

Armstrong PAC Executive - Summer Planning Meeting MINUTES

Present: Amy Emma Faith Janelle Jocelyn Kate Katie Sushma
Regrets: Reagen Sandra

PAC executive for 2026-2027 School Year:

President: Kate Bailey

Vice-President: Katie Green

Treasurer: Amy Lou

Secretary: Janelle Fredrickson

Fundraising Chair: Reagen Dhillon

DPAC Rep: Sandra Ramos, Sushma Kataria

Members at Large: Emma Anderson, Faith Aure

Date: July 29, 2026, 7:00-8:45pm

AGENDA PLANNING:

1. Overview of current schedule
 - a. Trunk or Treat:
 - i. PAC exec co-lead: Faith
 - ii. Oct 30, 5:30-7:30.
 - iii. Free event, by donation for the PAC.
 - iv. Have a concession stand.
 - v. Parents volunteer to decorate own cars and bring their own candy.
 - vi. Do Pumpkins After Dark at same time.
 - b. Shredding:
 - i. Oct 3rd
 - ii. Time to be confirmed
 - c. Fun Lunches:
 - i. Emma may move flex the fun lunch days a bit and will need to delegate a couple to Melissa (Nov 27). Emma and Melissa to plan.
 - ii. Aiming for 6 this year.
 - d. Family Photos
 - i. End of May date good
 - ii. Consider marketing as a friends/grad photo opportunity
 - e. Welcome Back Tea
 - i. PAC Exec co-lead: Kate, Katie to assist
 - f. Pumpkin patch:

- i. PAC Exec co-lead: Kate
 - ii. Non-PAC exec co-lead: TBD
 - iii. Currently have 2 volunteered for committee members, 1 volunteered for pickup
- g. 2 babysitting liaisons for PAC meetings:
 - i. Need 2 volunteers, currently have none
- h. Social nights committee:
 - i. 1 volunteer; need more volunteers, need at least 4
 - ii. Science Night -
 - 1. PAC Exec co-lead: Faith PAC co-lead, Amy to assist
 - 2. Non-PAC exec co-lead: TBD
- i. Pancake breakfast:
 - i. PAC Exec co-leads: Sushma and Kate
 - ii. Non-PAC Exec co-lead: TBD
 - iii. Currently have 4 volunteers for committee.
 - iv. Need people to make pancakes or provide a grill.
 - v. Emma and Kate have started looking for charity partners or grillers; to date, we have contacted the Legion, Burnaby/Lougheed Lions Club, and 2nd St Community School.
 - vi. Emma to reach out to Culinary Schools.
 - vii. Janelle to look into Cariboo Culinary
- j. Art Starts
 - i. will be early in year for Christmas gifts
- k. Spring Fair
 - i. PAC Exec co-lead: Faith PAC
 - ii. Non-PAC Exec co-lead: TBD
 - iii. Need to confirm event with principal
- l. Neufeld Farms
 - i. PAC Exec co-lead: ?Reagen as Fundraising coordinator
 - ii. Non-PAC Exec co-lead: TBD
- 2. Goal for the year (determined in the AGM):
 - a. continue last year's goal of "Building community and increasing engagement"
- 3. Tech and communication:
 - a. Faith and Kate have experimented with the 'delegate' function on gmail.
 - b. It will allow other exec to view and send emails from the PAC gmail account.
 - c. Option to be added delegate status if your role indicates - text Kate if want access
 - d. Kate and Jocelyn will be responsible for checking inbox
- 4. Munch-a-lunch
 - a. Reagen to build Munchalunch fees into all items sold on the platform this year.
- 5. Banking

- a. Etransfers - Two current signing officers to get online access to accounts so that we can view balances more easily
 - i. Can offer etransfer option for payment , just will need to keep receipts and ensure there is a paper trail
 - ii. Action: Amy to work on etransfer process
 - iii. Will need 2 person sign-off
 - iv. Currently have 4 signing officers, but want at least 3 with online banking access
- b. Capital account
 - i. Several years ago, PAC had fundraised for new playgrounds. These funds are sitting in a bank account, but since funds were gathered for a specific purpose, there are rules and regulations for how it can be used.
 - ii. Figure out what can be done with the capital account and then bring proposal(s) to the PAC body (there are rules because of what the money was supposed to be used for. Likely what it can be used for can be changed with a PAC vote if that's the best direction, but we need to confirm that as well.)
- c. Have a donation option for all events
 - i. A physical donation jar for face to face events
 - ii. A donation button for online events).
 - iii. Analyze budget and highlight things the money will be used for.
- 6. New positions: which have been filled and which have not?
 - a. Discussion: how to get people to volunteer to be the point person to run events
 - i. Try having two co-leads: one from PAC exec and one non-PAC exec
 - ii. Directly approaching people and asking may be the best approach
 - iii. Reminder to be cognizant that all parents receive communication and digest it in a different way - Jocelyn planning on a multi-modal communication style
 - b. Marketing & Communications committee:
 - i. Jocelyn & Faith have volunteered.
 - ii. Working on it!
 - iii. Key is for Jocelyn to know who point person is for all events, and have concrete dates
 - 1. Dates will be confirmed with principal in week before school starts
 - iv. Will make posters and communication for all events
 - v. Jocelyn will be primary person to communicate for school distribution with Desiree
 - vi. Multimodal approach: social media, emails, whatsapp, classroom posters
 - vii. Goal to have all PAC dates added to the school calendar

