

ÉCOLE PAULINE JOHNSON PARENT ADVISORY COUNCIL
Annual General Meeting Agenda
7:00pm - Wednesday, September 22nd, 2021

Zoom Meeting

- 1. Welcome and Call to Order - *Monique Schelle***
- 2. Approval of Agenda - *Monique Schelle***
- 3. Approval of Minutes of September 23rd, 2020 Annual General Meeting -
*Monique Schelle***
- 4. Business Arising from Minutes - *Monique Schelle***
- 5. Vote to Approve 2021/2022 Executive Committee Slate - *Monique Schelle***
- 6. Co-Chair Report – *Monique Schelle and Robin Turnill***
- 7. Principal’s Report - *Mme Zielinski***
- 8. Treasurer’s Report - *Melanie Miao***
- 9. Budget Review and Approval - *Monique Schelle***
- 10. Volunteer Roles and Needs - *Robin Turnill***
- 11. Fundraising Initiatives and Events Update**
 - **PJ Park –*Robin Turnill***
 - **Spirit Wear – *Monique Schelle***
 - **Fun Lunch – *Virginia Calvo***
 - **Gelato Friday – *Robin Turnill***
 - **Ongoing Fundraisers – *Monique Schelle***
 - **Communications and Social Media – *Monique Schelle***
- 12. New Business - *Monique Schelle***

13. Questions and Comments - *Monique Schelle*

14. Adjournment - *Monique Schelle*

Next General PAC Meeting:

9:30am - Wednesday, October 13th, 2021 by Zoom

École Pauline Johnson
2021 – 2022 PAC EXECUTIVE NOMINEES

Position	Name
Co-Chair	Robin Turnill
Co-Chair/Past Chair	Monique Schelle
Secretary	Joy Zhou
Treasurer	Melanie Miao
Class Parent Liaison	Yalda Ahmadvand
Communications Coordinator (E-bulletin)	Vicky Rhodes
Communications Coordinator (website)	Bitra Lotfi
Communications Coordinator (social media)	Nazanin Parivar
Fundraising Coordinator (online store)	Steph LeComte
Fundraising Coordinator (ongoing fundraisers)	Sophie Mao
Fun Lunch Coordinator	Virginia Calvo
DPAC Representative	Cindy Lemaire
PJ Park Committee Representative	Michelle Morgan
Member At Large (Canadian Parents for French)	Sydney Smith
Member At Large (Parent Engagement)	Rowena Veylan
Member At Large	Samira Enayati
Member at Large	Renée Lauer
Volunteer Coordinator	Vacant
Assistant Treasurer	Vacant

Ecole Pauline Johnson Parent Advisory Council

Profit and Loss
July 2020 - June 2021

	TOTAL
INCOME	
Fundraising Income	0.00
Baby sitting and stay safe	593.07
Card project	1,272.19
Fun Lunch Revenue	9,905.21
Grocery Cards Fundraising	1,961.84
Large Fundraiser	-3,630.00
Purdy's fund raising	2,635.57
School Supplies	1,410.00
Spirit Wear	1,225.92
Total Fundraising Income	15,373.80
Income	0.00
Donations	6.95
Grants - BC Gaming	8,440.00
Interest Income	991.42
WVSD #45 Payments	192.46
Total Income	9,630.83
Total Income	\$25,004.63
GROSS PROFIT	\$25,004.63
EXPENSES	
Administration Expenses	0.00
Dues and Fees	565.00
Meeting Expenses	224.00
Quickbooks	291.20
Total Administration Expenses	1,080.20
Capital Expenditures	904.37
PJ Legacy Expenditures	0.00
Playground Maintenance and Equipment	500.00
Scholarship for Sentinel student	1,000.00
Total PJ Legacy Expenditures	1,500.00
PJ School Expenses	0.00
Classroom Discretionary Funds	2,388.49
Educational Speakers	350.00
Emergency Preparedness	21.93
Health Education	1,522.50
Other Expenses	614.59
Staff Appreciation	520.38
Total PJ School Expenses	5,417.89
PJ's School Events	0.00
Cultural and Community Events	754.66
Dundarave Festival of Lights	401.49
Grade 7 Graduation	3,270.93
Sports Day Lunch	533.75
Total PJ's School Events	4,960.83

Ecole Pauline Johnson Parent Advisory Council

Profit and Loss

July 2020 - June 2021

	TOTAL
Principal's Budget	0.00
ELL	283.49
Learning Support	200.00
Principal Discretionary Fund	844.98
Self Regulation Exec Functioning	264.55
Total Principal's Budget	1,593.02
Uncategorized Expense	2,787.42
Total Expenses	\$18,243.73
PROFIT	\$6,760.90

