

**PHIL AND JENNIE GAGLARDI ACADEMY PAC**  
**APPROVED MEETING MINUTES**  
**December 8, 2020**

Meeting called to order at 6:39 pm

**OPENED IN PRAYER** by Kelly Hiller

**Attended by:**

Gennelle Holley, President  
James Moller  
Nicole Grenier  
Candace  
Simona MacKinnon  
Tara Moose, Secretary  
Madelein Smit  
Kelly Hiller, Vice President  
Shannon Smith  
Tricia Dol, treasurer

**PAC AGENDA AND MINUTES**

**MOTION:** *'To adopt the agenda for current meeting'*. Moved by Madeleine Smit, seconded by Tricia Dol. All in favor: yes. Motion carried.

**MOTION:** *'To adopt the meeting minutes from November, 2020 with the amendment to delete the comment under Playground Committee report saying that "The message from the school/board is not that if PAC cannot raise the \$20000 the project will not go ahead."'* Moved by Madeleine Smit, seconded by Tricia Dol. All in favor: yes. Motion carried.

**REPORTS**

**Hot Lunch (Joy Chan)**

- No report.

**Hospitality (Jen Tomlinson)**

- No report.

**Fund Raising Committee (Simona MacKinnon)**

- Cookie dough fundraiser did well.



- PAC could contribute towards the Saratogo Speedway prize by adding a pizza dinner or something like that.
- Kelly was not able to connect with Debbie Jung regarding the April Point lodge prize from last year. Their website indicates that the business is closed but reopening in February 2021.
- We could ask for a lesser donation from this business this year or offer to pay for one night.
- PAC has budgeted \$255 for the purchase of raffle prizes.
- Kelly submitted a donation application to Mount Washington and is waiting to hear back. She requested a prize donation valued at \$277/person but indicated on the application that we would take anything.
- We could consider purchasing a prize through Mt. Washington if we don't get a donation.
- Kelly went to Rocky Mountain Chocolates and discussed a huge chocolate easter bunny. \$250- \$350 value. 3 feet tall. 25 lbs of chocolate. We could use it as an incentive prize for the class that sells the most raffle tickets.
- Offering a class incentive might be tricky during COVID as we can't send the kids out door to door selling tickets.
- We could purchase a nice gift basket as well or offer the easter bunny as a raffle prize.
- Could we offer an online raffle like Habitat for Humanity? We cannot due to the type of gaming license we qualify for.
- Should we hold the raffle later towards the end of the year and hope that COVID pandemic has resolved or maybe warmer season prizes? It can be tricky to change fundraising schedules as we can't conflict with other fundraisers.
- We have discussed approaching Coastal Black for a raffle donation. Gennelle or Kelly will approach Tara Ludwig about this.
- Would Costco donate snowshoes? Their website indicates that their business supports projects that sound similar to ours. Gennelle will approach Costco but Kelly will share a letter with Gennelle that is sometimes used for approaching businesses. Kelly recommends approaching businesses personally when possible. In the past the letter had been printed on school letter head. We could add a paragraph to the letter indicating that this year's raffle will contribute replacing the playground.
- Kelly finds it helpful to provide businesses with the target dollar value of the fundraising project so that they can feel like their donation will make a difference.
- Tara will email Tami to see if she still has connections to Willow Spa for a donation.

## **NEW BUSINESS**

- none

## **PARENT FEEDBACK**

- none

Meeting adjourned at 7:39pm

Next Meeting on January 12, 2020 (virtual)

# APPENDIX

## 2020-2021 Adopted PAC Budget

| Revenue                                   |                  |                  |
|---|------------------|------------------|
|   | Budget           | Actual           |
| <b>Non-Gaming Revenue:</b>                |                  |                  |
| Carry forward                             |                  | 34,481.13        |
| Hot Lunch                                 | 13,000.00        | 10,198.58        |
| Used Uniform Sales                        | 1,300.00         | 917.53           |
| Mabel's Label                             | -                | 56.51            |
| Poinsetta Fundraiser                      | 700.00           | -                |
| Rocky Mtn Chocolates                      | 600.00           | -                |
| Cookie Dough/snack sales                  | 1,000.00         | 780.00           |
| Donations                                 |                  | -                |
| Thrift's smile cards                      | 1,500.00         | -                |
| Non-Gaming Subtotal                       | 20,100.00        | 26,433.77        |
| <b>Gaming Revenue:</b>                    |                  |                  |
| Carry forward from prior year             |                  | 377.20           |
| PAC Grant                                 | 4,660.00         |                  |
| Raffle Proceeds                           | 3,500.00         |                  |
| Gaming Subtotal                           | 8,160.00         | 377.20           |
| <b>TOTAL REVENUE</b>                      | <b>28,260.00</b> | <b>26,810.97</b> |
| <b>Expenses</b>                           |                  |                  |
|   | Budget           | Actual           |
| <b>Non-Gaming Expenses:</b>               |                  |                  |
| 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                        | 10,500.00        | 2,409.68         |
| Child-in-need program                     | 300.00           | -                |
| Thrift's Smile Card Program               | 1,500.00         | -                |
| Classroom Purchases                       | 300.00           | -                |
| Playground Funds                          | 2,500.00         | -                |
| Missions Contributions                    | 300.00           | -                |
| PAC Expenses*                             | 250.00           | -                |
| Non-Gaming Expenses Subtotal              | 17,725.00        | 2,484.68         |
| <b>Gaming Expenses:</b>                   |                  |                  |
| Annual PAC - Grad Bursary                 | 300.00           | -                |
| Awards night                              | 2,300.00         | -                |
| Extracurricular activities - sports/clubs | 300.00           | -                |
| Raffle license/prizes/Draw expenses       | 255.00           | -                |
| Field Trip Transportation                 | 750.00           | -                |
| Sports Team Jerseys                       | -                | -                |
| Playground Funds                          | 2,240.00         | -                |
| Gaming Expenses Subtotal                  | 6,745.00         | -                |
| <b>TOTAL EXPENSES</b>                     | <b>24,470.00</b> | <b>2,484.68</b>  |
| Proceeds to carry forward to 2020-21      |                  |                  |
|   | BUDGET           | Actual*          |
| Non-gaming funds                          | 2,375.00         | 23,949.09        |
| Gaming funds                              | 1,415.00         | 377.20           |

\*Includes money carried forward

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