

Chartwell Parents Advisory Council

Annual General Meeting

Tuesday May 5th, 2016

Minutes of the Meeting

Attendees:

| | | |
|--------------------------------|--------------------------|-----------------|
| Rola Priatel | (Co-Chair) | |
| Nessa van Bergen | (Co-chair) | Effie Gomalia |
| Aron Campbell | (Principal) | Lissette Marrin |
| Sergio Trevino | (Treasurer) | Jing Zhao |
| Jennifer Kwong | (Hot Lunch Co-ordinator) | Jelyn Sagun |
| Faisal Latif | (DPAC rep) | Ina Ergashera |
| Joanne Warburton | (Secretary) | Judy Ho |
| Tamzyn Jones (Member at Large) | | Chris Gregory |
| Cathy Comber (Member at Large) | | Natalia Rosales |
| Shabnam Payombarnia | | Xieping Jiang |
| Stephanie Gregory | | |
| Essay Sun | | |

Regrets:

Regrets – Hamid Payombarnia

Meeting called to order at: 7.21pm

Welcome **Nessa van Bergen**

Adoption of the Agenda:

Proposed by: Tamzyn Jones
Seconded by: Stephanie Gregory

Adoption of the Minutes:

Proposed by: Tamzyn Jones
Seconded by: Faisal Latif

Co-Chairs report

Nessa welcomed everyone to the AGM and thanked everyone for coming.

Annual Review:

We had a late start to the year as with communication approvals it took an extra 2 or 3 weeks to get class parents and class lists in order to start communicating.

October

- We celebrated International Teachers Day by decorating the staff room and bringing food for the teachers. Thanks to Stephanie and Lisa for setting that up.
- Self-regulation Presentation by Sandra-Lynn Shortall and Moray McLean from West Vancouver School District and Sheila Curlings, School Counselor presented on self-regulation
- Halloween Dance which was another full house with all having a great time
- First Year that we held a raffle for the VP Parking spot - Cathy Comber won – Congratulations Cathy!

November

- Family Photo Night - Thanks to Sehr Latif for organizing.
- Girls Basketball Team made it to the final!

December

- Christmas Concert; Best one yet, the kids and teachers all did a wonderful job and it was a festive heartwarming celebration.
- Christmas Swap Meet; this year was run by the CPAC with the fundraising for Syrian refugees. We raised \$1300, Aron donated on behalf of the school \$200 and CPAC matched \$1000 – We raised \$2500 in total.

Jan / Feb

- Dance in Schools - Bob shop with Troy was excellent and the kids loved it
- Grade 4/5 attended Series 45 Scrap Art Musical
- Successful 'Pink Shirt Day' for Anti Bullying
- District Volleyball Jamboree
- Grade 4/5 enquiry project on endangered species in line with 20th century learning; great example of the types of projects students will be doing moving forwards. Our new Library Commons will be the perfect venue for the presentation of these projects in the future. This year we used the gym, parents all turned up as did the North Shore News!
- Glass Slipper cast and choir went to see the Wizard of OZ Production in West Vancouver.
- Successful grade 6/7 Ski trip – all arrived safe and in one piece!

March / April

- Fantastic Nowruz celebration, thanks to Nima our Persian Liaison and all of the Persian community that volunteered time / food to make this a memorable afternoon.
- Announcement of Aron's departure at the end of this school year to Gleneagles and Lions Bay. We will be welcoming a new Principal, Chantal Trudeau who is joining us from PH.

Nessa thanked everyone for their contribution this year, thanks to everyone involved in putting on all of these events, all of the volunteers, class parents, parent volunteers for field trips; your participation makes the difference between an average school and an exceptional school. We are very grateful to all of our community and of course to our wonderful administration.

Library Commons

The fundraising has begun and after 3 weeks we have raised a total of \$10,560 to date. Thanks to the 89 families that have donated so far. We will be extending the donations to the end of the year to hopefully get us closer to our target of \$25,000. Approximately 40% of the student body has donated so far.

We will be extending the donations to the end of the year – 40% of the student body has donated. 89 students have donated. **We will accept donations to the end of the year.**

Class parents notification that we will be extending the dates to donate.

10 submissions will be received in June for the student body to vote on.

