



CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

General Meeting Minutes – VIRTUAL MEETING

Date: TUESDAY November 10th 2020

Time: 7:00-7:50

1. Chair's Welcome

- **Territory Acknowledgement** - *We would like to recognize that we are gathered together on the traditional lands of the Squamish Nation and want to thank our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land and its people. We respect and honor the Elders past, present and future as we bring this knowledge to the students of our community.*
- **Meeting Called to order:** 7:05 PM
- **Approval of last meetings minutes** –Priya Bharath, seconded by Laurel Kotz
- **Approval of agenda for current meeting** – Aleeke, seconded by Laurel Kotz
- **Questions and business arising from last meetings minutes** –Reminder that meeting link was sent in email and inquiry as to whether class links have sent general meeting reminder.

2. Officer's Reports

- **Chair's Report** – Tamzyn Jones/Lisa Harris

Welcome and thank you for coming to the November,2020 virtual CPAC General meeting. We hope that everyone is doing well.

Halloween - We want to give a huge thank you to Abir and Erica who helped organize the Halloween Art Walk. We were unable to have our annual Halloween Dance due to Covid-19 so this was a great alternative. We would also like to thank Mrs. Magrath and the faculty that helped facilitate the art projects in a safe environment for the students.

Hot Lunch – We are excited to announce that the District has given the green light to start providing hot lunch again. It will look a lot different this term, but we will take what we can get. Katya has spent a huge amount of time the last week getting Munch-a-lunch ready to open for parent ordering. She will give more details in her report later in the meeting. I also want to give a shout out to Brenda with a huge thank you for facilitating the handover of hot lunch coordinator to Katya. We know this is not a small undertaking and want to thank you for your time.

Fundraising – Thank you to everyone who submitted suggestions for fundraising. It is greatly appreciated. We have launched the flower fundraiser with Growing Smiles on November 6th. So far, we have 14 orders totaling \$601.00. This is a great start! There are 10 more days to get your orders in. The sale will close on November 20th at 5pm. Purdy's Chocolates fundraiser has also started. Orders must be placed by November 25th. There will be a no-touch, social distancing pick-up on December 5th in the Gymnasium at Chartwell for both Purdy's and Growing Smiles. We will send out more detailed information closer to the pick-up date once the fundraiser is complete. We fundraising for future cultural programs, technology enrichment and further enhancement of the playground.

Guest Speakers – We are working on scheduling guest speakers for future general meetings. On the list of possibilities are Chris Kennedy and Caroline Brady.

Social Media and Virtual Meetings – I attended a website training webinar with Caroline Brady. The topic of By-laws regarding virtual meeting and voting became a topic of discussion. It is recommended that we incorporate some verbiage in the constitution regarding virtual meetings, voting and social media since we have never had to conduct meetings virtually. This is to make sure we are staying consistent in the way that we conduct meetings.

- **Principal's Report – Laura Magrath and Alysha Phillips**

- Virtual Food Bank-\$850 raised-Thank you!
- Family Christmas Bureau
 - Art Card Fundraiser ends this week to sponsor our Family of Five(mom and four children)
 - Any extra funds will be used to provide gift cards for Family Services to give out
- Children of the Street presentations
 - Grades 4-7
 - Topics-healthy relationships, sexual exploitation
- November :
 - Firefly Writing Project
 - Storytelling and virtual sessions to start
- Spooky Art Walk-shared videos of students
- Remembrance Day Student Led Assembly- shared videos of class performances of poem, song, and artwork
- Community and PAC Fundraisers
- Spirt Days: Chartwell Cougar Pride and PJ day planned before holiday break
- Photo Retakes 11/19
- CSLs 12/4 on Freshgrade
- Holiday Celebrations: virtual sing alongs and virtual band performances: investigating virtual ideas to celebrate the season

- **DPAC Report – Laurel Klotz**

- Email DPAC if interested in secretary or traffic/safety DPAC position @ dpac@wvschools.ca see DPAC minutes below for further details as to position requirements
- [Building Resilience Presentation Link](#)
- [Q and A with VCH's Dr. Harding](#)
- Click the link for [DPAC Nov 4 minutes](#)

- **Treasurer Report – Nessa Van Bergen**

- Until money is received from fundraising, we are in a cash tight situation
- \$525 raised thus far from Purdy's fundraiser
- Spiritwear will be completed this weekend, thus next week will know how much has been raised
- Summary:

***The online balance of the CPAC accounts as at Nov. 10th, 2020 are:**

RBC General Account: **\$18,745.38 (outstanding cheques: \$481.31)**

RBC GIC 001: **\$0**

RBC GIC 003: **\$0**

RBC Casino Account: **\$62.17**

Stripe Account: **\$0**

***Deposits/Credits since Oct. 10th, 2020 in General Account:**

Spirit Wear: **\$2933.77**

***Payments since Oct. 10th, 2020 in General Account:**

Admin & General - Website: **\$21.06 (Domain name annual fee)**

Admin & General - Website: **\$291.83 (Website annual fee)**

Bank & Services Fees: **\$8.25**

Office – Photocopy Fees: **\$11.25**

Office: **\$4.19**

***Transactions since Oct. 10th, 2020 in Casino Account:**

NONE

All Electronic records are updated and reconciled.

