



**Sir Wilfrid Laurier Elementary School**

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## Sir Wilfrid Laurier Elementary School Minutes of Parent Advisory Council (PAC) Meeting

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**Date:** November 19, 2019 (Tuesday)

**Venue:** School Library

**Present:**

Armin Samiei (Principal)  
Ms Aimee Boucher  
Ann Mukai (Chair)  
Anita Parkinson (Vice Chair)

Anita Chui  
Cameron Clow  
Donna Lei (Secretary)  
Ellen Yeung  
Emily Tsen (Treasurer)

Tenny Chui  
Stephan Tollenaar  
Winola Chu

The meeting was called to order by Ann Mukai (Chai) at 6:40pm.

	Agenda Item	Executive	Details	Action Item
1	Welcome, Land Acknowledgment and Intros	Ann & Anita P.	"I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples–Sk̓wx̓wú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations."	
2	BCTF Rep Update	Ms Boucher	<ul style="list-style-type: none"> <li>Ms Bourcher is the Union rep. at Laurier</li> <li>On the BCTF website, parents can find the "Brochure for parents"</li> <li>Parents can send a letter to the MLA to show your support for the teachers</li> </ul>	
3	Approval of last meeting's minutes (Oct 2019)	Ann	<ul style="list-style-type: none"> <li>MOVED by Winola and SECONDED by Emily</li> <li>Minutes and agenda adopted</li> </ul>	
4	Treasurer's Report (Appendix A)	Emily & Ann	<ul style="list-style-type: none"> <li>On the last Movie Night, \$183 (net) was received at the door.</li> <li>Contingency funds of \$3000 for next year was inquired and PAC would like to double-check to ensure this amount is in line with the PAC Constitution but the copy on the PAC website is currently an unsigned version</li> </ul>	<ul style="list-style-type: none"> <li>Another movie licence to be applied in Jan 2020</li> <li>Anita P. to post the signed version of the PAC Constitution on the PAC website</li> <li>Emily made a Motion and got adopted to review the PAC Constitution for the next PAC meeting on Jan 2020</li> </ul>

				<ul style="list-style-type: none"> <li>Anita C. to forward the DAPC Constitution for reference</li> </ul>
5	Principal's Report	Armin	<p>a) SOAR program and the SOAR Committee provides Grade 4 and Grade 7 students the leadership skills. This year, students would like to raise more than 4000 SOAR tickets for this year, which will use for fun day or hot chocolate gathering.</p> <p>b) UBC GEERing Up will offer our school free program and the days will be Jan 2, 23 and 24 of this school year. The theme will be computer science and coding.</p> <p>c) Cost for the School logo painting will be \$1,303 but no exact date/time assigned yet.</p> <ul style="list-style-type: none"> <li>➤ Motion was made by Anita C. to cancel the \$1,303 painting</li> <li>➤ Motion was made by Cameron to whether an approved decision from last meeting should be re-visited <ul style="list-style-type: none"> <li>➤ 3 attendees voted to cancel the logo painting</li> <li>➤ 8 attendees voted not to cancel the logo painting decision which had already been approved in the last PAC meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ School logo painting on the outside wall facing the playground will be proceeded</li> </ul>
6	Hot Lunch Update	Stephan	<ul style="list-style-type: none"> <li>Open slots for volunteers still available for December</li> <li>Stephan consulted everyone if the hot lunch program is all on track and received positive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Armin to email and do another PA announcement to invite more volunteers to help Hot Lunch</li> <li>Hot Lunch meeting - Nov 28</li> <li>Stephan to keep the volunteers list for year end Appreciation Tea</li> </ul>
7	Events	Anita P.	<p>a) New ideas</p> <ul style="list-style-type: none"> <li>➤ To drop off movie night? (No)</li> <li>➤ Winter Pancake Breakfast? (to be postponed until Spring)</li> </ul> <p>b) Past events</p> <ul style="list-style-type: none"> <li>➤ Saleema Noon presentation was successful with around 40+ attendees</li> <li>➤ Thanks to Miranda for the preparation of the Friendship List</li> </ul> <p>c) Upcoming – Winter Craft Fair (Nov 28: 3-5pm)</p> <ul style="list-style-type: none"> <li>➤ Term 2: Lunar New Year celebration on Jan 16 (3-5pm) with UBC Kung Fu Club comes to Laurier on Jan 24 at 9:30am at the gym (Cost of \$300 will be covered by the school); Movie Night on Feb 27</li> </ul>	<ul style="list-style-type: none"> <li>Armin to find a date in Dec for the Hot chocolate gathering</li> <li>Volunteers are needed on: <ul style="list-style-type: none"> <li>▪ Nov 26 for “Fresh to You” arrangement</li> <li>▪ Nov 28 (one hour only in the morning) for Purdy's pick up</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>➤ Term 3: Craft Fair on April 30 and Move Night on May 20</li> <li>d) Fundraising <ul style="list-style-type: none"> <li>➤ Fresh to You – pick up on Nov 26</li> <li>➤ Purdy’s chocolate – Orders due on Nov 17 and pick up on Craft Fair on Nov 28</li> <li>➤ Direct Appeal – received \$1400 so far but PAC budgeted \$4000. PAC will be short and may need to cut the capital funds</li> <li>➤ Amazon – link on PAC website: any purchase placed via this channel will have a certain % goes to Laurier PAC</li> </ul> </li> </ul>	
8	DPAC Update	Anita C.	At the last DPAC meeting, Eric Hamber supported Khanna to be the DAPC executive	Anita to make the judgment at the DPAC meeting
9	Reiderman Residence Community Advisory Committee (CAC)	Anita P.	A 30 mins one-on-one interview has been offered for the Marpole community by the City of Vancouver (Ideaspace Consulting Inc.) to share their stories after the TMH (Temporary Modular Housing) was built in the last 1.5 years. Registration was posted on <a href="https://www.signupgenius.com/go/9040d4ba8a923abfe3-share">https://www.signupgenius.com/go/9040d4ba8a923abfe3-share</a>	
10	Other Business	Ann	All PAC executive members signed the Code of Conduct for this school year	

