

PHIL AND JENNIE GAGLARDI ACADEMY PAC
APPROVED MEETING MINUTES
October 13, 2020

Meeting called to order via Microsoft Teams at 6:33 pm

OPENED IN PRAYER by Gennelle Holley

Attended by:

Gennelle Holley, President
Tara Moose, Secretary
James Moller
Madelein Smit
Kelly Hiller, Vice President
Shannon Smith
Joy Chan
Dagmar Aitken
Giovanna Cochlan
Caron Mulgrew
Simona MacKinnon
Tricia Dol, Treasurer
Maylene Ginetz
Darcy Loewen
Bobi Linekar

PAC AGENDA AND MINUTES

MOTION: *'To adopt the agenda for current meeting'*. Moved by James Moller, seconded by Dagmar Aiken. All in favor: yes. Motion carried.

MOTION: *'To adopt the meeting minutes from September 2020.'* Moved by Dagmar Aiken, seconded by Kelly Hiller. All in favor: yes. Motion carried.

REPORTS

Hot Lunch (Joy Chan)

- There are some new suppliers interested supplying hot lunch for the next round of ordering that should provide some more healthy options.
- Hot lunch volunteers should be aware that high schoolers have their lunch first now, before the elementary school students.
- Sarah emailed Caron with the amount from hot lunch this week but Tricia has now asked her to email her directly from now on.

Hospitality (Jen Tomlinson)

- Sent report with regrets.
- Due to COVID, Jen is planning to do some decorating in the hallway and chapel for Christmas as opposed to the food related events usually planned.

Fund Raising Committee (Simona MacKinnon)

- Vessey's Bulb fundraiser was cancelled this year as Vessey's is not running fundraisers due to COVID.
- Scoops Gourmet Cookie dough fundraiser will be introduced soon.
- Poinsettia fundraiser will be introduced in November as well. These two fundraisers will run close together but will not entirely overlap.
- Pay Pal would be a good way to improve sales. In the past fundraisers that did not offer a PayPal option have not been as successful.

Treasurers Report (Tricia Dol)

- **Account Balances** General Bank Account **\$19,671.16**
- Gaming Bank Account **\$ 5,974.49**
- **BANKING**
- All the paperwork updating the signatories has been completed.
-
- **BUDGET**
- PAC executives met to create a budget for the 2020/2021 school which we will vote on today.
- **See appendice for budget.**

Playground Committee (Kelly Hiller)

- They have been waiting for the board of directors to pass the school budget which has now recently been completed.
- Caron and Kelly will be meeting soon to discuss playground financing.

OLD BUSINESS

1. Format of future PAC meetings

- Some attendees prefer to meet in person as a personal preference. Others appreciate the online platform as it increases accessibility.
- Last month in the chapel caused a bit of a rush at the end of the meeting to wrap up suddenly as we conflicted with janitorial.

- Perhaps continuing with the same online platform for at least one more meeting would be a good idea.

NEW BUSINESS

1. PAC Bursary

- In future, we need to amend PAC policy on the timing of actually handing out the PAC bursary. If money is given too early there is the potential that the recipient could withdraw from their post-secondary program and receive a refund on their tuition. If we waited until the completion of the first semester, or until a pre-determined point when full refunds are no longer available for tuition, then PAC could be assured the the bursary would be going towards tuition as intended.
- The recipient from last year has requested his bursary money and Gennelle and Tricia have responded that the documentation and timing he provided is sufficient for this year. However, for next year and going forward, we will amend and clarify the terms of the bursary to be more specific about pay out.

2. Adopt 2020/2021 Budget

- See proposed budget attached.
- Maybe Simona could write a paragraph for Mary to send out pushing the Thrifty's Smart Cards. We could be specific that the Thrifty's fundraiser is specifically to raise money to purchase the Brightlinks Interactive Board.
- Large part of the hospitality budget for the year is going towards catering appreciation events for the teachers.
- Caron in inquiring if the total for hot lunch revenue/expense might need to be adjusted as last year was such an odd year with the school shutdown. Perhaps our budgeting amounts should be based on the previous school year (2018/2019) as it may be more comparable.
- Amount budgeted to contribute to playground will carry forward from last year in addition to amount budgeted for this year as the PAC has not actually written a cheque for the playground from last year's budget.
- Kelly chatted with Tami about the child in need budget and she indicated that the school currently has enough snacks. So, should the \$200 go towards contributing to hot lunches for families in need?
- If we provided hot lunches for two high school students weekly for the year that would potentially be over \$500 which exceeds the current budget.
- In the past, when PAC has funded hot lunches for students, this money has sometimes just come out of the revenue for the hot lunch. This year, Joy, Caron and Tricia will communicate in regards to funding hot lunch for two high school students while maintaining those families' privacy. Budget will have to be adjusted from \$200 to \$500.
- It is still unclear whether any sports events will occur this school year. We will leave some money in the budget and we can reallocate elsewhere if it becomes unnecessary to provide funding to sports events due to COVID.
- No activity fees were charged this year to families.

