

GEC PAC Meeting

Wednesday, June 11th, 2025

@ 6:30 pm in the GEC Learning Commons



In attendance:

Emily Gardiner (Co-Chair, PAC)

Amanda Clark (Co-Chair & Treasurer, PAC)

Jess Jenkin (Hot Lunch Coordinator, PAC)

Lauren Fuhre (Hot Lunch Coordinator, PAC)

Lisa Fairburn (DPAC rep, PAC)

Amiee Fildes (Vice Chair, PAC)

Nichola Vermiere (Member at Large, PAC)

Anna Stewart (Secretary, PAC)

Robyn Evans (Principal, GEC)

Jenny Clark

Shevaun Brown

Kirstie Simpson

Leanne Todd

Alison Pienaar

Kate Saunders

Russel Snow

Meg Rosen

Tracey Hayes

Sonia Gregg

Natalie Davies

Meeting call to order- 6:35pm

Land acknowledgement – Robyn Evans

Adoption of Agenda

The agenda was distributed in the e-bulletin on June 5th. Move to approve. It stands approved as distributed.

Adoption of minutes from April 9th PAC Meeting.

The April 9th PAC meeting minutes were distributed on April 17th in the school e-bulletin. No changes or corrections were requested. The minutes stand approved as distributed.

Chair's Report- Emily Gardiner

It has been a busy year. The focus of the PAC exec has been to support enrichment opportunities for our students, but also to promote a sense of community, which is a uniquely special feature of GEC.

- The year was started by welcoming families, old and new, on the first morning of school to the Welcome Back Tea.
- This was followed closely by the GEC Open House Dinner, where families enjoyed a meal with ingredients grown and tended to by the students, who also helped with some of the preparation. A special thank you to Jenny Clark and Lisa Kim for your work to put together a great evening.
- The Fall Fair, which was a huge success, was held in October.
- Hot Lunch and Spirit Wear sales were launched (thank you Jess, Lauren, and Nichola for that), and a great group of Class Parents were recruited to help to keep our GEC parents in the loop (thank you Aimee).
- We celebrated World Teacher's Day and our first Staff Appreciation lunch, hosted the Scholastic Book Fair and the Stay Safe and Babysitting Course, and enjoyed watching Sonic 3 at Cineplex.
- We organized a Support Staff Appreciation Day and another Appreciation Lunch, during the second half of the year.
- Superintendent Chris Kennedy came to speak to us about the use of AI in our WV Schools. This was a very engaging presentation with lots of great discussion after.
- The Dads organized the Mother's Day pancake breakfast (thank you Anton Schmitz for taking the lead).
- Most recently, we had our Spring Golf Tournament. The weather cooperated for us. It was great to see parents out on the course, and to gather at the Orchard afterwards.
- Overall, this has been a very successful fundraising year, with our main focus being centred around upgrading the gym audio system given our Wonka Jr Musical. See the Treasurer's report for a more details on the Pump Up the Jam fundraiser.
- We would like to also take a moment to acknowledge and thank Anna Stewart, Lisa Fairburn, Jess Jenkin, Lauren Fuhre, Nichola Vermiere, and Ian McLaughlin for their time and dedication to the PAC Exec over the year (and for some, years). This team worked hard to contribute to the school's community and resources in a meaningful and lasting way, and I know the kids are grateful, and so are we.

Treasurer's Report & Annual Financial Report - Amanda Clark

Balance Sheet

As of June 9th, we have \$105,578 in our bank accounts, which includes our Operating,

Gaming, and Trust Account. Our total liabilities are \$34,641. This is comprised of:

- \$18,358 for hot lunch vender accrual
- \$15,000 for gym audio/tech upgrade accrual
- \$1,284 Munchalunch credits

We currently have retained earnings of \$70,936. With approximately \$5K in remaining expenses to be paid out by June year-end, we expect to close the school year with an estimated \$66,000 in retained earnings.

