



CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell
General Meeting Minutes – In-Person Meeting
Date: Wednesday, May 8th, 2024
Time: 9:00 AM to 10:00 AM

ATTENDEES:

Ms. Bell	Maryam
Golnaz Y.	MinJi
Katya S.	Ruby
Elham	Jenny
Sana	Jasmine

1. CHAIR'S WELCOME – Golnaz Y.

- Meeting Called to Order: 9:00 AM
- 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.*
- Adoption of Agenda motion to approve the February 2024 meeting minutes.
First: Elham
Second: Katya S.
So moved.
- Adoption of Agenda Motion to approve the current meeting agenda.
First: Elham
Second: Maryam
So moved.
- Questions and business arising from last meeting minutes: No questions raised.

2. OFFICER'S REPORTS

CHAIR'S ANNUAL REPORT – Golnaz

First of all, I would like to take this opportunity to thank Ms. Bell and all of our wonderful CPAC executives who supported me this year. We had many changes this year and I am very happy to say that Chartwell PAC is going strong like always.

- 1) **Welcome Tea Party:** On the first day of school CPAC hosted a welcome back tea party for all parents of new and returning students.
- 2) **New Executives:** Special thanks to Katya and Azadeh who accepted new roles with CPAC, this year would not be possible without their hard work. Also special thanks to Jasmine who has been a valuable addition to our team.

- 3) **Class Parents**: Thanks to all our wonderful class parents who volunteered for this important role. Communications between CPAC and parents would not be possible without their ongoing support.
- 4) **Hot Lunch**: Our Hot Lunch Program started earlier than other years and we had our volunteer coordinators and all our wonderful parents and grandparents who volunteered for our hot lunch program. We have more days of hot lunch and probably the best selection of healthy local vendors who cater to our hot lunch program. Hot Lunch is the biggest CPAC fundraiser, and we truly appreciate that so many of our families choose to support this initiative.
- 5) **World Teachers' Day**: On behalf of all the parents in our school, this year our wonderful executives organized a special breakfast for all Chartwell teachers and staff. To show how much we appreciate their support, knowledge, and hard work. Our staff and teachers make Chartwell the inclusive and vibrant community that it is.
- 6) **Halloween**: Halloween Movie Night was organized by our grade 7 farewell committee, and so many parents and students came to this movie night. It was a successful fundraiser, and all proceeds will be used for the grade 7 send-off party in June.
- 7) **Morning Movie and Muffins**: This was a new and very creative CPAC event to help fundraise for our grade 7 send-off party. Thanks to the generosity of our grade 7 parents who provided muffins and juice boxes, those who helped organized and volunteered at the event and those who attended this unique event.
- 8) **Holiday Fundraiser**: Our Holiday Fundraiser was very successful thanks to all families who bought Purdys chocolate to support CPAC.
- 9) **Teachers' Holiday Gifts**: Most of our class parents organized combined gifts to show love and appreciation to our wonderful teachers. Thank you to all who helped organizing it and all who chose to participate.
- 10) **Lunar New Year**: Once again our wonderful Lunar New Year celebration was a success and created lasting memories for all Chartwell students and families. Families who generously organized this event and families who participated, and bought fortune bags, helped raise funds for CPAC, which will directly benefit all our children. On behalf of CPAC I would like to thank our Chinese and Korean Liaisons for working tirelessly. Your ongoing support and generosity make a big difference, CPAC appreciates all the Chartwell families who planned, organized, and showed up to make this event more special.
- 11) **Badminton**: Badminton with Anna Rice was one of the unique experiences that CPAC offered all the students this year. We hope to be able to organize more events like that in the future.
- 12) **Duffle Bag Theatre**: This was another interactive and popular event that was funded by CPAC thanks to all our parents who participate in our hot lunch program.
- 13) **Nowruz**: Special thanks to Azadeh (our Persian Liaison) who planned and organized one of the most memorable Nowruz celebrations at Chartwell. Thanks to our wonderful Persian community for their generosity, kindness, and support. Students and staff enjoyed Persian pastries and participated in many cultural activities Thanks to all the families who bought gift bags to support CPAC.
- 14) **Spirit Wear**: CPAC Spirit Wear was done by Azadeh and it was very successful, thanks to her and all the parents and staff who bought items to raise funds for CPAC funded activities.
- 15) **Family Badminton Club**: This school year was the most successful and profitable year for our Family Badminton Club. Special thanks to our coordinator, volunteers and all the families who chose to participate.
- 16) **Uniting for Excellence**: This CPAC initiative is ongoing, and all raised funds will be used to upgrade and modernize the furniture of all classrooms and learning areas. Uniting for Excellence will ensure comfort and inclusivity for all students.
- 17) **Grade 7 Farewell Committee**: Many grade 7 parents worked tirelessly to make sure we raise enough funds to be able to organize the best send-off party for our students. Elham, Brenda, Don, Maria, and Cherice have generously helped to organize the big day. CPAC congratulates all grade 7 students and families, this is a big milestone for you all.