Ecole Pauline Johnson Parent Advisory Council

Balance Sheet

As of June 30, 2021

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Gaming Account	9,598.26
Operating Account	91,057.96
Pay Pal	0.00
WVSD Trust Accounts	4,241.18
Total Cash and Cash Equivalent	\$104,897.40
GIC's	61,714.85
Prepays	199.00
Uncategorized Asset	200.00
Total Current Assets	\$167,011.25
Total Assets	\$167,011.25
Liabilities and Equity	
Liabilities	
Current Liabilities	
Fun Lunch Reserves	0.00
GST/HST Payable	0.00
Unearned Revenue	0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Bal Equity	20,762.52
Retained Earnings Operating Res	15,000.00
Retained Earnings	124,487.83
Profit for the year	6,760.90
Total Equity	\$167,011.25
Total Liabilities and Equity	\$167,011.25

PJ PAC Budget 2021-22

Expense	Actual 2017-18	Actual 2018-19	Budget 2019-20	Budget 2020-21	Actual 2020-21	Proposed Budget 2021-22	NOTES
Admin Expenses							
Communications/Printing	448.56	0.00	200.00	600.00	565.00	200.00	
Dues and Fees	40.00	90.00	120.00	100.00	-	100.00	
Meeting Expenses	133.80	105.80	150.00	100.00	224.00	100.00	
Photocopying	127.57	49.40	50.00	50.00	-	-	
QuickBooks Online	144.56	171.23	240.00	300.00	291.20	300.00	
Other Admin	387.08	103.44	500.00	100.00	-	100.00	
Total	\$2,976.48	\$519.87	\$1,260.00	\$1,310.00	\$1,080.20	\$800.00	
Capital Expenditure - Taken out of Savings							
WV Place for Sport	2,500.00	0.00	0.00	-			
Fund the Need	12,719.22	17,382.89	0.00	-			
Kindy Area Rebuild	-	D45 account in June 2019		-			
Audio Equipment				\$1,000.00	\$904.37		
Total	\$15,219.22	\$17,382.89	\$0.00	\$2,500.00	\$904.37	\$0.00	
PJ Legacy							
Athletics Equipment	*654.41	0.00	940.00	-			
Comp Tech	0.00	0.00	0.00	-			
Library	*1978.98	77.90	200.00	-			
Music and Fine Arts	530.02	53.76	200.00	-			
Musical Equipment	*240.47	0.00	0.00	-			
Playground/Park maintenance	0.00	116.00	500.00	500.00	500.00	500.00	
School Musical	0.00	763.33	0.00	2,000.00	-	-	
Scholarship for Sentinel student	-	-	1,000.00	1,000.00	1,000.00	1,000.00	
Total	\$530.02	\$1,010.99	\$2,840.00	\$3,500.00	\$1,500.00	\$1,500.00	
(* taken from SD45 trust account)							
PJ School Expenses							
Class Discretionary Funds	2,041.77	3,028.53	3,600.00	3,800.00	2,388.49	3,800.00	
Educational Speakers	260.00	0.00	1,500.00	250.00	350.00	500.00	
Emergency Preparedness	0.00	0.00	500.00	500.00	21.93	500.00	
Field Trip Transportation	1,000.00	1,400.00	1,800.00	-	-	1,900.00	
Health Education (Saleema Noon)	0.00	1,522.60	0.00	2,000.00	1,522.50	-	
Other Expenses (PAC Exec Discretionary Fund)		112.25	1,500.00	1,000.00	614.59	1,000.00	Actual 20/21: Fridge repair. Amount to come from Savings
Staff Appreciation	*742.66	210.00	500.00	500.00	520.38	600.00	
Total	\$5,487.51	\$6,273.38	\$9,400.00	\$8,050.00	\$5,417.89	\$8,300.00	
PJ School Events							
Dance in School	-	-	2,830.00	2,580.00	-	2,580.00	
Crepe Luncheon	196.40	166.97	300.00	300.00	1,538.38	2,500.00	Actual 202/21: \$2538.38. Mme Zielinki contributed extra cultural amount of \$1000.

