

# Gilpin PAC

## Meeting minutes

**Date**  
Wed Oct 25, 2017

**Location**  
Library

**Called to order**  
7:04 pm

**Co-Chairs**  
Heelah Tai and Linda Schmidt

**Secretary**  
Christine Bigelow

**Adjourned**  
9:04 pm

Attendees: Aneeta Kassam (DPAC rep), Linda Schmidt (co-chair), Heelah Tai (chair), Christine Bigelow (secretary), Blake Briscoe (principal), Mariana D., Marcus L., Tara S., Sydelle M., Ed Sit (treasurer), Andrew P., Nicole W. and Gill B.

Action	Discussion	Action Item
Call to order -	The meeting was called to order at 7:04 PM Roundtable was held for those in attendance.	
MOTION [1] Aneeta [2] Tara  Carried	Approval of agenda <ul style="list-style-type: none"> <li>• Two additional items were added to the agenda               <ul style="list-style-type: none"> <li>- Internet safety update</li> <li>- Hot lunches info</li> </ul> </li> </ul>	
MOTION [1] Aneeta [2] Sydelle  Carried	Approval of September 27 <sup>th</sup> meeting minutes were accepted as distributed.	
Report from the Principal (Blake)	<ul style="list-style-type: none"> <li>• FYI - Burnaby School District has confirmed that the current insurance doesn't cover the bouncy castle which was used during Gilpin Gala. Our DPAC was previously advised of this by our DPAC rep and for this year's Gala, we rented a bouncy castle from a company that had appropriate insurance for the event.</li> <li>• It was noted that the Hotmail email account users are not able to receive email from school as well as send email to school. Going forward Gilpin will be moving to a new system to send out parent information. Email communication with regards to the MyEducation BC (MyEd BC) database and was sent today Oct 25<sup>th</sup> from the school office. A few changes to note: when receiving school emails it will no longer come from school name <a href="mailto:L@LISTS.SD41.BC.CA">L@LISTS.SD41.BC.CA</a>, but rather <a href="mailto:DONOTREPLY@SD41.bc.ca">DONOTREPLY@SD41.bc.ca</a> &lt;sysadmin@myeducation.gov.bc.ca</li> <li>• In addition, email from PAC executive will come through school administration using the MyEd BC database.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The Gilpin clothing on line store will be live starting Monday, Oct 30<sup>th</sup> and will up for 3 weeks. Clothing samples are available to view in the display case. Note that it will take at least 3 weeks to process the orders. This is a school fundraiser and small revenue will be going towards the school.</li> <li>• Grade 4-7 volleyball underway headed by Mrs Gillam</li> <li>• Shannon Gair will be coming back to work gradual entry for the next little bit.</li> <li>• There is a small crack in the plexi glass of front door of the little library.</li> </ul>	<p><b>Sydelle to connect with Gary to fix the plexi glass of the little library</b></p>
<p>Report from the Treasurer (Ed)</p>	<ul style="list-style-type: none"> <li>• PAC Executive received a proposal for estimated budget of \$20K for the activity court project.</li> <li>• Playground grant is available from Parks and Recs, however school can only apply every four years, and because Gilpin playground project was awarded through that, we are not able to apply at least for another couple of years.</li> <li>• Nehal's family is keen on contributing to this project as well.</li> <li>• Direct ask communication will go out to the parents if anyone would like to support the activity court project. The activity area is located by the music portable; it will be paved and fence around to allow students to play soccer, hockey, volleyball, etc. Anticipated go live for this court: spring 2018.</li> <li>• Sports program to take tennis program back. Blake is negotiating with the instructor; suggestion from PAC member is to have retractable tennis net to install in the activity court</li> <li>• Discussion around bringing Lisa Sars (<a href="http://www.lisasars.ca">www.lisasars.ca</a>) to provide arts program i.e. creative dance, creative movements, storytelling, yoga for kids next year.</li> <li>• A plan to hold a school musical play in the spring time. Theme: Pirates of the Caribbean. Planning to start soon.</li> <li>• Discussion with regards to current year 2017-2018 running into a deficit (Expenses are greater than Revenues) was brought up. This is due in part that there is a large expenditure (Activity Court) that PAC wishes to support.</li> </ul> <p><b><u>Proposed Gaming Account Budget:</u></b></p> <ul style="list-style-type: none"> <li>• Gaming account balance \$8,640.55 as of October 24<sup>th</sup>.</li> <li>• Gaming grants of \$4,620 was received from the Ministry in October.</li> <li>• Budgeting for End of Year Awards \$200.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• \$8,400 is being set aside for the Activity Court Project.</li> <li>• Criteria for using gaming funds were discussed.</li> </ul> <p><b><u>Proposed General Account Budget:</u></b></p> <ul style="list-style-type: none"> <li>• General account balance\$36,724.76 as of October 24<sup>th</sup>.</li> </ul> <p><b><u>Revenue:</u></b></p> <ul style="list-style-type: none"> <li>• Fundraising efforts for the year is budgeted to be \$19,511.25 (see attached document for details)</li> <li>• Close to \$8,000 (net) was raised during the Gilpin Gala</li> <li>• PAC received a donation from a single family for \$3,000 (designated for Art Program related expenditures)</li> </ul> <p><b><u>Expenses:</u></b></p> <ul style="list-style-type: none"> <li>• Total \$14,456.04 (see attached document for details)</li> <li>• New item includes purchasing a stove (\$850</li> <li>• Speakers and workshops (\$2,350) – includes White Hatter speaker for internet safety</li> <li>• \$6,600 is being set aside for the Activity Court Project from the General Account. In total, \$15,000 will be set aside for the Activity Court. Note that this amount will be lower with future fundraiser/direct ask campaigns.</li> <li>• Additional expenses were tabled which include Little Library costs (\$340)and bringing back iGuy and iGirl workshop (\$500) and Hip Hop as a dance program (\$3,000)</li> <li>• Revised total expenses \$18,296.04</li> </ul> <p><b><u>Teacher's Wish List:</u></b></p> <ul style="list-style-type: none"> <li>• Total is \$18,888.36 which includes two items that were budgeted in 2016-2017 amounting to \$5,588.36. The 2017-2018 proposed budgeted Teacher-s Wish List is \$13,300 (see attached document for details).</li> <li>• Blake discussed in each expense in detail</li> <li>• School play \$1,000</li> <li>• Soccer ball \$500</li> <li>• All in- lunchtime program supplies \$500</li> <li>• IXL online math licenses Mr Rich and KC class \$700</li> <li>• Field trip buses \$1,500</li> <li>• Intermediate resources \$1,800</li> <li>• Arts Club supplies \$500</li> <li>• Aboriginal story teller \$1,000</li> <li>• Kindergarten supplies \$500</li> </ul>	