IGirl and iGuy workshops – Scheduled for Friday May 20th. Hosted here at Chartwell, boys will be separate to girls – ages 9-12, grade 4 – 7. You can register via Eventbrite. Not limited to just Chartwell. Link in Chartwell this week. 15 – 20 max in each group.

Treasurers Report – please find full report after the minutes

DPAC report – to be inserted at the end of this report

Principals Report – to be inserted at the end of this report

Chantal Trudeau our new Principal joins us on Sept. 6th. She is very keen to get started at Chartwell, as a BP resident she will be happy to join our community school!

She will be at the next PAC meeting so please join us to meet your new Principal and also Mike Finch the Principal at Sentinel who will be talking to parents about the transition of Grade 7 students into their new school.

Grade 7 Graduation Committee

6 TCBY events have taken place thus far raising a total of \$530 - to be continued
2 movie nights so far raised \$1050

The more we raise the less we have to ask from parents in order to attend the ceremony. We are looking for a coordinator for the 2 x hot dog lunch days in June to help with promotion – co-ordination and marketing.

Miriam is coordinating the year book but we need photographs, please send in any that you have to be included in the yearbook.

May 19th – Multicultural night

6-8pm

Looking for Volunteers to donate food etc.

Hot Lunch Report

Successful term – record orders 188.

Thank you to all the Volunteers – especially Shabnam and Lillian for volunteering every week this year.

We are looking at options to sign up online for volunteers.

Stephanie has agreed to take over from Lillian as she is moving schools at the end of the year.

Natalia and Jen attended a fit workshop to try out new food for next year. There were some good options.

We could look at setting up more days for the hot lunch but we would need a lot of volunteers!

Hamid is away this week at an Emergency preparedness course. He is auditing our supplies in order to see what we need to replace for next year.

Coffee Club is this Friday – Shelly is hosting after the bell tomorrow.

Scholastic Fair is next week.

Wednesday June 8th will be the Parent Teacher Appreciation Luncheon in the Library after school.

8.45 Meeting Adjourned

Nominations

Call for nominations from the floor – Rola Priatel

Stephanie and Lisette to be Multicultural night coordinators.

This is a list of Nominees for this year's position, ask for floor nominations.

Second call for nominations from the floor

Third call for nominations

No nominations were made; all positions were elected by acclamation.

| Position | Title | Name | |
|-----------------------------|-------|----------|----------------|
| | | First | Last |
| Chair | Mrs. | Nessa | Bergen |
| Vice Chair | Mrs. | Joanne | Warburton |
| Past Chair | Mrs. | Rola | Khalil-Priatel |
| Secretary | Mrs. | Essay | Sun |
| Treasurer | Mr. | Sergio | Trevino |
| DPAC Representative | Mr. | Faisal | Latif |
| School Principal | Mrs. | Chantal | Trudeau |
| Member-At-Large | Mrs. | Jennifer | Kwong |
| Member-At-Large | Mrs. | Tamzyn | Jones |
| Hot Lunch Chair | Ms. | Natalia | Rosales |
| Hot Lunch Coordinator (TH) | | | |
| Hot Lunch Coordinator (FRI) | Mrs. | Jennifer | Kwong |
| Community Liaison: Chinese | Mrs. | Jing | Zhao |
| Community Liaison: Chinese | Mrs. | Essay | Sun |
| Community Liaison: Persian | Mr. | Nima | Sheikhy |
| Community Liaison: Korean | Mrs. | Daniel | Kwak |

CHARTWELL PAC

TREASURER'S REPORT

MAY 5th, 2016

CPAC General Account

| | | | |
|---------|------------------|-------------|------------------|
| Balance | Chequing Account | Sep-01-2015 | 8,420.14 |
| | Inv. Account | Sep-01-2015 | <u>50,054.65</u> |
| | | | \$58,474.79 |
| Balance | Chequing Account | May-05-2016 | 29,621.59 |
| | Inv. Account | May-05-2016 | <u>40,233.21</u> |
| | | | \$69,854.80 |

CPAC Casino Account

| | | | |
|---------|------------------|-------------|-------------|
| Balance | Chequing Account | Sep-01-2015 | \$9,987.60 |
| Balance | Chequing Account | May-05-2016 | \$12,980.12 |

Trust Account

| | | | |
|---------|--|-------------|------------|
| Balance | | Sep-01-2015 | \$1,231.97 |
| Balance | | May-05-2016 | \$1,231.97 |