- o Please see end of report for detailed financial documents

3. Committee Reports

- **Hot Lunch- Katya Sutherland**

- o Presto Catering- divided into 4 menus which are tied to specific dates
- o System is open for orders-1st delivery is 11/19
- o Email will be sent tonight to parents explaining the dates , order windows, and details.
- o Treasurer reminded committee that web site needs updating with new dates and plan as well as the volunteer link
- o Chair communicated that there is no need for volunteers for this first run to the holiday break. Right now hot lunch will be distributed by school supervisors along with PAC chairs and Katya, thus volunteer link can be disabled.
- o Question was asked about parents with credits and Treasurer explained that the site will recognize returning parents and the credit will show.
- o Principal reiterated, that while now there is no need for volunteers, we are hopeful that in the new year we can open up hot lunch for parent volunteers-We all want parents to come in again
- o Teachers and Staff can also order which will be sent out in Chartwell This Week for staff.

- **Grade 7 Farewell Report- Erica Long**

- o Template for hoody with all 7th grader names, teachers, and aides is finished and will send for printing tomorrow
- o Should receive within 3-4 weeks and hopefully each student will have by break.
- o Came in at about \$30/hoody
- o Will plan for meeting in December for fundraising ideas after the new year

4. Final Questions and Comments:

- Treasurer indicated that SpiritWear will be delivered Monday and asked for room to organize and distribute(after school room or parent cafe). Will coordinate with Principal.
- Treasurer mentioned that Indigo is offering fundraising possibility-15% of gift cards sales to Chartwell. Possible for 7th grade fundraising

5. Meeting Adjourned at 7:50 PM.

Next CPAC General Meeting

Date: Tuesday December 8 2020 **Time:** 7:00-8:15PM **Venue:** Online (link to be sent)

CPAC Balance Sheet - As of 2020-11-10

(in Canadian Dollars) (Cash Basis)

2020-11-10

Page 1

Account	2020-11-10 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	62.17
CPAC General Account	18,745.38
Funds Held in Trust - Donations	0.00
Paypal Account	0.00
RBC GIC - 00940177229 001	0.00
RBC GIC - 00940177229 003	0.00
School Board Trust Fund # 85480	0.00
Float for Fundraising Events	0.00
TOTAL Cash and Bank Accounts	18,807.55
Other Assets	
Cash Box for Gr.7 Float	0.00
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	1,000.13
TOTAL Other Assets	1,000.13
TOTAL ASSETS	19,807.68
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Hot Lunch Credits	14,025.41
Lunar - New Year	1,752.87
Persian - New Year	781.89
Prepurchases (Badminton, etc)	0.00
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	16,960.17
TOTAL LIABILITIES	16,960.17
EQUITY	2,847.51
TOTAL LIABILITIES & EQUITY	19,807.68

CPAC - Current Budget VS Actual - 2020/2021 - NOV 10, 2020 (in CAD)

Category	2020-2021 Budget	2020-2021 Actual	Difference
REVENUE			
Fundraising	\$16,600.00	\$4,027.19	-\$12,572.81
Athletic Club (Badminton)	375.00	-	-375.00
Gr. 7 Farewell:			0.00
Halloween Dance	0.00	-	0.00
Hot Lunch	11,165.00	-	-11,165.00
Interest earned from investment	0.00	-	0.00
Multicultural Night	2,500.00	-	-2,500.00
Parent/Family Education Events	400.00	-	-400.00
Purdy's Chocolates	1,500.00	-	-1,500.00
School Board Contribution	160.00	-	-160.00
Spirit Wear	500.00	4,027.19	3,527.19
Miscellaneous Fundraisers	0.00	-	0.00
			\$0.00
Category	Budget	Actual	Difference
EXPENSES			
	\$15,275.00	\$5,548.40	\$9,726.60
Administration & General Expenses	650.00	468.77	181.23
Bad Debt	0.00	-	0.00
Bank & Services Fee	550.00	24.75	525.25
CPAC Activity Refreshments and Food	200.00	-	200.00
Kitchen Supplies	225.00	-	225.00
Mutual Appreciation Lunch	0.00	-	0.00
Office	400.00	15.44	384.56
Petty cash (Babysitting)	200.00	-	200.00
School Garden Project	0.00	-	0.00
Welcome Tea	100.00	-	100.00
World Teachers Day	250.00	239.44	10.56
Year End Appreciation Gifts	1,200.00	-	1,200.00
Principal's Budget			
21st Century Learning Initiative	0.00	-	0.00
Art Starts Cultural Performances	0.00	-	0.00
Classroom Funds	4,800.00	4,800.00	0.00
Collaboration Funds	0.00	-	0.00
Dance in School program	0.00	-	0.00
Digital Literacy Education Fund	0.00	-	0.00
First Nations Education & Enhancement	0.00	-	0.00
Physical Literacy In House Expert (Badminton and Karate)	2,400.00	-	2,400.00
Principal Funds	2,000.00	-	2,000.00
Sexual Health Ed (Student & Parent sessions)	1,200.00	-	1,200.00
Site Enhancement Fund	0.00	-	0.00
Social Media Education/Digital Safety	1,100.00	-	1,100.00
Revenue - Expenses	\$1,325.00	-\$1,521.21	-\$2,846.21

Chartwell PAC Treasurer's Report: Nov. 10th, 2020

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Thank you,
Nessa van Bergen
Chartwell PAC Treasurer