



## Budget Meeting Minutes

Location: Online Zoom Meeting

Time: 6:30pm

Attendees: Tegan Vandenboer, Jennifer Graham, Merrilee Watts, Jodie Rowe, Tyla Langdon, Siobian Smith, Stephanie Davis, Amber Davis and Shelley Perry.

- BC gaming will be sending out a letter in 2 weeks – we will find out how much the PAC will receive.
- The gaming account = approx. \$10,000 (Merrilee to confirm this amount with Cheryl)
- No Hot Lunch until further notice / Tegan in talks with local food businesses to generate revenue (DQ, Chopped Leaf)
- Bottle Drive: over \$4000 was made! Tegan would like to cash-out and add the funds to the account.
  - *Question: Can we accept e-transfer from the Bottle Depot?* Merrilee to confirm.
  - All Bottle Drive funds will go directly to the Playground Project account.
- Purdys and Neufelds: We are looking at a delivery date of Monday December 7<sup>th</sup> at 7pm.
  - *Suggestion: perhaps we can have the same pickup date for Neufelds, Purdys and Winter Plant Fundraiser?* This would change the pickup date to a Saturday. Tegan will inquire with Neufelds if there is a Saturday delivery date available.
  - *Suggestion: perhaps we can make winter fundraising into a Virtual Christmas Fair/ promote as a Virtual Holiday Market since we can't have any in-person holiday events.* Tegan, Amber and Merrilee to look into this. Jen can work on marketing. Dates and pickup times will need to be confirmed asap as well as what additional vendors we can add.
- COBBS: Siobian is estimating that there is approx. \$350 or more of fundraising funds from COBBS sales. Siobian has not heard back from COBBS and will follow up.
  - more social media promotion of the COBBS fundraiser is needed / Amber to make some posts online.
- Popcorn sales are on hold until further notice.
- There are still freezies in the freezer / unable to sell due to Covid.
- Any online fundraising can move forward (no in-person events/fundraisers other than pickups). If parents/caregivers want to place paper orders, Tegan is open to figuring something out and helping with this.
- *Question: Can we do wine/beer sales?* Technically the district has said no for schools to conduct Alcohol fundraisers. However, because these sales would be from the PAC and not done via the Hot Lunch system, this may be do-able. Siobian to look into this.
- Jen would like to move forward with a card idea for local vendors. The PAC would sell the cards for \$20 each, and in return families can show these cards at local vendors to receive discounts. The sale of these cards can also be added to the virtual holiday market idea.
  - *Question: how do we print these cards?* *Vista Print?* Tyla has a contact for the printing of cards. Tegan/Jen to connect with Tyla.
  - *Which businesses do we use?* Tegan would like to connect with our Hot Lunch vendors first

and then go from there.

- Idea from Siobian: Make up a general letter with two/three options for vendors:

a) 10% off purchase

b) 1 kids eats free with 2 paying adults.

c) buy 1 entrée and the birthday person gets their meal for free.

- Merrilee and Tegan have a letter template already made up and will further discuss this.

- *Idea: add The Landing Pub to this offer, since we are unable to host Parent Social Pub Nights due to Covid.*

- Create by Kids (Tyla): the art is supposed to be done at school; however, some Teachers may not want to participate so the art can be done at home. Tyla will talk to Cheryl regarding this as one Teacher has already sent a blank order form home.
  - Finished art and forms to be sent home October 16<sup>th</sup>.
  - Parents to submit their order via online by October 27<sup>th</sup>.
  - Will need to advertise this on social media to lessen any confusion with Teachers sending home the form for the art to be done at home.
- Playground Project (Tyla): Two parents would like to help with this (Lauren and Laura). *Both suggested an online auction to raise funds?* Due to the pandemic, local businesses are hurting and this would be the wrong time to ask for auction items. Suggestion: wait until Spring 2021 to look into hosting an online auction.
  - Amber: Another idea would be to host an online Lego competition in the New Year and the students would pay the entry fee to have their creation posted online. Would have some small prizes for the winners and it could be playground theme.

