

# Meeting Minutes

Forest Grove Parent Advisory Committee Meeting  
November 8, 2022

**Present:** Kurt Gurney (Principal), Janet Ambrosio (Chair), Heidi Baer (Treasurer), Meagan Carver, Mike Perks, Erika Hospina, Beth, Kate, Kim Yuen, and Daphne.

Action items for next meeting 

**Meeting called to order:** 7:00PM

Welcome and introductions

## **Principal's Report**

---

- See attached Principal's Report.

## **Executive Report – Janet Ambrosio**

---

- Janet is absent, no executive report

## **Treasurer Report - Heide Baer**

---

- See financial reports here and below (from page 6):  
<https://drive.google.com/file/d/17nR5rggS1fOoqC-NZg4uR5JqY2Uch0IF/view?usp=sharing>
- MunchaLunch
  - Credits from last year have all been loaded now.
  - 3 Munch Refund cheques from last year remain outstanding/uncashed (emailed 1 last week). It was approved that, unless/until the family reaches out for reimbursement:
  - The \$34 refund, to the family whose child hasn't been at the school for years, and whom we have been unable to reach, be moved to donation.
  - The possible refund of a \$7 unconfirmed credit for a student who graduated last year would not be pursued.
- Gaming Grant Reporting
  - All requested info has been sent to the Community Gaming Grants Branch for 2020 & 2021 (thank you to Ange for your assistance!), and the Summary report has been sent in for 2022.
- Square Reader
  - Kim had to purchase a new Square Reader in time for Monster Mash – the old one was damaged and didn't work. The new reader allows for PIN transactions as well as Apple and Google Pay. The expense of \$67.19 was approved.

- Monster Mash
  - Not all parents who helped out have been reimbursed yet and Sheila donated the volunteers' pizza; event revenue report will be provided next meeting (approximately \$2,500 funds raised).
- Financials
  - Money In:
    - 1. Direct Donations TBD
    - 2. Hot Lunch Program – Deficit until C'est Mon payment received and Munch sorted out.
    - 3. Monster Mash and Grad Bake Sale
- Authorized Signatories
  - My neighbour has agreed to become a signer on PAC accounts, which we expect will help speed things along with payments – thank you Daphne!
- Old Records
  - Meagan identified some very old records from bank accounts PAC doesn't even have anymore, from prior to the 5 years that we are required to store, which are taking up space in Ms Hart's storage space. It was decided to recycle these.
- **Motion to move uncashed cheques to donations - no one opposed.**  
**Motion carried.**
- **Motion to pay for the purchase of Square Reader (\$67.19) - no one opposed**  
**Motion carried.**
- New signer for PAC bank accounts - Daphne

## Committee Reports

---

### **Hot Lunch Committee - Meagan Carver**

- Working with C'est Mon for M-Th - making good profit.
- Started working with CPP last week - waiting to see how it might work for our families moving forward. Trying it without volunteers for now - we will see how that goes.
- trying to see if CPP can replace our current caterer M-Th moving forward. Giving him the next four weeks (finals weeks of 2022) to see if it is manageable for CPP and FG
- Some families are concerned about the price of the lunches that we are provided. Due to increased prices from vendors and credit card fees etc, we are trying to find a way of ensuring it is both affordable for families and still profitable for PAC.

### **DPAC - need a new committee lead**

- no new business
- last meeting
- looking for a new rep
  - Responsibilities: all zoom meetings, great way to stay connected to BSD and report back to FG PAC, usually meet the Monday before FG PAC meeting, DPAC meetings are usually about 90 minutes long.
- Nicole Gladish is willing to take on DPAC

### **Health and Safety**

- Some 'repeat offenders' for parking and drop off zones.

- RCMP parking enforcement is working with school to help with j-walking and other parking issues etc.
- still looking for a Parking Monitor
- Brenda was in touch with parents to take on Lice Check etc.
  - looking into another Lice Check in the new year

### **Seed to Table Program and Sprouting Chefs - Barb**

- Barb is absent, no report

### **Emergency Preparedness – Erika**

- TransMountain would be recognized in a newsletter if they were to donate again this year.
  - TransMount is looking for an itemized list of what FG is looking to purchase. Kurt is working with TransMountain on these things.