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	<ul style="list-style-type: none"> <li>• All in - \$100. This expense related to current staff member paying out of own pocket for extracurricular activity. Discussion to increase the amount by \$200 to \$300.</li> <li>• Revised total Teacher’s Wish List expenses to \$13,500.</li> <li>• Quorum was reached with the number of attendees</li> <li>• Motion to approve the Total Expenses of \$18,296.04 was brought forth and the motion was passed – all in favor.</li> <li>• Motion to approve Total Revenues \$19,511.25 was brought forth and the motion was passed – all in favor.</li> <li>• Motion to approve the Total Teacher’s Wish List \$13,500 was brought forth and the motion was passed– all in favor.</li> <li>• Project year-end balance Aug 31, 2018 of \$10,742.24</li> </ul>	
<b>New Business</b>		
Burnaby Parks and Recreation - Northwest Burnaby – (Rohan Matts )	<ul style="list-style-type: none"> <li>• The recreation application forms to subsidize family will be available in the office.</li> <li>• It was indicated that many survey responses were received from Gilpin for the Northwest after school survey. These responses will be collated and will be able to assist in determining the various options of after school activities for the next calendar year.</li> <li>• Advertisement for the following after school programs will be coming in December:               <ul style="list-style-type: none"> <li>- Baby-sitting course January 15-March 12<sup>th</sup>, 2018</li> <li>- Valentine’s program</li> <li>- Nature program</li> <li>- Lego mania</li> <li>- Mother’s Day program</li> </ul> </li> <li>• There were few suggestions to offer program longer than 4 weeks if possible</li> <li>• Question around the Home Alone Program was brought and whether this can be offered in Gilpin.</li> <li>• For further information please connect with Rohan Matts, Program Northwest Community, Burnaby Parks and Recreation Rep.</li> </ul>	
After school activities – funded by PAC <b>Heelah</b>	<ul style="list-style-type: none"> <li>• Taiko drumming is funded by PAC, if there are any other ideas for other school program that can potentially be funded by PAC, please contact Heelah.</li> </ul>	
Internet safety update intermediate <b>Heelah</b>	<ul style="list-style-type: none"> <li>• The “White Hatter” Personal Protection System Systems Inc. gave a presentation to the intermediate classes on internet safety. Douglas Elementary was also invited. It was a huge success. There were lots of lessons learned and takeaways from the students.</li> </ul>	

<b>Action</b>	<b>Discussion</b>	<b>Action Item</b>
	<ul style="list-style-type: none"> <li>• There was also a parent info night that took place recently and Heelah would greatly appreciate hearing from parents about their thoughts/feedback.</li> </ul>	
Intro new hot lunches <b>Heelah</b>	<ul style="list-style-type: none"> <li>• There will be new menus on the next set of hot lunches i.e. burger, chicken nuggets, Freshii and the usual pasta, etc.</li> <li>• Please provide your feedback to Heelah re: Freshii and how your kids like or dislike the food.</li> <li>• The new menus will be available online starting tonight (Oct 25<sup>th</sup>) for November 15<sup>th</sup> hot lunch. November 15<sup>th</sup> forward</li> </ul>	

*There being no further business, the meeting was adjourned at 9:04 PM*

*Next meeting: Monday, December 4<sup>th</sup> at 7:00 PM, Gilpin Library*