PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

Sept 9, 2026 6:30PM | *Meeting called to order by* Christina Service

In Attendance

Christina Service, Dey Correa, Grace Xu, Erin Bannister, Paul Manville, Giorane Sarcevic, Stephanie Mercier, Suzie Ciscar, Renee Nixdorf, Karyn Audet, Wendy Rafuse, Kimberly Thomas, Leya Behra, Nav Dhaliwal, Jasmine Dave, Joyce Azarcon, Natalie Strul, Hilary Kovacs, Donald Rhee, Alison Ytsma, Amandeep Duhra, Miyuki Davidson

Call to Order - Christina Service

The meeting was called to order at 6:33 PM.

Land Acknowledgment – Miyuki Davidson

We recognize and respect that Herbert Spencer Elementary School is on the unceded and unsurrendered land of the Halkomelem speaking peoples.

Approval of AgendaApproval of Agenda

Approval of Agenda as presented, moved Karyn Audet, seconded Amandeep Duhra, no abstentions, no oppositions, approved.

Approval of AGM Minutes

Approval of AGM June 2026 meeting minutes, moved by Kimberly Thompson, seconded by Amandeep Duhra.

Correspondence - Wendy Rafuse

- Information for school grad hoodies – provided to Christina Service

Principal's Report - Paul Manville

- Smooth start to the year. School is at full capacity. Goal in coming weeks is to have students settle into class and resource team up and running.
- Events in coming weeks include: Terry Fox Run, Open House (Sept 24, 2026 from 5-6pm), Orange Shirt Day Assembly.
- Paul to send information soon re: Open House
- School newsletters to be mailed out every Friday. Families are encouraged to read for most up to date information.

Chair's Report – Christina Service

- In need of Committee Leads for the following committees:
  1. Social Media and PAC Calander – filled Natalie Strul
  2. Fundraising - vacant
  3.Event – Karyn Audet
  4. Grade 5 Committee – Vacant
  5. DPAC - filled by Joyce Azarcon
- Members at Large voted in tonight include: Amy Parr, Jasmine Dave, Dey Correa, Glorana Sarcevic, Leya Behra, Maddie Davidson.

Vice Chair's Report – Miyuki Davidson

none

Chief Financial Officer Report - Donald Rhee

- Current PAC account ~$68, 000
- Fun Lunch subsidies remain available this year for families who lead it.
- PAC will provide each class/teacher with $325 to help cover class expenses
- Transportation for field trips remains expensive and PAC will continue to help with funding as able
- Last year PAC helped with funding for pinnies used in Track and Field
- Budget to provided shortly
- PAC members are reminded to contact Donald Rhee for reimbursement for items purchased for PAC events/ school

CPF – Wendy Rafuse

- AGM Meeting Sept 22/26 - Location Library Main Branch basement

DPAC DPAC

- Joyce Azarcon will now be our DPAC representative. No additional updates at this time.

Committee Reports

Events Committee:

1. Craft Fair – Nov 28/26: Marva Pappas, Shawna McCardell, Robyn Faustman

- All tables are nearly full
- Applications for Cany Cane lane will be available after Thanksgiving. Candy Cane Lane will occupy the hallway and the Performance room. The Bistro and Bake Sale will both be in the library.
- Gaming License needed? Donald Rhee will look into this.
- Volunteer Leads required for:
  1. Bistro – Vacant

2. Bake Sale - Nav Dhaliwal has volunteered and Wendy Rafuse will assist.

2. Halloween Howl – Oct 22/26 @630PM: Karyn Audet

- Jasmine has volunteered to be the lead for the Bistro
- Many volunteers will be required to run the event. In the past have used Sign-up for organizing volunteer shifts, likely will do the same this year
- Sign-up sheet passed around during the meeting so folks can let organizers know they are interested in helping out.

3. First Light – Nov 26/26: Karyn Audet

- Event requires many volunteers
- Karyn would like to have a person shadow her this year as she will not be a Herbert Spencer next year. Glorana (Gigi) has volunteered to shadow Karyn.

Fundraising Committee:

- Looking for a committee lead for Fundraising? Sheet passed around for those to express their interest in being involved.
- Neufeld Farms has been confirmed, and orders will be taken from Nov 5-23/26. Delivery will be Dec 2, 2026.
- **Fun Lunch –** Amandeep Duhra and Amy Parr
  - Fun lunch to resume in October.
  - Munch-A-Lunch website has been revamped and opening soon for orders
  - Sign-up sheet passed around for those who want to help out on Fun Lunch days. Am and Amy will create a What's App group for communication of the same.
  - Erin Bannister in the school contact person for coordinating subsidies for families.

Yearbook Committee: Renne Nixdorf and Erin Shaw

- Request from committee to send only photos of students who attend Herbert Spencer and include the name and division of the students in the photos.

Grade 5 Committee:

- Looking for a committee lead for this committee
- Planning includes organizing grad ceremony, decorations, Grade 5 Lunch and social events
- Sheet passed around so PAC members can express their interest in being involved with this committee.
- Grade 5 hoodies will be available soon to order through Munch –A-Lunch

Carnival 2028:

- Planning should begin in Sept 2027 as there is a lot of planning involved
- Looking for a volunteer to lead this event. Karyn Audet has information to share on planning for the person who decides to take on this role.

Parents Night Out: Discussion of whether the PAC wants to have an event or not this year. No final decision at this time.

Questions – Christina Service

- None

Next Meeting: Oct 7th, 2026 at 6:30 PM

Motion to adjourn meeting at 8:01 PM moved by Karyn Audet seconded by Renee Nixdorf, no abstentions, no oppositions, approved.