

# MEETING MINUTES

## PAC

### DATE:

October 5, 2026

### TIME:

Started: 6:04 pm  
Adjourned: 6:52 pm

### FACILITATOR:

Arla Bruce

### APPROVAL OF MINUTES

Agenda was approved - Arla Bruce made a motion to adopt, and Jen Bellhouse seconded motion carried.

### APPROVAL OF AGENDA

The minutes were read from the September meeting and approved. Arla Bruce made a motion to adopt, and Monika Wherry seconded motion carried.

### IN ATTENDANCE

Arla Bruce, Bonny Brindley, Emily Jagt, Jen Bellhouse, Jodie Hearn, Krystal Udy, Monika Wherry, Steph Bartusek, Joel Menzies, Rebecca Haaller, Margaret Woodland, Kelsee Bowden, Krista Phillips, and Ben Gagnon.

### PRINCIPAL REPORT

See Below

Terry Fox run is on October 8<sup>th</sup>, 12:45 assembly start.

Student/Family/Teacher conferences on Monday, October 26<sup>th</sup> (no school). 15-minute time slots; goals and what students can work on are examples of what will be discussed.

## **CHAIR REPORT**

No new news.

## **TREASURE REPORT**

See Below

Holiday Gift Fair money is starting to come in. (\$325)

\$170 donation will be going towards hot lunch; everyone at the meeting was in agreement that this is the best use for this donation.

## **DPAC REPORT**

Online meeting October 5 @ 7:00 pm; all trustee candidates forum.

October 6 @ 5:30 pm-8:00 pm at the Rec Centre; there is an in-person one-on-one question-asking period.

## **FUNDRAISING REPORT**

### **Created by Kids**

- Program where kids' artwork can be turned into mugs, cards, magnets, etc. BC company; the school will receive 30% of what is sold. Packages will be given to teachers to arrange artwork or sent home for parents to decide on artwork. November 3 the packages need to be returned, November 23-27 artwork shipped to the school.

### **Spirit Wear**

- Runs October 19-28, new item will be sweatpants (no name option for pants)

### **Apples**

- 30 orders so far, October 15<sup>th</sup> pickup date at school with after-school pickup time

### **Coffee**

- Runs October 12 – December 13, order on 6 Beans website with link or QR code, table will hopefully be set up at Holiday Gift Fair to sell more, 100 bag goal.

### **Grocery cards and Poinsettias**

- E-transfers are okay for larger amounts to school (ie.hot lunch; it is hard to reconcile so many small amounts), will see how sale of poinsettias goes and will possibly order extra to sell at the Christmas concert.

### **Holiday Gift Fair**

- 25 adult tables sold and 5 kid tables already, 50/50 (set hours and day of only), gift baskets (possibly switch to buddy class baskets instead of individual classes; this will make 6 bigger baskets instead) gift baskets need to be all in by the first week of November so the Gaming License (\$25) can be applied for by November 12<sup>th</sup>.

### **HOT LUNCH REPORT**

New program MunchaLunch, hoping to move away from e-transfers instead to online payments (now can use Visa/Visa Debit), there is no processing fee added to online payments for the parents now, there is a link to volunteer for hot lunch now instead of an option when you order ([volunteersignup.org](http://volunteersignup.org)).

Souper Meals will be prepared prior to coming to the school, Mr. Menzies will send an email about volunteering (not to get mixed up with the hot lunch volunteer sign-up)

December there will be a free hot lunch as well as in June.

### **NEW BUSINESS**

No new business

### **NEXT MEETING**

November 9<sup>th</sup> @ 6:15 pm



## South Broadview Elementary School

### PAC Meeting Agenda

Oct 5, 2026

1. Call to order & Land acknowledgement
2. Introductions
3. Adoption of agenda
4. Adoption of previous meeting minutes
5. Principals Report
6. Chairperson Report
7. Treasurer Report
8. DPAC Report
  - a. Trustee candidate webinar at 7pm tonight
9. Fundraising Report
  - a. Coffee
  - b. Created by Kids
  - c. Spirit Wear
  - d. Grocery Cards & Poinsettias
10. Hot Lunch Report
  - a. Muncha Lunch – schedule & menu is loaded
11. New Business
12. Questions/Comments
13. Adjournment

