MINUTES
ANNUAL GENERAL MEETING

Scott Creek Middle School - PAC Meeting
May 5, 2025 5:00pm – 6:00pm
Location: Scott Creek Library

We acknowledge that our meeting today is on the traditional, ancestral unceded territory of the kʷikʷəƛə'm (Kwikwetlem First Nation). I thank the kʷikʷəƛə'm who continue to live on these lands and care for them, along with the waters and all that is above and below.

2024/2025 PAC Executive

President: Ellie Hutton
Vice President: Leila Harrison
Treasurer: Melissa Fisher
DPAC Representative: Janet Mou-Pataky
Secretary: Ricco Liu

Contact: ScottCreekPAC@gmail.com

FYI Scott Creek PAC Constitution and Bylaws

Meeting Agenda:

1. Call to Order / Welcome and Introductions

Attendance:

Note regarding quorum: Voting members in attendance are considered quorum so long as the general or special meeting agenda was called 7 days in advance of the meeting. If shorter notice was given for a special meeting then 50% of the executive plus the voting members present is considered quorum.

ATTENDEES
Ellie, Leila
Dawn
Melissa
Yana - new parent
Ricco
Sabrina

Jessica
Igor

Admin: Anthony

2. (1 min) Approval of Agenda

MOTION: Dawn SECOND: Leila RESULT: Passed

3. (2 mins) Approval of Minutes of previous meeting(s): LINK

MOTION: Leila SECOND: Melissa RESULT: Passed

4. (10 mins) Administrative Report: Lisa Rinke, Anthony Veltri

- Field trips:
    - Grizzlies - Victoria
    - Science World
    - Stave Lake / Dam
- BC Lions - anti racism assembly/workshop - followed up with District principal of racism and inclusion - came in and spoke to each community individually
- Calgary Mandarin immersion came for a visit
- STEM day competition through our Librarian - competed at district
- Cops for Cancer kick off and service learning - bake sales, bottle drive, car wash, dance, carnival, freezie sales. Top 3 in Canada last year. $22K last year. Port Moody Police came and spoke to the students for the kick off assembly.
- High school and elementary articulation (incoming grade 5s)
    - Sharing of information
    - We visit incoming feeder schools
    - Grade 5 for a day at Scott Creek - June 5
    - New Coyote welcome night last week for families and students
- Grade 8 leaving ceremony
    - June 26 at Glen Eagle at 10:15 (more details coming)
- Saleema Noon - date options
    - parent zoom night - Feb 9 or 23 2026 – $400
    - student workshops - Feb 11-13 or Feb 25-27 2026 - $600
    - $2467.50 total
- Volleyball standards - not going ahead with new ones
    - New tariffs increased cost by about $8000 so not doing yet

5. (5 mins) President's Report: Ellie Hutton

- Year in review:
    - Monthly hot lunches and Kona Ice
    - Two free workshops: Emotion Coaching, Beyond Binary (Identity and Inclusion)

    - Teacher appreciation lunch in May on the Pro D day (May 26)
    - Funded: Community T-shirts ($12,000), Hallway logo painting ($6000), two new outdoor benches ($6000), Teacher/classroom funds ($3560), Body Science/Saleema Noon for 2025-2026 school year
    - Gaming Grant 2024/2025: $13,000

- Volunteering:
    - Thank you to the PAC executive and our volunteers for a great year!
    - Graduating execs - Melissa! Thank you for everything! We will miss you
    - Munchalunch administration. Thank you Maribeth!! We will need a new admin for 2025-2026
    - Volunteers for teacher appreciation: Owner Leila. Support: Jessica, Irene, Melissa, Ricco

- Communications:
    - Promoted PAC exec on April 18
    - Asked for direct donation to Teacher Appreciation Lunch on April 25

- Upcoming Initiatives/Fundraising:
    - District track meet June 6. Kona Ice will be onsite at Town Center. How to communicate to attendees?