Casino Account 2015 / 2016

| | | |
|-------------------|-------------|--------------------------|
| Balance | Sep-01-2015 | 9,987.60 |
| Balance | May-05-2016 | 12,980.12 |
| Difference | | <u>\$2,992.52</u> |

Summary:

| | |
|-------------------------|--------------------------|
| Casino Funds | 4,800.00 |
| Additional Contribution | <u>495.00</u> |
| | \$5,295.00 |
| Expenses: | |
| Pro Sound | <u>(2,302.48)</u> |
| Total expenses | (2,302.48) |
| Net | <u>\$2,992.52</u> |

Funds that still need to be spent before September 2016: \$615.47

Gaming Policy and Enforcement Branch

...

3.3

Grant funds to PACs and parent organizations may be accumulated for up to three years without prior approval from the branch.

CPAC - Current Budget VS Actual - 2015/2016 - May 05, 2016 (in CAD)

2016-05-05

| Category | 2015-2016 Budget | 2015-2016 Actual | Difference |
|------------------------------------|---------------------|---------------------|---------------------|
| REVENUE | | | |
| Fund Raising | \$57,854.00 | \$25,258.66 | -\$32,595.34 |
| Athletic Programming | 2,500.00 | 1,091.35 | -1,408.65 |
| Christmas Swap Meet-Syrian Refugee | | -988.45 | -988.45 |
| Family Photo Night | 500.00 | 220.00 | -280.00 |
| Gr. 7 Grad: | | | |
| Movie Night | | 1,049.22 | 1,049.22 |
| TCBY | | 529.40 | 529.40 |
| Other | | -62.67 | -62.67 |
| Halloween Dance | 1,200.00 | 1,564.30 | 364.30 |
| Hot Lunch | | 33,790.11 | 33,790.11 |
| - Estimated bills for May and June | | -13,500.00 | |
| = Hot Lunch (Net) | 20,000.00 | 20,290.11 | 290.11 |
| Multicultural Night | 5,000.00 | | -5,000.00 |
| Other (Pking Spot Raffle) | 1,000.00 | 820.00 | -180.00 |
| Principal for a Day | 1,000.00 | | -1,000.00 |
| Video Gaming & Social Media Event | | | 0.00 |
| Spirit Wear | 1,000.00 | 359.73 | -640.27 |
| Parent Education Nights | 500.00 | | -500.00 |
| School Board Contribution | 154.00 | 158.46 | 4.46 |
| Interest earned from investment | | 268.50 | 268.50 |
| Library Commons | 25,000.00 | -41.29 | -25,041.29 |

| Category | Budget | Actual | Difference |
|---------------------------------------------------|--------------------|--------------------|------------------|
| EXPENSES | \$60,470.00 | \$27,270.57 | 33,199.43 |
| Petty cash (Babysitting) | 300.00 | 200.00 | 100.00 |
| Bank Services Fee | 100.00 | 84.36 | 15.64 |
| Christmas Gift | 120.00 | | 120.00 |
| CPAC Activity Refreshments and Food | 100.00 | 200.00 | -100.00 |
| Kitchen Supplies | 100.00 | | 100.00 |
| Photocopy Fee | 100.00 | | 100.00 |
| Sport's Day Orange | 100.00 | | 100.00 |
| Teacher Year End Gift | 700.00 | | 700.00 |
| Welcome Tea | 50.00 | 82.03 | -32.03 |
| Art Starts Cultural Performances | 500.00 | 500.00 | 0.00 |
| Classroom Funds | 3,900.00 | 3,900.00 | 0.00 |
| Collaboration Funds | 1,500.00 | 1,500.00 | 0.00 |
| Tennis/Badminton BC/Martial Arts | 1,500.00 | 1,500.00 | 0.00 |
| Dance in Schools | 1,500.00 | 1,500.00 | 0.00 |
| Principal Funds | 2,500.00 | 2,500.00 | 0.00 |
| Sexual Health Workshop - Parents | | | 0.00 |
| Sexual Health Ed - Students | 1,200.00 | 1,200.00 | 0.00 |
| 21st Century Learning Initiative | | | 0.00 |
| Digital Literacy Education Fund | 9,000.00 | 9,000.00 | 0.00 |
| Site Enhancement Fund | 3,000.00 | 3,000.00 | 0.00 |
| CPAC Contribution to Gr.7 ceremony and year books | 1,000.00 | | 1,000.00 |
| Administration expenses | | 68.05 | -68.05 |
| Coffee Club | | 64.66 | -64.66 |
| Teachers Day | | 227.80 | -227.80 |
| Short Throw Projectors | 8,200.00 | 1,743.67 | 6,456.33 |
| Library Commons | 25,000.00 | | 25,000.00 |