### **Grade Seven Grad Committee – Kim Yuen is new committee lead**

- Kim has made a sign up for the grad committee opportunities based on the first committee meeting
- Erika will help with Grad responsibilities
- Looking for information regarding the Return It cheque PAC is waiting for from June 2022
- Any future money from Return It

### **Monster Mash – Erika Hospina**

- consider having a 48hour before 'cut off' for ticket purchases for future Monster Mash events
- Should we charge extra for tickets at the door? Consider some ideas for next year.
- consider time frames for families to sign up - this would allow more people to attend without exceeding building/fire capacity
- Consider a hybrid event next time? part outside and part inside?
- Great job for younger kids in the Community Room
- Erika will put together debrief information for next year.

### **Carolling - Brenda**

- December 6, music singing etc, outside with The Shire.
- Will send out the flier after November 11. Brenda will send to Kurt.

### **Pancake Breakfast - Janet will run**

- December 16 - Janet will send more information and coordinate volunteers.
- MLA Katrina Chen's office is interested in donating for this event. Please get in touch with them when planning this event.

### **Non-Event Fundraising - Athena**

- Athena is absent - no report
- Meagan will work with Athena about other fundraising efforts.
- Purdys information has been received, so PAC (Athena) and Kurt will look at this.
  - Purdys was moved to a grade seven fundraiser a couple years ago.
- Athena and Meagan will look into holiday fundraising options.

**Grants and project Funding**

- contest opportunity re:recycling etc - Kim can collect stories to enter

**Website and Social Media - Kim**

- nothing to report

**Mandarin Program – Kurt**

- Parent session in January, mostly for new families.

**New Business**

- We will recycle all old PAC documents that are old enough to not need to file any longer (over seven years old)

# PRINCIPAL'S REPORT– OCT 2022

## Recent Events:

1. Terry Fox Run
  - a. Thanks so much to all the parent volunteers that not only cut and handed out oranges, but also lined the route, acted as spotters or markers, and cheered all the kiddos on.
  - b. We haven't finalized the Terry Fox total funds raised, but believe it to be about \$3000.
2. Orange Shirt Day (Sept. 29<sup>th</sup>)
  - a. Recognition of the harms caused by Residential Schools and to learn from previous mistakes
  - b. Hopefully all families were able to see the displays outside each of the classrooms to acknowledge this day
3. Tuesday, Oct. 4<sup>th</sup> & Thursday, Oct. 6<sup>th</sup> (Parents as Partners Conferences)
  - a. We had a great turnout and it was wonderful to see all the parents IN the school again.
  - b. Any feedback?

## Upcoming Events:

1. Currently working with Stream of Dreams where each child learns about salmon, the water cycle, and the impact we can have on our environment
  - a. Part of the project is fish on fences. It would be wonderful to have some parent volunteers to help with this part next week (haven't confirmed if this is Monday or Tuesday and exactly what time)
2. Provincial Pro-D Day this Friday, Oct. 21<sup>st</sup> (no school for students)
3. FSA's for grades 4 & 7 students begin Oct. 24<sup>th</sup> and run until Nov. 10<sup>th</sup>.
4. Retake Picture Day Oct. 27<sup>th</sup>
  - a. If you missed out or are not happy with the photos, be sure to get your kiddo to get a retake. Pictures should be available in the next couple of days using the QR codes given to each child.
5. Halloween Events
  - a. Monster Mash on Friday, Oct. 28<sup>th</sup>.
  - b. Halloween Parade, Pumpkin Carving Contest first thing Monday, Oct. 31<sup>st</sup>...come join the parade
6. Remembrance Day Assembly on Thursday, Oct. 10<sup>th</sup> @ 10:45 a.m.
  - a. Parents are welcome to attend
7. Winter Concert is scheduled on Wednesday, Dec. 14<sup>th</sup> (Mark your calendars)
  - a. 1:00 performance
  - b. 7:00 performance