PJ PAC Budget 2021-22

Expense	Actual 2017-18	Actual 2018-19	Budget 2019-20	Budget 2020-21	Actual 2020-21	Proposed Budget 2021-22	NOTES
Community and Cultural Events	0.00	-37.03	250.00	200.00	754.66	600.00	Proposed: Terry Fox Run, Lunar New Year, Norouz, Virtual Race
Dundarave Festival of Lights	384.76	410.29	200.00	450.00	401.49	450.00	
Gr 4/5 Bike Safety	0.00	630.00	0.00	1,300.00	-	1,300.00	
Gr 7 Grad	1,325.41	1,010.24	1,200.00	1,600.00	3,270.93	1,600.00	Actual 20/21: increased grad amt as Quebec trip cancelled
Gr 7 Quebec Trip	12,746.00	12,000.00	12,000.00	12,000.00	3,500.00	12,000.00	Actual 20/21: Funds for tentative 2020/21 Grad Reunion Party in lieu of Quebec trip
New Parent Wine and Cheese	307.85	197.27	200.00	-	-	200.00	Proposed: TBD if doable later in year
Sports Day Lunch/Treat	852.70	548.73	1,000.00	1,000.00	533.75	1,000.00	
St John's Ambulance (Gr 6/7 First Aid)	0.00	2,354.00	0.00	3,000.00	-	2,800.00	
Welcome Back Coffee	150.32	126.70	200.00	-	-	150.00	Proposed: TBD if doable later in year
Physical Literacy Enhancement					-	5,000.00	Proposed: NEW amount for k-12 specialist sport instruction
Total	\$16,113.44	\$22,837.68	\$18,330.00	\$22,430.00	\$9,999.21	\$30,180.00	
					-		
Principal's Budget							
ELL	279.45	151.71	300.00	300.00	283.49	200.00	
Learning Support	579.24	64.16	200.00	200.00	200.00	200.00	
Principal's Discretionary Fund	1,276.40	153.84	1,000.00	1,000.00	844.98	1,000.00	
Self Reg/FunctCounsellor	694.59	369.09	1,000.00	1,000.00	264.55	500.00	
Total	\$2,930.58	\$864.77	\$2,500.00	\$2,500.00	\$1,593.02	\$1,900.00	
Expense Grand Total	\$43,257.25	\$31,506.69	\$34,330.00	\$40,290.00	\$20,494.69	\$42,680.00	

Yellow - indicates Gaming Account expense
 White - Non-Gaming expenses paid by fundraising/donations
 Peach - indicates Savings Account expense

Account Breakdown	Actual 2020-21	Proposed 2021-22
Gaming Expenses	\$5,867.72	\$15,180.00
Non-Gaming Expenses	\$13,108.01	\$27,500.00
Savings Expenses	\$1,518.96	\$0.00

PJ PAC Budget 2021-22

Income	Actual 2017-18	Actual 2018-19	Budget 2019-20	Actual (until June 30th) 2019-20	Budget 2020-21	Actual 2020-21	Proposed Budget 2021-22	Notes
Fundraising								
Family BBQ	4,129.24	5,336.41	3,000.00	-9.96	0.00	0.00	0.00	
Fun Lunch Revenue	22,770.27	15,985.15	14,000.00	4,551.73	4,500.00	11,443.59	10,000.00	Actual 20/21: Fun Lunch amount \$9905.21 . Actual includes donation amounts to pay for Crepe Lunch
Large Fundraiser (Gala)	10,000.00	0.00	950.00	10,040.46	17,560.00	0.00	-	
Gelato Monthly	1,490.39	1,507.88	1,200.00	881.45	800.00	0.00	800.00	
Grocery Cards/Ongoing Fundraisers	107.39	51.36	0.00	-	0.00	1,961.84	2,000.00	Proposed: Includes Well Fed, Indigo, Mabel's Labels & Grocery Cards
Movie Nights	3,165.59	2,884.98	1,300.00	448.00	0.00	0.00	-	
School Supplies	1,150.00	1,044.68	1,500.00	1,431.79	1,500.00	1,410.00	1,400.00	
Spirit Wear	936.04	1,769.16	1,400.00	2,099.11	1,600.00	1,225.92	1,200.00	
Santa's Workshop	1,191.12	1,334.29	1,200.00	1,189.59	1,000.00	2,635.57	-	Actual 20/21: Purdys Fundraiser borrowed from Quebec trip fundraising as the trip was cancelled
Babysitting & Stay Safe	-	900.00	650.00	856.00	800.00	593.07	600.00	
Total	\$44,940.04	\$30,813.91	\$25,200.00	\$21,488.17	\$27,760.00	\$19,269.99	\$16,000.00	
Other Income								
Gaming Grant	7,640.00	8,976.00	7,560.00	7,560.00	8,600.00	8,440.00	8,600.00	Proposed has additional \$9783 of leftover gaming grant to use ontop of this amount
Interest Income	272.76	276.39	250.00	342.41	250.00	991.42	300.00	
SD45 Payents	181.24	276.71	180.00	1,042.11	180.00	192.46	180.00	
Parent Donations	5,332.50	5,005.07	0.00	4,926.23	0.00	6.95	-	
Other Income	595.6	1.25	0.00	-	0.00	0.00	-	
Total	\$14,022.10	\$14,535.42	\$7,990.00	\$13,870.75	\$9,030.00	\$9,630.83	\$9,080.00	
Extra Income								
Shop Funds	0.00	88.65	0.00	91.80	100.00	-	0.00	Actual 20/21 has Mabel's Labels
Disco	676.00	982.01	640.00	719.64	0.00	0.00	-	
Art Auction	0.00	0.00	0.00	gala	gala	0.00	-	
Fund the Need	0.00	0.00	0.00	gala	gala	0.00	-	
Art Cards	0.00	1,286.79	500.00	944.20	900.00	1,272.19	1,200.00	
Total	\$676.00	\$2,357.45	\$1,140.00	\$1,755.64	\$1,000.00	\$1,272.19	1,200.00	
Income Grand Total	\$59,638.14	\$47,706.78	\$34,330.00	\$37,114.56	37,790.00	30,173.01	26,280.00	