PRINCIPAL'S REPORT – Ms. Bell

- 1) **Welcome to Kindergarten:** First event to be hold on May 16th. Second opportunity will be at WV Library. It's a great opportunity to establish connections with PAC.
- 2) **Some Calendar Changes:** Student Learning Conferences will take place later in the May
- 3) **Enrollment:** Enrollment for next school year is strong. There will be 12 divisions.
- 4) **Uniting for Excellence:** Division 2 is completed. Grade 7 Legacy Gift been ordered.

Our final push before the end of the year are:

- To have tables/chairs available for families or groups of families to purchase
- If your child is in Kindergarten, you can purchase furniture for Grade One.
- Auction Ideas: Principal for the Day ; Movie with Ms. Bell, A Parking Spot

TREASURER REPORT – Katya Sutherland

- PAC didn't have access to Gaming Account, as the previous PAC members were the signatories. Application to change the signatories was made and as of today the signatories are Golnaz Yazdi, Ekaterina Sutherland, and Azadeh Marzara. No online access. Total funds 8511.99 Cad. A copy of the bank statement is attached to the report.
- Sapporo Payments. The treasurer had a dispute with Sapporo Kitchen. Sapporo Kitchen invoiced Chartwell including GST and claimed to have lost a cheque. After the revision made by the treasurer Sapporo Kitchen made a correct invoice, outstanding balance is to be paid by Chartwell.
- Munchalunch doesn't reflect the deposits from fundraising. The treasurer is working on making reports that separate fundraising deposits from Hot Lunch deposits. For now, the report must be done manually with updated numbers.
- Deposits from Lunar New Year were received, the expenses for both events were presented, cheques were issued to Xiao Yan Liang (Lunar New Year) and Azadeh Marzara (Nowruz).
- Spirit Wear stock. The fundraiser for the stock of vintage Spirit Wear was created, the sale is still on.
- Upcoming payments. The list of the upcoming payments is attached to the report. The treasurer suggests voting for 18000 Cad to be used for United for Excellence project.
- Donation for Graduation. Donation of 800 Cad was made by a parent towards Graduation party. The cheque was deposited.
- TCBY. The first TCBY sale was made. The sale was cash only, cheque to the vendor was issued, cash was counted and deposited.
- Co treasurer. Anita Shayegan was nominated for co treasurer position.
- Please refer to the financial reports attached below.

3. COMMITTEE REPORTS

HOT LUNCH – Katya Sutherland

- **Lunch rescheduled:** March 1st the lunch was not delivered because of the mistake made by the vendor Frying Pan Express. Pizza was ordered for the students who ordered lunch, lunch was rescheduled to March 4th and delivered, parents were informed.
- **Lunch Days:** this Spring term we are trying to have lunch 4-5 days a week. We are going to see if parents have interest in having more lunch days and if we can find volunteers.
- **Agra Tandoori:** We had an offer to work with Indian food restaurant Agra Tandoori and had two deliveries, which were very successful. We will consider working with the restaurant on a regular basis next academic year.
- **Max Fruit:** we are adding Max Fruit natural bars to our lunches every Friday in May and June.