Income Statement

We had another successful year with our revenue-generating events totaling \$41K. Highlights for the year include:

- \$18.3K in Hot Lunch sales profit
- \$7.4K from the Spring Golf Tournament
- \$6.2K from the Pump Up the Jam fundraiser
- \$2.0K from the Fall Fair
- \$5.3K with the Gaming Grant (based on \$20/student)
- \$1.5K from the Movie Day fundraiser, and \$1K for other Online fundraising, such as Babysitting/First Aid course, and \$700 from Spirit Wear
- \$700 in Interest Income from our Trust Account

Year-to-date expenditures totaled \$56.4K, compared to a budget of \$65.7K. Once final expenses are processed by the end of the month, total expenditures are expected to be approximately \$60K. Notable expenditures for the year include:

- Arts and Sports: We spent \$6K on the Sport Explorer PE facilitation, where we reallocated unused funds from Dance program and Playground Equipment to pay for this school-wide expense. \$4.25K on the school musical license, props, and costumes.
- Capital Upgrades & Equipment: The gym kitchen fridge recently broke down, and will be ~\$2k to replace this month (we pulled this amount forward from the 2026 budget, as fridge was due to be replaced next year). We also spent \$4.3K on new tables and new carpets, ~\$19K on gym audio and tech upgrades, which included new screen, projector, sound system and control panels. This large project was a mid-year change to the budget, and the Pump Up the Jam fundraiser helped offset some of the unbudgeted costs associated with it.
- Educational Enrichment and Events: We spent \$1.6K on Body Science, \$2.0K on science workshops, and \$2.7K to support Sports Day, Bike to School Week, Roots of Empathy program and Grade 7 leaving ceremony.
- PAC and Community Events: We spent \$1.5K on the Welcome Back Tea and the Welcome Back Open House Event, along with \$1.0K on the recent Pancake Breakfast. For

the Teachers and Staff Appreciation, we spent \$1.1K for Lunches/Coffee/treats and Custodian December holiday and June year-end gifts.

Proposed 2025-2026 Budget

Emily and I, along with the incoming PAC Chair (Nichola Vermiere) and Treasurer (Kate Saunders), met with Robyn, Alysha, Maria, and the new Principal, Christine Hulme, on June 4th to discuss the 2025-2026 budget. Our approach was to review this year's budget and assess any anticipated variances or adjustments for the coming year, considering projected student enrollment, planned programs, and school needs. We also discussed overall fundraising goals, aiming to set targets that feel both achievable and supportive for the incoming PAC team as they step into their new roles. Our healthy bank reserves provide flexibility for a year of growth and adjustment, without placing extra fundraising pressure on the new team as they get established. The right-hand column is the proposed budget for 2025-2026. To view the Treasurers Report and the Budget for 2025/2026 [click here](#).

Income

- We again expect to receive the BC Gaming Grant, which is based on \$20 per student, and estimate next year's grant will remain roughly the same at \$5K.
- The Pump Up the Jam fundraiser will conclude at the end of this school year. No social event fundraisers are currently planned for next year.
- The Annual Golf Tournament and post-golf Parent Social is scheduled for Spring 2026, with the potential to raise approximately \$7K.
- Additional fundraising initiatives will include events such as a Movie Day and potentially a Babysitting/First Aid course, with estimated revenues of \$3K. We also plan to raise \$500 through Spirit Wear sales.
- At this time, there is no firm commitment regarding a Fall Fair. While the Fall Fair has primarily served as a community event rather than a dedicated fundraiser, it has generated \$1–2K at the past two events. Its format and focus may evolve next year, with plans still to be determined.
- We are also planning to offer Hot Lunch four days per week again next year, with projected revenues of approximately \$17.5K.

Expenses

Many of next year's proposed expenses align with this year's priorities. We aim to invest thoughtfully in programs and initiatives that benefit the school community, rather than allowing funds to accumulate in surplus.

- Arts & Sports: For the upcoming year, expenses are estimated for \$14K. These include

sports and dance programs, art supplies, and theatre performances. A school musical is not planned for next year.

- Capital Upgrades, Equipment & Supplies: At this time, we expect the majority of invoices related to the gym audio/tech upgrade to be processed by our August 31st year-end. As a result, next year's capital upgrades, equipment, and supplies budget will focus on new items such as classroom tables, and other needed resources. Should any gym-related expenses carry forward into next year, the budget will be updated to accurately reflect those costs.
- Digital Literacy/Educational Enrichment/Events: We have slightly increased the budget for digital literacy and educational speakers to allow for more guest speakers and presentations. The budget for workshops and cultural celebrations has also been expanded to further enhance and support school-wide events.
- PAC Events and Expenses: We have budgeted \$4.5K for school events, including the Fall Fair, though its format and focus may evolve next year as previously discussed. The budget for the Welcome Back Open House has been slightly increased to \$2K. Other expenses in this category remain largely unchanged.