Note: Extra Budget from previous years to carry forward
 \$183.62 allocated from gaming to athletics forward
 \$33.99 allocated from savings to library

Yellow - indicates gaming income
 White - Non-gaming income
 Peach - indicates funds from savings

Account Breakdown	Actual 2020-21	Proposed 2021-22	Notes
Gaming Income	\$8,440.00	\$8,600.00	
Non-Gaming Income	\$21,733.01	\$17,680.00	
Savings to be used	\$1,518.96	\$0.00	Actual: Savings used for audio equipment and fridge repair (repair ongoing) (Extra amt of \$1500 from Savings voted on June 2021 for fridge repair)
Gaming Account Income Summary			
Extra gaming available from 2019/2020	\$7,020.29		
Gaming Income for 2020/21	\$8,440.00		
Extra gaming available from 2020/2021	\$9,598.26		
Projected Gaming income for 2021/2022	\$8,600.00		
Projected Total Gaming Funds 2021/2022	\$18,198.26		

PJ PAC Budget 2021-22

Summary

Actual Budget 2020/2021

Note - most of profit due to inability to spend on usual events/programs

	Totals - budget amount only	Totals - with extra gaming	Gaming Funds	Non Gaming Funds
Income	\$30,173.01	\$37,193.30	\$15,460.29	\$21,733.01
Expense	-\$20,494.69	-\$20,494.69	-\$5,867.72	-\$13,108.01
Profit/Loss	\$9,678.32	\$16,704.30	\$9,598.26	\$8,625.00

Unused Gaming Funds from 2020/21 year. Funds will be used in 2021/2022 year.	\$9,598.26
Non-Gaming Profit from 2020/21 year. PAC proposes to use towards 2021/22 year as so many programs were cancelled	\$8,625.00

Proposed Budget 2021/2022

Includes the use of unused 2019/2020/2021 Gaming Funds and 2020/21 Profit for the 2021/2022 year.

	Totals - budget amount only	Totals - with extra gaming	Gaming Funds	Non Gaming Funds	Non Gaming + 2020/21 Profit
Income	\$26,280.00	\$35,878.26	\$18,198.26	\$17,680.00	\$26,305.00
Expense	-\$42,680.00	-\$42,680.00	-\$15,180.00	-\$27,500.00	-\$27,500.00
Profit/Loss	-\$16,400.00	-\$6,801.74	\$3,018.26	-\$9,820.00	-\$1,195.00

Unused Gaming Funds from 2021/22 year. Funds will be used in 2022/2023 year.	\$3,018.26
Shortfall for 2020/21 year. PAC will consider additional fundraising strategies, depending on what is possible.	-\$1,195.00

Other Possible Income TBD

- Santa's Workshop (\$1000)
- Family BBQ (\$3000)
- Gala/large fundrasier (\$10,000+)
- New fundraising initiative
- Allocate savings funds to particular expense
- Direct donation ask

Notes for Future Budgets and Ongoing Discussion

1. Include musical amount in 2022/23 budget of \$2000
2. Need to update tech (\$10,000/year) starting 2022/23
3. Need new fundraising strategies or to cut expenses.
 - Without the unused gaming and non-gaming amounts from 2020/21, this year would need another \$16,400.