- **New Vendors:** we open to any suggestions to try new vendors also we are considering parents' feedback and will adjust our lunch program to needs of our community.
- **Start of lunch program next academic year:** all the adjustments to our Hot Lunch program need to be made as soon as possible to confirm the vendors and the schedule. It will allow us to open Hot Lunch as early as possible for the year 2024-2025.
- **Survey.** A survey about Hot Lunch was made. Overall, the survey reflected positive feedback. The results of the survey will be shared at the June meeting and will help to confirm the vendors for the next school year.

4. SPECIAL ORDERS OF BUSINESS

For the school year 2024/2025 the following CPAC Executives have been nominated and elected by acclamation to serve a term of 1 year commencing on July 1st, 2024:

For the Position of Chair Golnaz Yazdi

For the Position of Treasurer Katya Sutherland and Anita Shayegan

For the Position of Hot Lunch Chair Katya Sutherland

For the Position of Communications Coordinators Azadeh Marzara and Jasmine Ni

For the Position of DPAC representative Jasmine Ni

For the Position of Volunteers Coordinator Azadeh Marzara and Jasmine Ni

For the position of Secretary Aileen Liu

For the position of Member at Large Jenny Sui and Rubab Sheikh

For the Position of Korean Liaison MinJi Jeon

For the Position of Persian Liaison Azadeh Marzara

For the Position of Chinese Liaison Cissy Wang

For the Position of Events and Fundraisers Coordinators Rasmene Aujla and Sana Moghaddasi

For the Position of Grade 7 Farewell Coordinators Ruby Hu, MinJi Jeon and Sana Moghaddasi

For the Position of Spirit Wear Coordinator Azadeh Marzara

For the Position of Badminton Club Coordinator Amy Chen

Meeting adjourned at 10:00 AM.

Account Balance – As of 5/7/2024

(in Canadian Dollars)

Account

5/7/2024

Balance

Bank Accounts

CPAC General Account

87,717,90

SD#45 Trust Fund 8548030

730,17

Total Bank Accounts

88,448,07

Cash Accounts

Total Cash Accounts

0,00

Liability Accounts

Lunar New Year

- 3,075,86

Persian New Year

-1,039,83

Rose Johnston Scholarship

-400

Total Liability Accounts
-4,515,69

OVERALL TOTAL
83,932,38



Active Profile: CHARTWELL PARENTS (C)

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Accounts

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Assets

Total Assets: \$8,511.99

RBC Assets

Chequing / Savings	Ownership	Status	Overdraft Limit	Balance
RBC Day to Day Banking Special - 08480 5027867	Sole Owner	Active	0	8,511.99
Total:				\$8,511.99

Investments	Ownership	Status	Maturity Date	Balance
There are no items to be displayed.				

Other Assets

Other RBC and non-RBC Assets

Type	Where	Maturity Date	Balance	Remove
There are no items to be displayed.				

[Add Other Asset](#)

Liabilities

Total Liabilities: \$0.00

RBC Liabilities

Credit Cards	Ownership	Status	Limit	Balance
There are no items to be displayed.				

Loans / Mortgages	Ownership	Status	Insurance Protection	Maturity Date	Balance
There are no items to be displayed.					

Other Liabilities

Other RBC and non-RBC Liabilities

Type	Where	Insurance Protection	Maturity Date	Limit	Balance	Remove
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CPAC Balance Sheet - As of 2/12/2024
(in Canadian Dollars)

2/12/2024

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Account	2/12/2024 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Gaming Account	4,971.90
CPAC General Account	70,579.18
SD#45 Trust Fund 85480-030	730.17
TOTAL Cash and Bank Accounts	76,281.25
Other Assets	
Spirit Wear Inventory	765.22
TOTAL Other Assets	765.22
TOTAL ASSETS	77,046.47
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Lunar - New Year	1,684.88
Persian - New Year	781.89
Rose Johnston Scholarship (2024)	400.00
TOTAL Other Liabilities	2,866.77
TOTAL LIABILITIES	2,866.77
EQUITY	74,179.70
TOTAL LIABILITIES & EQUITY	77,046.47