- Discussion:
    - Body Science/Saleema Noon or proposed alternative: Carlie MacPhee (www.thewholeshebang.ca)
        - Body Science date options already in play for Feb 26

    - Question for admin re: Starbucks freebies at school?
        - Sabrina helps to manage this
        - Helping hands - so the food doesn't go to landfill
        - Goes to morning breakfast program
        - Aids with food insecurity
        - Also get bread donations from Cobs bread, and Gabi & Jules too
        - (Note: there's also a district lunch program)

Potential fundraising initiatives

- Revisit in next school year: Volleyball Standards $3000 out of $10,000 total cost
    - Off the table because of the tariffs

6. (5 mins) DPAC Report: Janet Mou-Pataky

No update

7. (5 mins) Treasurer's Report: Melissa Fisher

Next calendar year expecting to allocate $3000 for Saleema Noon, $12,000 for t-shirts, $1800 for grade 8 graduation.

Anticipating at least $13,000 for Gaming Grant next year.

7.1 Fundraising for 2024/2025:

Hot lunch Sales: $16,914.70 Cost: $14,111.60 Profit: $2,803.10

7.2 Bank balance and available funds

Account	**Current Balance**	**Accounts Payable**	**Allocated (in reserve)**	**Available**
General	$8,852.41	Hot lunch Vendor costs= -$1,924.02 Pending cheque to Eagle Ridge Elementary school= -$100	Teacher FTE funds= -$3,560 ***Donations for FTE Funds = $890.00* Staff Luncheon= -$2000 ***Donations to date for staff appreciation luncheon= $1875*	$927.99
Gaming	$19,789.02		$1800 for Grade 8 leaving ceremony $6000 for bench replacement $6000 for beautification project	$5,989.02
Total	$28,301.03	$2,024.02	$19,360	$6,917.01

8. Motions:

8.1 Motion to cover $125 for Teacher Appreciation lunch May 26 from General Account

MOTION: Ellie SECONDER: Leila RESULT: Passed

8.2 Motion to cover $330 plus tax Munch a Lunch administration fee from General Account

MOTION: Ellie SECONDER: Dawn RESULT: Passed

8.3 Motion to cover $2467.50 towards Body Science / Saleema Noon for Feb 2026 school year from Gaming Account (3 in school sessions x$650 plus an online Parent information session $400)

MOTION: Ellie SECONDER: Leila RESULT: Passed

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Plan for:

- Grade 8 leaving ceremony - $1800
- Community T shirts - $12,000-15,000
- FTE - $3500

9. Elections

PAC Executive Roles:

President: Leads meetings, represents PAC, and is a signing officer.

Nominations:

Motion: Nominate Ellie Hutton for position of President.

MOTION: Leila SECONDER: Jessica RESULT: Passed

Vice-President: Supports the president and steps in as needed.

Nominations:

Motion: Nominate Leila Harrison for position of Vice-President.

MOTION: Ellie SECONDER: Dawn RESULT: Passed

Treasurer: Manages finances, prepares reports, and oversees spending.

Nominations:

Motion: Nominate Jessica Jones for position of Treasurer.

MOTION: Ellie SECONDER: Leila RESULT: Passed

Secretary: Records and shares meeting notes and agendas.

Nominations:

Motion: Nominate Jana Juhnevica for position of Secretary.

MOTION: Ellie SECONDER: Ricco RESULT: Passed

DPAC Rep: Attends District meetings and shares updates with our PAC.

Nominations:

Motion: Nominate Sabrina Aslam for position of DPAC Rep.

MOTION: Ellie SECONDER: Leila RESULT: Passed

9. Discussion 2025/2026 Meeting Options

- 5:00 pm Mondays in person - keep this time and set up a teams account to do calls online at same time
- Alternative time or day - keep Monday
- Some zoom some in person - keep Monday and add dial in option

10. Adjournment - planned for 6pm. TIMESTAMP 6:16

MOTION: Ellie SECONDER: Leila RESULT: Passed

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FYI Next Meetings:

- September 8 2025
- November 3 2025
- January 5 2025
- March 2 2025
- May 4 2025

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Actions:

- Figure out online options for meeting (Ellie)
- Need a munch a lunch admin (Leila)
- Start whatsapp group for 2025/2026 (Ellie)