Meeting was adjourned at 8:20pm

Next Meeting

The next PAC will be held on Tuesday, January 14, 2019 @ 6:30pm

Wednesday February 19,  
Tuesday March 10,

Wednesday April 15,  
Wednesday May 27 (AGM & Potluck)

<b>Sir Wilfrid Laurier Elementary PAC</b>														<b>Report Date:</b>		<b>October 31, 2019</b>	
<b>Budget &amp; Monthly Financial Report for 2019-2020</b>																	
	Actual	Actual	Budget	Remarks	2019-2020 Actual						Actual	Variance	Remarks				
	2017-18	2018-19	2019-20		for Budget	General	Fundraising	Online	Float	Subtotal	Gaming			2019-20	for 2019-20		
<b>Opening Balances</b>	<b>\$8,645.40</b>	<b>\$10,295.91</b>	<b>\$13,992.66</b>		<b>\$11,380.11</b>	<b>\$118.94</b>	<b>-\$134.23</b>	<b>\$20.00</b>	<b>\$11,384.82</b>	<b>\$2,713.37</b>	<b>\$14,098.19</b>	<b>\$105.53</b>					
<b>Income:</b>																	
Direct Appeal	\$3,710.00	\$5,031.00	\$4,000.00	Parent involved with Pub is no longer with them. Budget for Direct Appeal with the Monkey Pub's contribution	\$465.00				\$465.00		\$465.00	-\$3,535.00					
Online Donation							\$970.00		\$970.00		\$970.00	\$970.00					
Hot Lunch - Net Profit	\$14,137.90	\$12,808.99	\$12,500.00	Assume a flat year despite increase student count	\$2,781.18				\$2,781.18		\$2,781.18	-\$9,718.82	Estimated at 18%				
BC Gaming (\$20/student)	\$6,380.00	\$7,248.00	\$6,000.00	Assume no excess funds available for distribution by Gaming; back to \$20/student with 300 students					\$0.00	\$5,880.00	\$5,880.00	-\$120.00	Funds received end of Sept, \$5000 paid towards Earth Bites				
Bank Interest	\$695.17	\$696.87	\$400.00		\$115.32	\$0.47			\$115.79	\$5.62	\$121.41	-\$278.59					
Fundraising - Purdy's (Net Profit)	\$1,094.56	\$1,250.48	\$800.00	Conservative forecast	\$750.00				\$750.00		\$750.00	-\$50.00	Estimated				
Fundraising - Movie Nights (Net Profit)	\$479.00	\$425.62	\$150.00	Two events netting \$75 each	\$183.50				\$183.50		\$183.50	\$33.50					
Fundraising - Fresh to You (Net Profit)	\$453.60	\$0.00	\$0.00		\$596.40				\$596.40		\$596.40	\$596.40					
Fundraising - Craft Fair (Net Profit)	\$761.04	\$603.00	\$200.00	Assume two fairs with 10 tables each	\$12.50				\$12.50		\$12.50	-\$187.50					
Fundraising (Door donations, others)	\$3,608.54	\$832.70	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
Violin Program (Gross Rev)	\$16,225.00	\$0.00	\$0.00	Program cancelled	\$0.00				\$0.00		\$0.00	\$0.00					
T-shirts (Net Profit)	\$315.00	-\$319.75	\$250.00	Estimate 20 tshirt sales (ie: half of K class)	\$955.00				\$955.00		\$955.00	\$705.00					
<b>Income Sub-Total:</b>	<b>\$47,859.81</b>	<b>\$28,576.91</b>	<b>\$24,300.00</b>		<b>\$5,858.90</b>	<b>\$0.47</b>	<b>\$970.00</b>	<b>\$0.00</b>	<b>\$6,829.37</b>	<b>\$5,885.62</b>	<b>\$12,714.99</b>	<b>-\$11,585.01</b>					
<b>Expenditure:</b>																	
PAC Admin: DPAC Membership	\$0.00	\$0.00	\$75.00	No change	\$0.00				\$0.00		\$0.00	-\$75.00					
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$672.00	\$336.00	No change	\$0.00				\$0.00		\$0.00	-\$336.00					
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$140.00	\$160.00	\$20 / meeting	\$40.00				\$40.00		\$40.00	-\$120.00	Includes current meeting				
