of past minutes</li> <li>• Approval of bylaws</li> <li>• PAC activity updates (Jennifer Stanick)</li> <li>• Preliminary budget for 2017/18</li> <li>• Election of the Executive Members for 2017/18</li> <li>• Meeting adjourn</li> </ul>
<b>Call to order and welcome</b>	Jennifer welcomed all present. There were no changes or additions to the agenda.
<b>Approval of past minutes</b>	<p>A motion was made to approve CPAC minutes from October 19, 2016</p> <ul style="list-style-type: none"> <li>• Moved by Jennifer Stanick</li> <li>• Jess Franco</li> <li>• Carried unanimously by all voting members present and five proxy votes</li> </ul> <p>A motion was made to approve CPAC minutes from February 22, 2017</p> <ul style="list-style-type: none"> <li>• Moved by Jennifer Stanick</li> </ul>

	<ul style="list-style-type: none"> <li>• Seconded by Jess Franco</li> <li>• Carried unanimously by all voting members present and five proxy vote</li> </ul>
<p><b>Update on this year's activities</b></p>	<p>Presented by Jennifer</p> <p>Jennifer mentioned the four areas of activity that CPAC is involved in: voice of the parents; community building; fundraising and educational enhancement. The activities included:</p> <ul style="list-style-type: none"> <li>○ Social Events <ul style="list-style-type: none"> <li>▪ Welcome Coffee (Grade 3 Parents)</li> <li>▪ Kindergarten Coffee (Grade 2 Parents)</li> <li>▪ Ice Cream Social (Grade 4 Parents)</li> <li>▪ ELL evening (hoping to increase attendance next year)</li> <li>▪ Halloween Dance</li> <li>▪ Teachers Luncheon (Grade 5)</li> <li>▪ Grade 7 Tea (Grade 6)</li> <li>▪ Coffee with the PAC (2 hosted)</li> <li>▪ Multicultural Event</li> <li>▪ Las Vegas Casino Social</li> </ul> </li> <li>○ Educational enhancement <ul style="list-style-type: none"> <li>▪ Art Fair</li> <li>▪ Sex-Ed series</li> <li>▪ First Aid course (Gr 5 and 6)</li> <li>▪ Planning of playground enhancements</li> <li>▪ Parent-education activities: two hosted, one planned event</li> <li>▪ Memories of Carisbrooke: the projects funded by the MoC included: Norman Foote workshops (all); High Touch High Tech Science Workshop: "Forces, Motion, Magnets, Friction and Gravity" (Gr 2); Book Bags (Gr 1), Buddy Bench (all); Salish First Nations Workshops (all: Medicine Wheel (1st term); Empowerment Stones (2nd term); Story Telling (3rd term); A Visit to the Planetarium: "Day and Night" (Gr 1); Attendance at a theatre production of "Salmon Girl" (Gr 3); Author visit(All) and workshop by Richard Scrimger (Gr 3); Performance at Lord Nelson Elementary (Intermediate Choir); Attendance at Handsworth Secondary's original production of "No Idea" (Gr 6,7); Graffiti coating on the exterior wall mural (all); Elmer the Safety Elephant Presentation (K, Gr s1); High Touch High Tech Science Workshop: "What's the Matter?" (Gr 1); 1 Week residency of Sherryl Sewepagaham for First Nation musical workshops (All) "Working Waterfront" Class visit to the St. Roch Dock, North Vancouver, and harbour cruise (Gr 5)</li> <li>▪ Replacement of iPad screens</li> </ul> </li> <li>○ Support tools for families <ul style="list-style-type: none"> <li>▪ After-school Program (organized via the North Van RecCentre; search for more options continues)</li> <li>▪ School Directory</li> <li>▪ Weekly CPAC Newsletter</li> <li>▪ Language ambassadors</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ CPAC website (updated)</li> <li>▪ Safer Routs to School (attempted to establish; the contact hasn't been productive) – shared parent survey results with the District of North Vancouver to seek improvements to the safety of our students walking to school</li> </ul> <ul style="list-style-type: none"> <li>○ CPAC/parent-assisted activities <ul style="list-style-type: none"> <li>▪ School Garden (upgraded garden boxes)</li> <li>▪ Assistance with Fruit and Veg Program</li> <li>▪ Library support</li> <li>▪ Emergency Preparedness (planning a big display for next year)</li> <li>▪ Friday Lunchtime Activities</li> <li>▪ Scholastic Book Fair</li> <li>▪ Crossing Guard</li> <li>▪ Knitting Club</li> <li>▪ Chess Club</li> <li>▪ Taekwondo</li> </ul> </li> </ul>
<p><b>Update CPAC Bylaws</b></p>	<p>Presented by Jennifer Stanick</p> <p>A motion was made to adopt CPAC Bylaws as revised as of May 17, 2017</p> <ul style="list-style-type: none"> <li>• Moved by Jennifer Stanick</li> <li>• Seconded by Jess Franco</li> <li>• Carried unanimously by all voting members present and by five proxy votes</li> </ul>
<p><b>Financial report</b></p>	<p><b>Attachment: Income statement 2016/2017</b></p>
<p><b>Election of nominees for the executive committee</b></p>	<p>The following nominations for Executive positions for CPAC for 2016/2017 were presented for a vote:</p> <p>Chair Jennifer Stanick (2<sup>nd</sup> year of 2-year term)  Past Chair NVDPAC Rep Victoria Grant-Smith (out-of-school care) (2<sup>nd</sup> year of 2-year term)</p> <p><b>Executive Nominations</b></p> <p>Vice Chair Alison Brown  Treasurer Jess Franco  Secretary Jitka Holt</p> <p>Members-at-Large Angela Walker (Emergency Preparedness)  Karla Guiel (Traffic Safety)  Michaela Brooke (Fun Lunch)  Camille LeBeuf (Social Events and Fundraising)  Rahel Thompson (Forms &amp; Safer Routes to School)  Lucy Cayuela (Language Ambassador)  George Dusenberry (Technology)</p>