# Profit and Loss

## Forest Grove Parents Advisory Committee For the period 1 September 2022 to 18 October 2022

	ACTUAL	2022-23 DRAFT BUDGET	VARIANCE
<b>Trading Income</b>			
Prior Year Surplus	39,511	39,511	0 ↑
Other Revenue (TransMountain)	-	4,008	(4,008) ↓
Direct Donation Drive	1,343	-	1,343 ↑
<b>Government Grants</b>			
Province of BC Gaming Grant	7,000	7,000	- —
SD#41 Operating Grant Revenue	-	178	(178) ↓
<b>Total Government Grants</b>	<b>7,000</b>	<b>7,178</b>	<b>(178)</b>
<b>Non Event Fundraising</b>			
COBS Bread Bakery	-	203	(203) ↓
<b>Total Non Event Fundraising</b>	<b>-</b>	<b>203</b>	<b>(203)</b>
<b>So Fun Income Events</b>			
Hot Lunch	-	2,800	(2,800) ↓
Monster Mash / Hunt	-	500	(500) ↓
Read / Walk-a-Thon	-	100	(100) ↓
Sports Day	-	100	(100) ↓
<b>Total So Fun Income Events</b>	<b>-</b>	<b>3,500</b>	<b>(3,500)</b>
<b>Total Trading Income</b>	<b>47,854</b>	<b>54,400</b>	<b>(6,546)</b>
<b>Gross Profit</b>	<b>47,854</b>	<b>54,400</b>	<b>(6,546)</b>
<b>Operating Expenses</b>			
<b>PAC Admin Expenses</b>			
BCCPAC Membership	75	75	- —
PAC Website Domain	-	20	(20) ↓
Vancity Expenses (Night Deposit)	-	40	(40) ↓
Banking Expenses (Chqs/Etransfers)	1	109	(108) ↓
Childminding (PAC Meetings)	-	200	(200) ↓
<b>Total PAC Admin Expenses</b>	<b>76</b>	<b>444</b>	<b>(368)</b>
<b>Teachers' Wish List</b>			
<b>Divisions</b>			
Div 1 Shirley	-	558	(558) ↓
Div 2 Nussbaumer / *Hiring*	-	558	(558) ↓

	ACTUAL	2022-23 DRAFT BUDGET	VARIANCE
Div 3 *Hiring*	-	570	(570) ↓
Div 4 Li	-	558	(558) ↓
Div 5 Lai	-	558	(558) ↓
Div 6 Wong	-	535	(535) ↓
Div 7 Lin	-	501	(501) ↓
Div 8 Howard	-	466	(466) ↓
Div 9 Sheng	-	489	(489) ↓
Div 10 Liaw	-	466	(466) ↓
Div 11 Blackford	-	466	(466) ↓
Div 14 Lee	-	421	(421) ↓
Div 12 Ma	-	489	(489) ↓
Div 13 Lau	-	466	(466) ↓
Div 15 Mackie	-	432	(432) ↓
Div 16 Howey	-	432	(432) ↓
Div 17 Hsu	-	455	(455) ↓
<b>Subtotal Divisions</b>	-	<b>8,420</b>	<b>(8,420)</b>
Green Team Hart	-	250	(250) ↓
Music Program Veikle	-	265	(265) ↓
Learning Support Siedelman	-	535	(535) ↓
Library Supplement	-	280	(280) ↓
Cultural Learning	-	1,000	(1,000) ↓
Dance Club	-	425	(425) ↓
Primary Event	-	900	(900) ↓
Intermediate Event	-	960	(960) ↓
<b>Total Teachers' Wish List</b>	-	<b>13,035</b>	<b>(13,035)</b>
<b>Health &amp; Health Education</b>			
Body Science (Saleema Noon)	-	750	(750) ↓
Lice	-	100	(100) ↓
Parent Education - Mental Health	-	525	(525) ↓
<b>Total Health &amp; Health Education</b>	-	<b>1,375</b>	<b>(1,375)</b>
<b>So Fun Expense Events</b>			
Christmas - Caroling	-	150	(150) ↓
Christmas - Other	-	750	(750) ↓

