

# PAC General Meeting minutes

Herbert Spencer Parent Advisory Council

May 1, 2024 6:30PM | *Meeting called to order by* Marti Longstaff

---

## In Attendance

---

Anna Carmichael | Hayley Watkins | Rachel Abercrombie | Amandeep Duhra | Carline Marklund | Natalie Taha | Jen Rhyne | Patrick Service | Courtney Daws | Marti Longstaff | Erin Shaw |

---

## Call to Order

---

The meeting was called to order at 6:35PM.

---

## Land Acknowledgment

---

*The Herbert Spencer PAC recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.*

---

## Approval of Minutes and Agenda

---

Approval of Agenda: Jen Rhyne moved, Amandeep Duhra seconded, approved.

Approval of April Minutes: Courtney Daws moved, Hayley Watkins seconded, approved

---

## Principal's Report | Karen Catherwood

---

- Grade 4 student learning survey is complete
- Parent survey has been sent out and May 3rd is the deadline for completion
- The grade 2's will be visiting the VSO on May 2nd - thank you to the PAC for covering transportation
- The whole school will be visiting Boundary Bay on May 7th and 8th
- Class photos will be on May 13th - photos will be outside if the weather is nice
- Erin to send out social media reminder
- From May 13-16th students will be asked to bring in their books from home to read for the week and then on Friday May 17th there will be a full school book exchange. Students are asked to bring 1-4 books only
- No school, May 20th for Victoria Day
- Pro-D-Day, no school May 21st
- Welcome to Kindergarten will be on May 24th from 9:30-12, PAC will have a table set up to welcome in new families.
- PAC event Carnival is on May 31st, confirming that the hockey boxes will be left empty after lunch
- Facility rental dates needed by mid May to ensure we have gym space/school space booked for next year's events. Halloween howl, movie nights, etc.

- Karen Catherwood will be retiring at the end of this school year
- Simrane Hare will remain as Vice Principal for next year

---

### Chair's Report | Marti Longstaff

---

- Thank you to those who attended the budget meeting
- Nominations update: the official nomination will occur at our AGM in June
- If you can not make the June meeting please send a note to Marti in advance to secure your role for next year

---

### Treasurer's Report | Christina & Patrick Service

---

- Budget meeting went well and we have a proposed budget for the 2024/2025 school year
- The new budget will be voted on at AGM in June

---

### CPF Report | Allison Mounsey

---

- No report

---

### DPAC Report | Natalie Taha

---

- No report

---

### Committee Reports

---

- Events Committee:
  - Carnival - will be Friday May 31st
  - Please volunteer - we need volunteers in order to make this event successful. Promote to friends and get the word out - remember volunteers receive free admission
  - Reach out to our community of middle/high school students. Students can submit volunteer credits or hours if needed
- Fundraising Committee:
  - Christmas Craft Fair - next year's date has been booked, it will be November 23, 2024.
  - Vendor booking will begin this month, returning vendors first and then opening up to new vendors at the end of this month
  - Freezie Friday's - Erin to promote on social
  - Will need 6 volunteers per day, 3 people per table - remember to bring gloves and scissors
  - Freezies will be \$2 for full size, \$1 for half
  - Dates will be May 24, June 7, June 14 and June 21.
- Members Communication/Yearbook
  - Purchase your yearbooks now!
  - Personalization yearbooks have now sold out
  - Erin to push yearbook sales on social, there 139 copies left to sell

- Price is cheaper online, save \$5

---

## New Business

---

- Grade 5 day trip to Otter Co Op falls on a current hot lunch day, PAC needs to come up with a fun lunch refund for families who have already purchased.
- Karen to send an email out to Grade 5 parents asking them if they would prefer a refund or a credit for younger child
- Plan to send out an end of year survey again - this gave us great information as to what fundraisers and events the school community would like to see again, or if they have any new suggestions.
- Survey Monkey or maybe Microsoft Form for platform.

---

## Questions and Comments

---

- No questions or comments to report

---

## Next Meeting

---

June 5 at 6:30PM

Meeting adjourned at 7:41 PM, Caroline Marklund moved, Jen Rhyne seconded, approved.