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$380.01	\$400.00		\$0.00				\$0.00		\$0.00	-\$400.00					
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$0.00	\$20.00		\$0.00				\$0.00		\$0.00	-\$20.00					
Parent Directory (Munch-A-Lunch)	\$0.00	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00		\$0.00				\$0.00		\$0.00	-\$400.00					
Classroom Funding (\$300/FTE; 17.6 FTE)	\$5,700.00	\$5,250.00	\$5,280.00	Assume 17.6 FTE and decrease to \$300 each	\$0.00				\$0.00		\$0.00	-\$5,280.00	Need final confirmation on FTE count				
Extracurricular Activities: Earthbites	\$10,000.00	\$10,000.00	\$10,000.00	Fund from Gaming and balance through fund raising to a maximum	\$5,000.00				\$5,000.00	\$5,000.00	\$10,000.00	\$0.00	Total cost is \$11,000, school is covering difference				
Author Visits	\$934.50	\$1,150.00	\$750.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$750.00					
Staff Appreciation	\$1,021.47	\$547.07	\$800.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$800.00					
Grade 7 Grad Class Celebration (Flat contribution)	\$1,445.27	\$800.00	\$800.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$800.00					
Community Events	\$895.29	\$922.47	\$1,000.00	PAC executive have discretion to spen within this limit; must seek PAC approval if limit is exceeded.	\$0.00				\$0.00		\$0.00	-\$1,000.00					
Community Events: Annual Movie License	\$398.59	\$278.35	\$300.00	Movie licenses	\$0.00				\$0.00		\$0.00	-\$300.00					
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$945.00	\$1,000.00	Maximum set	\$945.00				\$945.00		\$945.00	-\$55.00					
Food safety certification	\$0.00	\$0.00	\$200.00	two / year	\$0.00				\$0.00		\$0.00	-\$200.00					
Violin Program - Cost of Lessons/Books	\$9,297.73	\$0.00	\$0.00	Program cancelled	\$0.00				\$0.00		\$0.00	\$0.00					
Teacher / School Requests	\$2,000.00	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
New Capital Purchase	\$12,000.00	\$3,073.23	\$2,500.00	Proposals: Logo painting	\$0.00				\$0.00		\$0.00	-\$2,500.00					
Community Fund [NEW]	\$727.95	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
<b>Expenditure Sub-Total:</b>	<b>\$46,229.30</b>	<b>\$24,558.13</b>	<b>\$24,021.00</b>		<b>\$5,985.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,985.00</b>	<b>\$5,000.00</b>	<b>\$10,985.00</b>	<b>-\$13,036.00</b>					
<b>Net (Income - Expenditure):</b>	<b>\$1,630.51</b>	<b>\$4,018.78</b>	<b>\$279.00</b>		<b>-\$126.10</b>	<b>\$0.47</b>	<b>\$970.00</b>	<b>\$0.00</b>	<b>\$844.37</b>	<b>\$885.62</b>	<b>\$1,729.99</b>	<b>\$1,450.99</b>					
<b>Forecast Balance</b>		<b>\$14,314.69</b>	<b>\$14,271.66</b>		<b>\$11,254.01</b>	<b>\$119.41</b>	<b>\$835.77</b>	<b>\$20.00</b>	<b>\$12,229.19</b>	<b>\$3,598.99</b>	<b>\$15,828.18</b>	<b>\$1,556.52</b>					
Propose fund transfer									\$0.00	\$0.00	\$0.00	\$0.00					
<b>Forecast Balance After Fund Transfers</b>		<b>\$14,314.69</b>	<b>\$14,271.66</b>		<b>\$11,254.01</b>	<b>\$119.41</b>	<b>\$835.77</b>	<b>\$20.00</b>	<b>\$12,229.19</b>	<b>\$3,598.99</b>	<b>\$15,828.18</b>	<b>\$1,556.52</b>					