**South Poplar Traditional Elementary 2024-2025 AGM PAC Meeting Minutes**

**Wed, June 18, 2025**

Prepared by Candace Payne, PAC Secretary

**Start time: 7:06 pm**

**Attendees in person: Rani P, Chan R, Candace P, Pinkey B, Shannon Manky, Tanya (guest), Raman and Aman B, Kathleen P, Carisa W, Ruby D, Joti N, June A.**

Welcome Acknowledgement & introductions: Rani and Chan

Motion to approve meeting agenda: Raman; seconded by Pinkey.

Motion to approve last meeting’s minutes: Raman; seconded by Chan.

Principal’s Report: Shannon Manky

* See Principal’s Report
* Three retirements this month; positions have been filled, including a K/1 class next year. All K waitlist families have been accepted.
* Written summaries (report cards) last day of school. If not here on last day, please contact school for arrangements to pick up.
* Year-end assembly at 8:55 last day of school, approx. 1 hour. Parents welcome!
* September: First day back Sept 2nd, meet the teacher Sept 11th, Terry Fox Run Sept 12th, Cops for Cancer (one of our school’s dads is participating) Sept 18th.
* District Budget: Reviewed. South Pop’s budget reviewed as well. Under budget this year, approx. 80% of projected for discretionary spending as of now, but cutoff for the fiscal year is July. Any remaining funds are able to be rolled over to the year following. Question brought forward about older computers in school. Computers available are sufficiently being used as they are currently.

Treasurer’s Report: Reena

* See attached Treasurer’s report.
* Gaming: Same as it was in May, but committed costs to be paid are for Grade 5 Grad and remainder of playground painting art to be paid, equipment bin, consideration of large games for the kids to enjoy (axe throwing, Connect 4). To be discussed in Other Business.
* General: $14,000 uncommitted. Carnival big fundraiser, $6200 earned after expenses paid out. Any transactions will be reported in September.

Other Business:

* Update on traffic control: Chan reached out to trustee. Superintendent to follow up with the city. Head of Facilities with School District has been to the school to check in. Things have been left with Abbotsford City. Joti has connections with Healthy Schools that have historically assisted in changing traffic/intersections around schools. Miss Gravel, Kathleen have started a committee within school. Will pick up again in September. Kathleen is gathering traffic data.
* Games for purchase for kids to enjoy (carnival, gym, etc): Costco has Plinko, axe throwing, Connect Four. Also proposed arcade basketball hoop with counter, Tetris. Motion to use $750 gaming funds by Carisa; seconded by Raman. Carried unanimously.
* Annual report:
	+ Thank you to all volunteers for all contributions. We accomplished so much this year.
	+ Hot lunches $4399 raised. $5560 raised gaming grant. $17,251 fundraising. $3000 given to teachers. $1975 to sensory project. $5000 to literacy project. $600 to grade 5 farewell. $1000 to outdoor playground equipment room.
	+ Events held for fundraising: 11 hot lunches, 9 popcorn days, 10 fundraisers including cookies, carnival, movie nights, sports day BBQ with concession, etc.
	+ Hosted Welcome back to staff in September, Christmas appreciation lunch, year-end appreciation lunch.
* Existing PAC Executive committee formally steps down in order to open up for nominations and elections.
	+ Nominations reviewed and elections for positions for 2025-2026 year:
		- Chair: Rani
		- Vice chair: Aman
		- Secretary: Candace
		- Treasurer: Reena
		- DPAC Rep: Pinkey and Kathleen to share the role
		- Fundraising Coordinator: June with Candace, Navi, and Marlee to support on the team
		- Bookfair Coordinator: Joti, Cheryl, and Maja put names forward to work together
		- Hot Lunch/Popcorn Coordinator: Candace with June, Raman, Marlee, Navi to support on the team
		- Staff Appreciation Team: Joti
		- Carnival Committee: Jenny
		- Yearbook Coordinator: Marlee with Rani to support
		- Grade 5 Farewell: Rani and Rupi to share role
		- Parent Rep Coordinator: Looking to fill role and bring into the PAC as a new role.
	+ Thank you, Chan, for your time as vice chair and all you’ve contributed this school year.
	+ Of note: Rani’s last year at school will be next year for succession planning. It would be beneficial to have someone cochair to learn over the next year before she leaves.

**Motion to adjourn at 8:25 p.m. by Candace; seconded by Pinkey.**

**Next PAC meeting: Wed. Sept 17, 2025 @ 7 p.m.**

ADDENDUM: Missed item in meeting visited via email with all members. Budget for next year proposed to be $2000 for staff appreciation, $400 contingency, $750 miscellaneous, for a total of $3150. After discussion, motion was approved.