| | | |
|-------------------------------------------------|--------------------|--------------------|
| Revenue - Expenses | \$30,584.00 | -\$2,011.91 |
| Summary: | | |
| Balance RBC General Account | 1-Sep-15 | 8,420.14 |
| Balance RBC Investment Account | 1-Sep-15 | 50,000.00 |
| Balance Paypal Account | 1-Sep-15 | 146.32 |
| Total beginning balance | 1-Sep-15 | \$58,566.46 |
| Revenue Fundraising (Sep-01-2015 - May-05-2016) | | 25,258.66 |
| Expenses (Sep-01-2015 - May-05-2016) | | -27,270.57 |
| Revenue - Expenses | | -\$2,011.91 |
| Beginning balance + Revenue - Expenses = | | \$56,554.55 |
| Bank & Paypal ending balances: | | |
| Balance RBC General Account | 5-May-16 | 16,121.59 |
| Balance RBC Investment Account | 5-May-16 | 40,233.21 |
| Balance Paypal Account | 5-May-16 | 173.04 |
| Total ending balance | 5-May-16 | \$56,527.84 |
| Difference vs RBC & Paypal balances | 5-May-16 | -\$26.71 |
| Transfers to/from Asset/Liab. Accounts: | | |
| Cash Box | | 46.71 |
| Float for Gr.7 Activities | | 100.00 |
| Contribution to Persian New Year funds | | -120.00 |
| Total transfers to/from Balance Sheet Accounts | | 26.71 |
| Net difference | | \$0.00 |

Hot Lunch

2015 / 2016

Total deposits

72,534.47

Total payments to vendors

(38,744.36)

Total

\$33,790.11 May 05 2016

Estimated bills
for May and June

(13,500.00)

Net Total

\$20,290.11

Itemized Categories May 05 2016 - Year To Date

9/01/15 through 5/04/16 (in Canadian Dollars) (Cash Basis)

| Date | Account | Num | Description | Memo | Amount |
|-----------------|------------------------------------|-----|-------------|------|------------|
| INCOME | | | | | 25,258.66 |
| | Fund Raising | | | | 24,831.70 |
| | Badminton Club | | | | 1,091.35 |
| | Christmas Swap Meet-Syrian Refugee | | | | -988.45 |
| | Family Photo Night | | | | 220.00 |
| | Gr. 7 Grad | | | | 1,515.95 |
| | Hoodies | | | | -62.67 |
| | Movie Night | | | | 1,049.22 |
| | TCBY Sales | | | | 529.40 |
| | Halloween Dance | | | | 1,564.30 |
| | Hot Lunch | | | | 20,290.11 |
| | Library Commons | | | | -41.29 |
| | Parking Auction | | | | 820.00 |
| | Spirit Wear | | | | 359.73 |
| | Interest Inc | | | | 268.50 |
| | School Board Contribution | | | | 158.46 |
| EXPENSES | | | | | -27,270.57 |
| | Administration | | | | -68.05 |
| | Art Starts Cultural Performances | | | | -500.00 |
| | Bank Services Fee | | | | -84.36 |
| | Classroom Funds | | | | -3,900.00 |
| | Coffee Club | | | | -64.66 |
| | Collaboration Funds | | | | -1,500.00 |
| | CPAC Activity Refreshment | | | | -200.00 |
| | Dance in School | | | | -1,500.00 |
| | Digital Literacy Education Fund | | | | -9,000.00 |
| | Petty Cash | | | | -200.00 |
| | Principal Funds | | | | -2,500.00 |
| | Projectors | | | | -1,743.67 |
| | Sexual Health Ed. - Students | | | | -1,200.00 |
| | Site Enhancement Fund | | | | -3,000.00 |
| | Teachers Day | | | | -227.80 |
| | Tennis-Badminton BC-Martial Arts | | | | -1,500.00 |
| | Welcome Tea | | | | -82.03 |