	ACTUAL	2022-23 DRAFT BUDGET	VARIANCE
Pumpkin Patch	-	700	(700) ↓
Terry Fox Run	202	250	(48) ↓
Welcome Back Coffee	196	200	(4) ↓
<b>Total So Fun Expense Events</b>	<b>398</b>	<b>2,050</b>	<b>(1,652)</b>
<b>Sprouting Chefs</b>			
Garden Club Expenses	-	425	(425) ↓
<b>Total Sprouting Chefs</b>	<b>-</b>	<b>425</b>	<b>(425)</b>
<b>Grade 7</b>			
Gr 7 Camp	-	500	(500) ↓
Grad	-	2,671	(2,671) ↓
<b>Total Grade 7</b>	<b>-</b>	<b>3,171</b>	<b>(3,171)</b>
<b>Other Expenses</b>			
Projected Surplus for Future	-	25,500	(25,500) ↓
Custodial Supplement	-	250	(250) ↓
Emergency Preparedness	-	6,500	(6,500) ↓
Retirement & Books	-	400	(400) ↓
Scholarship Former FG Student	-	500	(500) ↓
Staff Appreciation	-	750	(750) ↓
<b>Total Other Expenses</b>	<b>-</b>	<b>33,900</b>	<b>(33,900)</b>
<b>Total Operating Expenses</b>	<b>474</b>	<b>54,400</b>	<b>(53,926)</b>
<b>Net Profit</b>	<b>47,380</b>	<b>-</b>	<b>47,380</b>

**1. Expenses Approved at 20-Sep Meeting**

**2. Expense Approved at 15-Jun Meeting**



# Balance Sheet

## Forest Grove Parents Advisory Committee

As at 18 October 2022

### Accrual Basis

18 OCT 2022

#### Assets

##### Bank

##### FG-PAC Accounts

General Vancity Community Business Acct	40,253
Gaming Vancity Community Business Acct	7,598
Class B Membership Shares	12
<b>Total FG-PAC Accounts</b>	<b>47,863</b>

##### School Accounts

School Account- Donations	1,680
School Account- Gr 7 Fundraising	1,646
School Account- Gr 7 Hoodies	6
School Account- Safety Supplies	4,008 <sup>1</sup>
School Account- Walk/Read-a-Thon	545
School Account- Children's Fund/Prog Sup	(9)
School Account- ARTSTARTS Performing Artist	41
<b>Total School Accounts</b>	<b>7,917 <sup>2</sup></b>

**Total Bank** 55,780

##### Current Assets

Accounts Receivable	175 <sup>3</sup>
<b>Total Current Assets</b>	<b>175</b>

**Total Assets** 55,955

#### Liabilities

##### Current Liabilities

Accounts Payable	2,070 <sup>4</sup>
MunchaLunch	552
Unearned Revenue	4,008 <sup>1</sup>
<b>Total Current Liabilities</b>	<b>6,629</b>

**Total Liabilities** 6,629

**Net Assets** 49,325

#### Equity

SD#41 Operating Grant Balance	347
Contingency Fund	1,402
Current Year Earnings	47,380
Retained Earnings	196 <sup>5</sup>
<b>Total Equity</b>	<b>49,325</b>

**1. Emergency Preparedness Supplies Funds**

\$4,007.53 funds received from TransMountain - will declare as revenue when we are able to spend it.

**2. School Accounts**

Reconciled to 13-Jun only; final reconciliation for last year and YTD will take place when records received.

**3. Receivables**

\$ 142 = Renew Crew Foundation (Return-It) proceeds as of May

\$ 33 = FlipGive - we can't request these funds until total reaches \$100 minimum.

**4. Payables**

\$1,720 = Estimated cost of Grad Yearbooks

\$ 350 = Grad Raffle Prize Bill whose payment was returned

**5. Retained Earnings \$196**

Represents net change so far this year to SD #41 Operating Grant Balance -- spend / (gain).