The overall budget projects a deficit of \$30K, which is slightly higher than in previous years, as we continue to draw down our surplus and invest in programs that benefit students and the broader school community. Following this planned spend, we will maintain approximately \$30K in our PAC bank accounts, which is an appropriate and balanced reserve threshold for a school of our size

Motion for Approval of Budget: Passed.

Hot Lunch- Lauren Fuhre & Jess Jenkin

Has been a successful year of Hot Lunch. We offered up some healthy options for the students and gave parents a break from making lunches every day while raising funds for the school.

Thank you to all the families who ordered, our amazing vendors, Munchalunch and school staff for lunch delivery and e-bulletin updates.

Some notes on the vendors:

- Sushi Katsu had relatively consistent performance, purchase amounts were steady and had no major issues with food.
- Subway doesn't bring in a lot of funds, but is a great less expensive option with consistent performance
- Dominos was great once the kinks of transitioning locations and pizza slice sizes were worked out.

- Mucho Burrito: we had a bit of a soggy start, which is understandable since this was a new venture for them. The price-per-unit may have been a hindrance on ordering. Mixed reviews from students.
- Foodie Kids: switched from Mucho Burrito for the final term. Both parents and kids seem to appreciate the variety Foodie offers. The future PAC may wish to offer Foodie 2 days per week or an alternate vendor that offers a variety of options?
- Most vendors have agreed to keep their prices the same. Subway will be increasing prices by 10c per item.

A few facts to take note of:

- Biggest invoice was Foodie Kids: April \$3,563.11
- Smallest invoice was Subway: April \$920.27
- Most profitable: Dominos
- Biggest jump in profit: changing from Mucho Burrito to Foodie kids doubled our \$\$
- Hardest vendor to track down: Subway

Thank you to Jess and Lauren for all the hard work you have put into the Hot Lunch programme to make it so successful and seamless.

DPAC- Lisa Fairburn

- Early Childhood Care Centre going in near Pauline Johnson. It will include low-cost housing and a childcare centre. There will be a financial ceiling for those who qualify.
- Facilities operating budget is down, due to decreased enrollment.
- No funding for traffic, but schools can apply for a traffic grant (\$300)
- Presentation: Bylaws Working Group Review. "Top Things All PACs Should Consider" Bylaws are extremely helpful for PACs, in terms of problems solving. They can act as guidelines in many situations.
- Presentation: Cypress Park Funding Futures Website. Cypress Park's website uses a Square template for all things PAC (fundraising, minutes, financial reports, budgets, etc.) Included is an option to pay for specific items in the budget, so families can choose what their money is spent on.

Garden Update- Jenny Clark

- Jenny took over for Rachel Clearwater this year
- Crops from this year include garlic, tomatoes, squash, beans, sunflowers, onions and pumpkins

- Goals for next fall have been simplified, and we are no longer putting on the Open House Dinner event. This is partly due to the fact that Lisa Kim, who kindly prepared the food for the Open House Dinner, no longer has children at Gleneagles School. Alternately, we will be doing a Fall Harvest, where kids can sell produce and seeds. Jenny will work with classes to grow and harvest the produce.
- Some ideas for future gardening projects include seed collections, mulching, planting winter crops, among others. Jenny would like to see amore learning focused model (teacher involvement?) and maybe even a student lead gardening club.

Principal's Report-Robyn Evans

- Ms. Evans will not be returning to GEC next year. Christine Hulme will be taking over roll of principal.
- Landscape for coming back in the fall. Class placement is a very complex process. Placements have to consider academic needs, gender splits, ages in classrooms, needs of student, social considerations, among others. There are currently about 250 students, 10 divisions (*may change.) There are new registrations every day. Current projections of class organization/splits are subject to change where students get placed.
- Classes will be finalized for grade 1-7 by the end of the first week back at school in September.
- Kindergarten will be doing gradual entry as per usual.

Vote on new Executive Members- Kirstie Simpson

As there has been only one nominee for each position, all nominees are voted in by acclimation. We are excited to introduce the new team for the 2025/2026 school year. A special welcome to new members: Kate Saunders (Treasurer), Tracey Hayes (Secretary), Meg Rosen (DPAC Rep), Sonia Gregg and Russel Snow (Hot Lunch Coordinators), and Ali Pienaar and Natalie Davies (Members at Large).

Meeting adjourned: 7:54 pm.