### **Budget Sheets – see attached spreadsheets for reference**

- Bottle Drive: over \$4000 in profit. Tegan to confirm amount and cash-out.
- Growing Smiles - Fall Plant Fundraiser: Actual profit = \$591.73
- **Cancelled fundraisers (due to Covid):**
  - Pizza and Pie Welcome
  - Treat Days – Popcorn
  - Movie Nights (no longer doing)
  - Holiday Craft Night
  - Parent Social Pub Night (Fall 2020 and possibly Spring 2021)
  - Spring Fair (on hold)
  - Xmas Concert and VIP ticket sales
  - Lunges & Lipstick
  - Wills Fundraiser
  - Photo Sessions
- **Planned fundraisers:**
  - Bottle Drives
  - Plant Sales
  - COBBS
  - Shred-a-thon
  - Neufeld Farms (Jen, Jodie and Amber can help Tegan with this fundraiser)
  - Purdy's
  - Created By Kids
  - Mabels Labels

Sassy Sweets (by parent)

Toque online Sale (by parent)

- **Changes to the PAC Revenue & Expense Budget**

- Due to the uncertainty of Covid, Stephanie has suggested to split the budget into two parts: 2020 and 2021. This means a 2<sup>nd</sup> budget meeting would be required in December for the later half (2021) of the year. All Executive PAC members in favour of this.
- Merrilee wrote a cheque for \$200 at the end of the 2019/2020 school year and gave to Cheryl for the grade 7 grad celebrations.
- **PAC Marketing/Outreach:** change from \$300 to \$100
- Merrilee to insert a "Playground Marketing" line to the budget for planned expenses of \$500 for signage and printing of plans.
- **Classroom Supplies Fund:** last years budgeted amount of \$3,500 is still owing/cheque needs to be written and provided to Cheryl asap as it was not spent. This had not been provided as the Teachers were still figuring out what specialty items were needed, and then Covid hit. Cheryl now has a Teacher wishlist ready. Keep this year's budget as \$3,500.
- **Classroom Supplies:** change to \$290 for each of the 21 divisions = \$6,090.00
- **Childcare for meetings:** change to \$80 since majority of the meetings have been online.
- **Thank you/ Appreciation Fund:** change to \$180
- **Cultural:** Cheryl has just under \$2,900 remaining for this. Change to \$0 and ask Cheryl to keep the remaining un-used balance for the 2020/2021 school year.
- **Guest Speakers:** change to \$1000 for 2020 part of school year.
- **Compassionate Projects:** change to \$100
- **Office Supplies/Memberships/Licenses:** keep at \$200 (the BCCPAC yearly membership is \$75)
- **Bank Charges and Interest:** keep as is at \$200, but when we move banking to BMO, we can re-asses for the 2021 budget. Merrilee will also look into the possibility of accepting e-transfer with BMO. Any Hot Lunch orders paid via e-transfer would then require the order to be manually entered by the PAC into the Hot Lunch system.
- If parents/caregivers need to pay via cheque or cash at the moment, they can drop of the cheque/cash directly to Merrilee (money is not to be left in the PAC drawer at this time due to inaccessibility in the school office due to Covid)
- We need to ensure we have a clear and streamlined process for cheque/cash payments. There is concern that these payments should not happen without proper documentation and a certain contact person to accept them.
- **Playground Support:** At the end of the 2019/2020 school year, Merrilee wrote a cheque for \$3,500 to give to the Playground Account. \$3,500 to be kept as is for the budgeted amount.
- Tyla would like to request more funds to be transferred from the PAC Account to the Playground Account. In order to receive a matching grant from the City of Delta, the Playground Account will need to have an amount of \$45,000 in the account. With the PAC only budgeting for \$3,500 per school year, Tyla feels that it will take too long to get the Playground Account up enough to receive the city grant (which was given a deadline of 18 months)
- The General Account has just over \$40,000.
- The Playground Account is just over \$10,000 (Bottle Drive, Go Fund Me and \$3,500 PAC contribution).
- It is confirmed that any money from the Bottle Drive fundraiser (just over \$4,000) and the Go Fund Me page (currently at just over \$1,200) will go directly to the Playground Account.

- Tyla is requesting \$25,000 be transferred from the General Account to the Playground Account.

- Majority of the Executive PAC feels the amount of \$25,000 is too large at this time of uncertainty due to Covid. The PAC has agreed that the amount of \$10,000 would be more do-able at this time and then at the 2<sup>nd</sup> budget meeting in December 2020, the Executive PAC would like to re-assess to see what more than can give to the Playground Account.

**- Motion: To transfer \$10,000 from the General Account to the Playground Account. All in favor / 0 opposed.**

\*A 2<sup>nd</sup> budget meeting will be planned for December 2020 to discuss:

- a) the monies received from the Gaming Grant
- b) how much more money can be transferred to the Playground Account from the Gaming Account.
- c) budget for the later half of the school year (2021: January to June)

Meeting adjourned at 8:40pm.