

MINUTES OF THE QUEEN ELIZABETH GENERAL PAC MEETING
Held Tuesday, October 22nd, 2013 at 7:00 to 8:30 PM in the
QE Main Library

Meeting Chaired by: Jane Taylor and Kristin McAllister

1. The meeting was called to order at 7:05pm (Jane Taylor)
2. Attendees introduced themselves around the table (refer to list of attendees attached to these minutes)
3. Agenda accepted (Diane Katrusiak motions / Jenny Langley seconds)
4. Motion to approve the Minutes from October 1st, 2013 (Diane Katrusiak motions / Jenny Langley seconds)
5. Principal's Report (Magdalena Kassis)
 - Sports highlights the fall term. The Junior Boys soccer team is going to the City Finals (grades 5 & some 6). Volley ball is starting. Teams start at Grade 5 with 4 teams: Junior & Senior Boys and Girls. Students are notified over the PA at school and the practice schedule is on the QEPAC website.
 - Cross Country was a huge success – QE has one of the biggest teams in the district with 100 kids competing – thanks to Debbie Butt for her efforts
 - There was a Right to Play presentation made to some of the Intermediate
 - The school is carrying on with supporting our sister school, Thunderbird, and other schools in need this holiday season. Similar to last year they will be collecting items to make hampers for families in need.
 - Primary Winter Concert will be on December 19th at 9:15am. Intermediate Concert TBD but likely will be at 11:00am
6. Resolution to change the signing authorities on the VanCity banking accounts. Kris Jensen, Brenda White and Jannise Fong will be removed as signing authorities. Megan Evans-Baird, Kristin McAllister and Jane Taylor will be added as signing authorities. (Diane Katrusiak motions/Jenny Langley seconds). Unanimously approved by show of hands vote.
7. Budget Review (Kristin, Jenny, Megan)
 - Jenny gave an overview of the stakeholder engagement process for the budget. The Budget Sub-Committee has worked with the Ms. Kassis, teachers, volunteers and program leaders to draft this new budget and also compile a full needs assessment for the school.
 - Ms. Kassis advised that the school has an annual discretionary budget of between \$25,000-\$30,000. From that they have to pay for all supplies, furniture, maintenance, textbooks, and assessments for kids and in some cases substitute charges.
 - Megan circulated a copy of the draft budget and reviewed each line item. The budget now has separate revenue and expenses for both gaming funds which have restricted use and for non-gaming funds. For Revenues the main source of funds is the hot lunch and the holiday bazaar which are expected to conservatively bring in \$8,000 and \$2,000 respectively as well as our annual gaming grants which is approx \$9700. For Expenses the budget reflects all past expenses from last year plus some new expenses such as Sports Day Snack, School Teams Support, School Performances and Volunteer Gifts. These items are now being covered by the PAC to free up funds for the school to purchase items such as textbooks. The PAC budget includes funding an additional \$6,100 for the purchase of items from the capital needs list (attached). Ms. Kassis will work with teachers to determine which items to fund first. The budget also includes \$3,500 for new gym equipment including new uniforms.
 - The school was fortunate to receive approx \$50,000 in new technology from the VSB which means the PAC will now not have to raise those funds. A revised capital needs list has been drafted (attached) and the PAC will work toward raising funds to meet any outstanding needs. Options for fundraising include direct appeal and adding another hot lunch.
 - The PAC discussed the budget and the excess funds currently held in two GIC's and it was agreed that the PAC will keep a contingency of \$10,000 between the 2 accounts.

Motion to keep a contingency of \$10,000 (Jane Taylor motions/Jenny Langley seconds)
Motion to approve the budget as amended (attached) (Kristin McAllister motions/Jenny Langley seconds).. Unanimously approved by show of hands vote.

8. Volunteer Update: (Jillian)
 - Still looking for a person to coordinate Earthquake preparedness.

9. Miscellaneous and Future meeting topics
 - Kristin is continuing to research cost of new sandwich boards for the drop-off area.
 - Jenny is continuing to work with Mr. Marchioro on new uniforms and also investigating the potential for uniforms to be donated. Diane mentioned New Balance may be interested in sponsoring/providing uniforms
 - Suman Kashyap suggested the PAC consider Igirl as an upcoming speaker. There was also interest in internet safety as an upcoming topic.

10. Meeting was adjourned at 8:35pm (Jane Taylor motions/ Diane Katrusiak seconds)

2013/14 Future PAC Monthly Meeting Dates – please mark your calendars

- Tuesday, November 19th, 2013
- Tuesday, December 17th, 2013

Attendees:

Kristin McAllister	Jane Taylor	Diane Katrusiak
Jenny Langley	Beth Hirsh	Z. Jane Wang
Salma Nurmohamed	Lin Lan	Jane Zhang
Jillian Watkins	Megan Evans-Baird	Helene Morizur
Wei Shi	Eva Gunka	Victoria (Quan Hong)
Raymond Zhang	Suman Kashyap	James (Enqiaing Qin)
Mrs. Kassis (Principal)	Mr. Bolianaz (VP)	Natasha Tousaw (Teacher Rep)