- viii. PAC Website - discussion on benefit of having all info in one place.
DPAC did a trial of PACs having own websites in 2024, it would be a Burnaby School account .ca.
 - 1. Burnaby DPAC may be offering free domain access for SD 41 PACs
 - 2. Faith look into DPAC offer, and look into building website with Jocelyn
- ix. Faith to update the job jar/sign-up link on website
- x. Jocelyn to update parent whatsapp group
- xi. Faith has volunteered to design posters etc
- xii. Social Media: best way to get engagement is by giving things away for free - e.g. entered into a draw for a free fun lunch or get local businesses to donate gift cards to initiative - PAC exec to review associated budget and discuss at later date
- c. Fundraising Committee:
 - i. need committee members to execute fundraising campaigns and also ideas for new potential fundraisers
 - ii. Currently have 1 volunteer.
 - iii. Looking to have people sign-up for specific roles for each initiative, but currently people have been signing up for general fundraising committee
 - iv. Possibility of a September freezie sale - Emma needs to check dates
- d. Parent education topics:
 - i. We need someone to propose and then book 4 parent education presentations (Oct, Feb, April, & May)
 - ii. Question if parent education mandatory if it's not in our by-laws
 - 1. Sushma and Sandra to take to DPAC
 - iii. Will request that Ms Griffin (Principal) continues to explain report cards in November
- e. PAC meeting technical rep:
 - i. Host PAC meetings via teams, monitor teams and relay any questions - rotating role of PAC exec members other than President and Secretary
 - ii. Set laptop up so the speaker is on camera
 - iii. Amy willing to bring laptop and speaker
 - iv. Jocelyn to try to source a free laptop
- f. Shred it event - organize and advertise
 - i. Need to advertise around the community
 - ii. Church and community boards, send to other schools
 - iii. Include a concession stand - even just a lemonade stand
- 7. Confirm schedule and identify the items we will drop if we receive no help from the PAC body
 - a. Tentative schedule created, needs to be confirmed with Ms Griffin

- b. Events to drop cannot be determined at this meeting
- 8. Historically we had PAC meetings the 3rd Wed of Sept, Oct, Nov, Jan, Feb, April, May, June.
 - a. AGM was May last year, shall we do that again?
 - i. Yes, with June as a planning meeting
 - b. Do we want to make any meetings virtual only?
 - i. Yes, January
- 9. Fall Fair: concern about lack of volunteers and too many events in fall.
 - a. Vote to move to Spring 2027 (6 votes in favour of moving it, 3 votes against. Fair moves to spring)
 - b. Need to confirm with Ms Griffin
- 10. Sept events
 - a. Back-to-School Tea Tuesday, Sept 8th or 9th; 9-10:30am
 - i. Katie and Kate to talk with Ms Griffin re: timing as trying to include kindergarten parents (no kindergarten students on first day of school)
 - ii. Serve tea/coffee/juice; make this a free event, no selling anything
 - iii. Ask for baked goods donations & bookmarks from Cobbs Loughheed - Katie to pick up
 - iv. Have a welcome flyer and also advertises ongoing/Sept fundraising campaigns like PAC donation, Mabels Labels, Cobs, Sept meeting, munch-a-lunch
<https://www.dropbox.com/scl/fi/nng5nf5z49wss442irhvx/Info-Card.pdf?rlkey=ye51klcjd3nxrat98oty1tqlb&st=8tg5jte2&dl=0>
 - b. Create a welcome letter for the teachers. Include info like tell admin that a student in their class wants PAC fun lunch/event tickets/etc, also tell teachers that they can buy from any school fundraiser and show them how, etc. PAC exec to brainstorm other items to add to this.
 - i. Jocelyn, Kate, Katie, Faith making welcome letter for teachers
 - c. Implement PAC donation on munchalunch etc if we are proceeding with this.
 - i. Need to advertise throughout the year
 - ii. Highlight tax receipt options
 - iii. Specific donations for lunch/tickets
 - d. Pumpkin Patch planning:
 - i. TBD
 - ii. Provide Choices with number in Sept
 - iii. Already have volunteers
 - e. Fun Lunch:
 - i. advertise early for first funlunch
 - ii. Will look at other options for lunch providers
 - f. PAC meeting: anything we want to prep for it?
 - i. Amy to provide an update to the financials that occurred after last year's AGM

- ii. Is anyone able to present a PAC 101 intro - TBD
 - iii. The quiz last year was a hit, can we do it again - Emma
- g. Bulletin board (see photo)
 - i. Would like the bulletin redesigned; if no other volunteers, Katie can do it.
 - ii. All new PAC exec members (or who wants to use a different photo than last year) please send a photo to the point person, and correct spelling of name