	<p>Available Two positions for members-at-large</p> <p>A motion was made to vote in the list of nominees for the CPAC Executive for 2017/2018 as presented</p> <ul style="list-style-type: none"> <li>• Moved by Jennifer Stanick</li> <li>• Seconded by Jess Franco</li> <li>• Carried unanimously by all voting members present and five proxy votes</li> </ul>
<p><b>Preliminary budget for 2017/18</b></p>	<p>Presented by Jess</p> <p>A motion was made to pre-approve spending of up to the amount spent in the same period of time last year within budget values of the 2016/17 budget</p> <p>Discussion: Angela asked for \$1,500, i.e. \$500 more than last year for Emergency preparedness; preliminary budget was amended accordingly prior to vote</p> <ul style="list-style-type: none"> <li>• Moved by Jennifer Stanick</li> <li>• Seconded by Jess Franco</li> <li>• Carried unanimously by all voting members present and five proxy votes</li> </ul> <p><b>Attachment: Preliminary Budget 2017/2018</b></p>
<p><b>Recommendations and discussion</b></p>	<ul style="list-style-type: none"> <li>• <b>CPAC activities:</b> there was a discussion on the volume of activities that CPAC organizes and we came to an agreement that we'll adhere to the calendar as it is proposed, i.e. won't take on new activities, and be consistent with letting Grade activities be coordinated by the Grades, rather than the Executive team</li> <li>• <b>Memories of Carisbrooke:</b> <ul style="list-style-type: none"> <li>○ <b>Library:</b> in September, we'll work with Ms. Toms to determine which items for the library would be funded by the Memories of Carisbrooke</li> <li>○ <b>Inspirational Speaker:</b> organizing and inspirational speaker for Carisbrooke students would meet the purpose of MoC well</li> <li>○ <b>Cops for Children:</b> may be an option to invite RCMP on motor bikes to come to the school</li> </ul> </li> <li>• <b>Donating emergency supplies close to expiry:</b> rather than throwing supplies that are close to expiry out, Angela suggested we donate the supplies</li> </ul> <p><b>Action:</b> Jitka to find out who would accept the donation</p>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned @7:30pm</p>
<p><b>Attachments</b></p>	<p>Two attachments:</p> <ol style="list-style-type: none"> <li>1. Income statement for 2016/17</li> <li>2. Preliminary budget for 2017/18</li> </ol>