**Next meeting: Nov 9<sup>th</sup> at 6pm**

**Dec 14<sup>th</sup> at 6pm**



**South Broadview Elementary School PAC: Treasurer's Report For period Sept 1 - 30, 2026**

|                                           | Actual Sept 1-30/26 | Actuals Year to date Sept 1/26 - Aug 31/27 | 2026-2027 Budget   | Variance             |
|-------------------------------------------|---------------------|--------------------------------------------|--------------------|----------------------|
| <b>Revenue</b>                            |                     |                                            |                    |                      |
| Income: Interest                          | \$0.03              | \$0.03                                     | \$2.00             | (\$1.97)             |
| Income: Apples                            | \$0.00              | \$0.00                                     | \$375.00           | (\$375.00)           |
| Income: Pointsettias                      | \$0.00              | \$0.00                                     | \$500.00           | (\$500.00)           |
| Income: Askew's GC's                      | \$0.00              | \$0.00                                     | \$1,000.00         | (\$1,000.00)         |
| Income: Holiday Gift Fair                 | \$325.00            | \$325.00                                   | \$3,000.00         | (\$2,675.00)         |
| Income: Created by Kids                   | \$0.00              | \$0.00                                     | \$250.00           | (\$250.00)           |
| Income: Easter Bunnies                    | \$0.00              | \$0.00                                     | \$400.00           | (\$400.00)           |
| Income: Spring Plants                     | \$0.00              | \$0.00                                     | \$600.00           | (\$600.00)           |
| Income: Hot Lunch                         | \$0.00              | \$0.00                                     | \$1,000.00         | (\$1,000.00)         |
| Income: Coffee                            | \$0.00              | \$0.00                                     | \$250.00           | (\$250.00)           |
| Income: Donuts                            | \$0.00              | \$0.00                                     | \$250.00           | (\$250.00)           |
| Income: Mabel's Labels                    | \$0.00              | \$0.00                                     | \$25.00            | (\$25.00)            |
| Income: SD83 PAC Training                 | \$0.00              | \$0.00                                     | \$155.00           | (\$155.00)           |
| Income: GAMING grant                      | \$0.00              | \$0.00                                     | \$4,320.00         | (\$4,320.00)         |
| Income: Spirit Wear                       | \$0.00              | \$0.00                                     | \$0.00             | \$0.00               |
| Income: Other                             | \$170.00            | \$170.00                                   | \$50.00            | \$120.00             |
| <b>Total Revenue</b>                      | <b>\$495.03</b>     | <b>\$495.03</b>                            | <b>\$12,177.00</b> | <b>(\$11,681.97)</b> |
| <b>Expenditures</b>                       |                     |                                            |                    |                      |
| <b>Administration</b>                     |                     |                                            |                    |                      |
| Administration: Appreciation Gifts        | \$0.00              | \$0.00                                     | \$800.00           | (\$800.00)           |
| Administration: Spirit Wear               | \$0.00              | \$0.00                                     | \$320.00           | (\$320.00)           |
| Administration: EZS Software              | \$0.00              | \$0.00                                     | \$300.00           | (\$300.00)           |
| Administration: PAC Event Refreshments    | \$0.00              | \$0.00                                     | \$50.00            | (\$50.00)            |
| Administration: General PAC Supplies      | \$0.00              | \$0.00                                     | \$50.00            | (\$50.00)            |
| Administration: PAC Meeting Childcare     | -\$25.00            | -\$25.00                                   | \$300.00           | (\$275.00)           |
| Administration: Training/Conferences      | \$0.00              | \$0.00                                     | \$153.00           | (\$153.00)           |
| <b>Enrichment</b>                         |                     |                                            |                    |                      |
| Enrichment: Field Trip Support            | \$0.00              | \$0.00                                     | \$2,200.00         | (\$2,200.00)         |
| Enrichment: Year End Activity Support     | \$0.00              | \$0.00                                     | \$2,200.00         |                      |
| Enrichment: Teacher Discretionary Funds   | \$0.00              | \$0.00                                     | \$1,500.00         | (\$1,500.00)         |
| Enrichment: Church Parking Donation       | \$0.00              | \$0.00                                     | \$250.00           | (\$250.00)           |
| Enrichment: FM Radio Battery Replacement  | \$0.00              | \$0.00                                     | \$300.00           | (\$300.00)           |
| Enrichment: Unplug and Play LASS Donation | \$0.00              | \$0.00                                     | \$250.00           | (\$250.00)           |
| Enrichment: Headphones                    | \$0.00              | \$0.00                                     | \$900.00           | (\$900.00)           |
| Enrichment: Jerseys                       | \$0.00              | \$0.00                                     | \$1,000.00         | (\$1,000.00)         |
| Enrichment: Interactive TV's              | -\$2,721.23         | -\$2,721.23                                | \$3,000.00         | (\$5,721.23)         |
| Enrichment: Free Hot Lunch Days           | \$0.00              | \$0.00                                     | \$1,500.00         | (\$1,500.00)         |
| Enrichment: Winter/Outdoor                | \$0.00              | \$0.00                                     | \$100.00           | (\$100.00)           |
| <b>Fundraiser</b>                         |                     |                                            |                    |                      |
| Fundraiser: Apples                        | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Pointsettias                  | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Askew's GC's                  | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Holiday Gift Fair             | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: West Coast Seeds              | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Easter Bunnies                | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Spring Plants                 | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Hot Lunch                     | -\$24.22            | -\$24.22                                   |                    |                      |
| Fundraiser: Fountain Tire                 | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Mabel's Labels                | \$0.00              | \$0.00                                     |                    |                      |
| Fundraiser: Other                         | \$0.00              | \$0.00                                     |                    |                      |
| <b>Total Expenditures</b>                 | <b>-\$2,770.45</b>  | <b>-\$2,770.45</b>                         | <b>\$15,173.00</b> | <b>-\$15,669.23</b>  |
| <b>Revenue less expenditures</b>          | <b>-\$2,275.42</b>  | <b>-\$2,275.42</b>                         |                    |                      |

|                                  |                   |
|----------------------------------|-------------------|
| <b>Cash in bank Sept 1, 2026</b> |                   |
| Gaming (Maximizer)               | \$246.12          |
| General (Chequing)               | \$8,915.84        |
|                                  | <u>\$9,161.96</u> |

|                              |                     |
|------------------------------|---------------------|
| plus revenue for period      | \$495.03            |
| less expenditures for period | <u>-\$2,770.45</u>  |
|                              | <u>\$6,886.54 A</u> |

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Cash in bank Sept 30, 2026</b> |                     |
| Gaming (Maximizer)                | \$246.15            |
| General (Moneymaker)              | \$6,640.39          |
|                                   | <u>\$6,886.54 B</u> |

Equation Check: Line A should equal Line B  
Discrepancy, if any: \$0.00