- Teachers have started talking about field trips but it is unclear how frequent field trips will be this year. Should we leave the money in the budget for field trips? We could leave it there and if it doesn't get spent then we could use it elsewhere.
- Budget includes \$2240 towards playground from gaming. Grant money can be carried forward up to 3 years. Raffle money must be spent within the year of it being generated.
- If we leave \$2240 in the gaming funds for the playground then that means that we are pledging \$4480 in total.
- It should read \$5500 in our playground fund and \$4480 out of gaming funds.
- This year, we have increased our classroom purchases by \$500 and decreased playground funding to go back to classroom purchases funding that we have offered in previous years.

MOTION: to adopt the 2020/2021 budget. Motioned by Kelly Hiller. Seconded by Gennelle Holley. All in favor: yes. Motion passed.

PARENT FEEDBACK

1. Is Mabel's Lable's fundraiser still ongoing? Gaglardi Academy has an account with them and we will get a cheque from the company for every purchase made. Gennelle could reach out to Jane find info on how to do a push for this fundraiser.
2. There is a priority for the school to go cashless. E-transfers for the school can go to accounts@gaglardiacademy.ca.
3. Can we use the PAC's hot lunch program to receive payments in other fundraisers. Gennelle will ask Joy to make her an admin on the hotlunches.net account and then they have access to the hotlunches.net support team to find out about how to set this up for other fundraisers.
4. We will tentatively plan the Nov. meeting to be virtual and no meeting in December. Perhaps plan a face to face meeting for January.
5. Simona will require volunteer help when fundraising orders come in for pointsettias and cookie dough. A plan needs to be in place to sort and hand out orders to families while maintaining the school's COVID safety plan.

Meeting adjourned at 7:56 pm
Next Meeting on November 10, 2020

2020-2021 Adopted PAC Budget

Revenue

	Budget	Actual
Non-Gaming Revenue:		14,373.95
Carry forward		
Hot Lunch	15,000.00	3,731.82
Used Uniform Sales	1,300.00	917.33
Vespy's Bulbs/Seeds	-	-
Poinsetta Fundraiser	700.00	-
Rocky Mtn Chocolates	600.00	-
Cookie Dough/snack sales	1,000.00	-
Donations		
Thirity's smile cards	1,300.00	-
Non-Gaming Subtotal	20,100.00	19,023.30
Gaming Revenue:		
Carry forward from prior year		377.20
PAC Grant	4,480.00	
Raffle Proceeds	3,300.00	
Gaming Subtotal	7,980.00	377.20
TOTAL REVENUE	28,080.00	19,400.50

Expenses

	Budget	Actual
Non-Gaming Expenses:		
Hospitality		
Pastors Lunch	-	
Christmas Concert	-	
Teachers Luncheon (2)	1,400.00	
Spring break BBQ	-	
Try-us-on-for-a-day	-	
Grad Reception	150.00	
End of Year Neighbourhood	100.00	
Welcome back signs	75.00	75.00
Sports Day	0	
Hospitality - Subtotal	1,725.00	75.00
Hot Lunch expenses	10,300.00	407.94
Child-in-need program	300.00	
Thirity's Smile Card Program	1,300.00	
Classroom Purchases	300.00	
Playground Funds	2,300.00	
Missions Contributions	300.00	
PAC Expenses*	250.00	
on-Gaming Expenses Subtotal	17,725.00	482.94
Gaming Expenses:		
Annual PAC - Grad Bursary	300.00	
Awards night	2,300.00	
Extracurricular activities - sports/clubs	300.00	
Raffle license/prizes/Draw expenses	233.00	
Field Trip Transportation	750.00	
Sports Team Jerseys	-	
Playground Funds	2,340.00	
Gaming Expenses Subtotal	6,743.00	
TOTAL EXPENSES	24,470.00	482.94
Proceeds to carry forward to 2020-21		
	BUDGET	Actual*
Non-gaming funds	2,375.00	18,340.36
Gaming funds	1,235.00	377.20

*Includes money carried forward

* PAC Expenses:
Sign, annual society filing fees, and various purchases to assist non-gaming fundraising start-up costs.