**Attachment 1: Income statement for 2016/17**

# Carisbrooke Parent Advisory Council

## PROFIT AND LOSS

July 2016 - June 2017

	TOTAL
<b>INCOME</b>	
Fundraising	
Card Project	1,569.29
Cheque Drive / Donations	3,459.02
Fun Lunch	43,297.16
Gaming Grant Income	7,040.00
Other Fundraising	
Advertising (Directory)	369.05
<b>Total Other Fundraising</b>	<b>369.05</b>
<b>Total Fundraising</b>	<b>55,734.52</b>
Grade 7 Funds	5,229.44
PAC Run Activities	
Chess Club	660.00
Taekwondo	767.50
<b>Total PAC Run Activities</b>	<b>1,427.50</b>
Social Events	
Adult Social Funds	14,302.83
Halloween Dance Funds	2,136.75
Ice Cream Social Funds	1,189.50
<b>Total Social Events</b>	<b>17,629.08</b>
Teacher Gift Donations	4,100.00
<b>Total Income</b>	<b>\$84,120.54</b>
<b>GROSS PROFIT</b>	<b>\$84,120.54</b>
<b>OTHER INCOME</b>	
Interest earned	28.85
<b>Total Other Income</b>	<b>\$28.85</b>
<b>EXPENSES</b>	
Bank charges	271.61
Committee Costs	660.00
Crossing Guard	675.28
Garden Club	4,022.46
Lunch Times Games	42.06
<b>Total Committee Costs</b>	<b>5,399.80</b>
Emergency Preparedness Expenses	776.46
Event Costs	9,266.28
Fun Lunch Expenses	22,380.21
General Administrative Expenses	1,138.28
Grade 7 Expenses	6,987.30
Legal and professional fees	787.50
Parent Education	393.75
PayPal Fees	1,866.88
School Enhancement Costs	3,164.37
Educational Programs (In House Field Trips)	9,984.75
Field Trip (External)	3,929.34
Special Requests	942.32

	TOTAL
Teacher's Expense Account	7,025.86
Transportation	879.28
<b>Total School Enhancement Costs</b>	<b>25,925.92</b>
Teacher Gifts	3,970.00
Technology Expense	761.60
<b>Total Expenses</b>	<b>\$79,925.59</b>
<b>PROFIT</b>	<b>\$4,223.80</b>

**Attachment 2: Preliminary interim budget for 2017/18**

CarisbrookePAC 2017/2018 School Year		
<b>BUDGET 2017/18</b>		Expenses
<b>REVENUE</b>	<b>CPAC Fundraising Events / Other Revenue</b>	
	Fun Lunch	
	Card Project	
	Parent Donations	
	Spring Social	
	Gaming Grant	
	Other (QSP, Survival Kits, Social Events Revenue)	
	<b>Sub-Total CPAC Fundraising Events</b>	
<b>EXPENSES</b>	<b>School Enhancement Programs - Annual</b>	
	Classroom Funds- \$300.00/division(16), Music(1), LST(2), ELL(1) (staff to purchase enrich. Materials)	\$6,000.00
	Library - Author Visits, Books, Videos	\$2,000.00
	Educational Programs First Aid, Saleema Noon and Safe Teen, igirl/boy	\$5,000.00
	<b>School Enhancement Programs - 2016/2017 Exclusive</b>	
	Party Bus -outdoor equip. maintainence/replenish	\$1,000.00
	Memories of Carisbrooke / Natural Playground Enhancement	\$30,000.00
	<b>Sub-Total Annual Enhancement Programs</b>	<b>\$44,000.00</b>
	<b>CPAC Operating Costs</b>	
	<b>Social Events</b>	
	Welcome Tea	\$50.00
	Kindergarten Welcome Coffee	\$50.00
	IceCream Social	\$600.00
	Teacher Appreciation Lunch	\$350.00
	Grade 6 tea (non consumables, rentals)	\$400.00
	Halloween Dance	\$600.00
	Sports Day	\$100.00
	Art Fair - Science Fair (every other year )	\$650.00
	Coffee with the PAC	\$100.00
	Farewell/end of year staff room gift	\$300.00



Multicultural Event	\$500.00
Grade 7 year-end	\$500.00
<b>Committee Costs - All committees</b>	
Fruit and Veg bins	\$50.00
Fun Lunch Program	\$600.00
After School Club Supplies	\$1,000.00
Technology	\$1,000.00
Lunch time activities (Friday and PAC organized)	\$300.00
Language Ambassadors	\$100.00
Crossing Guard	\$700.00
Emergency Supplies/Preparedness	\$1,500.00
First Aid Room	\$100.00
Garden Materials	\$700.00
Parent Education Nights	\$1,000.00
Class Directory	\$250.00
Media and Graphics	\$500.00
Special Request Fund (upon exec approval)	\$2,000.00
Compassionate Fund (family in dire need-upon exec approval)	\$500.00
School Subsidy Fund (based on principle's approval)	\$1,000.00
PAC Discretionary Fund	\$2,500.00
Miscellaneous Expenses (incl. bank fees), online forms, website renewals, Quickbooks purchase and setup	\$1,200.00
<b>Sub-Total Operating Costs</b>	<b>\$19,200.00</b>