

Colquitz Parent Advisory Council (PAC)
MEETING MINUTES (DRAFT)
Monday 28 September 2026, 6:30PM

Meeting called to order at 6:30PM

In attendance: Carrie Schlappner, Elaine Parker, Julia Corby, Jack Buchanan, Carli Conolly, Chantelle Bowden, Melanie Styles, Laura Bey, Kim Stubbs, Amie Hardiman, Matthew Cook, Laura Lee Wood

1. Territorial Acknowledgements and Introductions

2. Review/approve June meeting minutes and September agenda

- Amendment to June minutes attendance (attendees and name spellings)
- Motioned by Chantelle; seconded by Amie

3. Principal/Admin report

- Introduction of new VP David Shortreed (not in attendance tonight)
- Acknowledgement of loss of Huxley, 7th grade student
 - SD61 Critical Incident Response Team is helping staff to communicate with family and students
 - Cards and condolences for Huxley's family being collected by school until the end of the week
- Inaugural open house event successful (24 Sept)
- Truth and reconciliation assembly held 28 Sept; plans by staff to broaden to full week and beyond
- Photo day 24 September with retake day planned 22 October

4. PAC Reports

Chair - Elaine Parker

- Grateful for so many attendees at this meeting. Last year PAC meetings had very low attendance, hoping this level of interest continues and grows.
- Transition between previous Exec and current (Amie & Elaine) rocky - Amie created new Google account for the PAC which Elaine has populated with previous years' information, templates, and more.
- BC Gaming Grant application did not happen on time. We have been told that the standard \$12,000 in funding may not come, and we will not know until February or March. We will need to adjust our plans accordingly. Elaine shared this information with Principal Schlappner as teachers have grown to count on \$10 per student for field trips, etc. Offered a comprehensive list of free field trips and experiences for teachers instead.

- Calendar has been created to ensure this miss in application never happens again.

Vice Chair - position open for nominations

Treasurer - Amie Hardiman

- Worked with previous Treasurer to ensure that the late BC Gaming application went in, and that a handoff of all previous years' files and documents are now transferred to us
- Plan to budget wisely and fundraise aggressively until then
- Staff requests for funding will still be received and will be addressed when possible

Secretary - position open for nominations

VCPAC Rep - Melanie Styles

- No current report, missed the September meeting due to the Open House but minutes should be available online; will report back at the next PAC meeting.

5. Financial Update

- Awaiting access to bank accounts
 - Balances approx \$1900 (Gaming) and \$4103 (General)
 - BC Gaming grant money leftover can still be used, limitation to BC Gaming allocated activities only
 - Some funds in the school-held account. Principal Schlappner notes that financial clerk for the school is currently seconded to Tillicum, can check on the status of this account.

6. Fundraising Requirements and Initiatives

- Suggestion to add a Fundraising Chair to Executive positions, possible split between interested individuals or by activity
 - Chantelle volunteered (beyond October)
- **High priority** initiatives/activities:
 - LIMSSA fees (athletics) for school at \$3000 already; last year we provided \$700
 - Grade 8 grad
 - Indigenous activities/clubs
- Principal Schlappner recommend that if possible, funds are also valued to support:
 - Student clubs
 - Sound system for gym (high need)
- Ongoing/planned fundraisers:
 - MONK office fundraiser approx \$100
 - Apple fundraiser - closing 6 October, so far \$518; pick-up day during parent-teacher interviews 28 October (will need volunteers 2:30-7PM)
 - Created by Kids art fundraiser
 - New company, similar process to previous but without immediate take-home art
 - Delivery 30 Nov-4 Dec to be ready for gifting
 - No concerns from admin re: execution of art

- Website donation button - go into school held acct, we need to request those funds be released
- Ideas for additional fundraising:
 - 21 November Tillicum Winter Market 10 AM - 3 PM: we have been offered a table to do a bake sale - Laura volunteered to organize
 - Panago fundraiser offered, \$1 per large pizza sold to the public during a given week. Melanie has had previous contact with this store through Strawberry Vale Elementary
 - Fundraising codes i.e. Co-op, bottle depot, Save-On Foods - Chantelle to look into options
 - Possible addition of another fun-lunch to benefit PAC
 - CPAPA does poinsettias in December, possibly we could do a Mothers' Day hanging basket fundraiser from a local nursery i.e. Hilltop
 - Online auction, preferably seek immediate donations to have ready for holidays
 - A "No fundraiser" fundraiser to allow parents to make one-time donation to opt out of future fundraiser communications

7. Upcoming Events/dates:

- 5 Oct CPAPA meeting 6:30 PM
- 6 Oct Apple fundraiser closes
- 12 Oct Thanksgiving
- 19 Oct PAC meeting 6:30 PM
- 22 Oct Photo-day retakes
- 23 Oct Pro-D da (no school)
- 28 Oct Early dismissal (1:49PM) and parent-teacher interviews; apple pick ups

Meeting adjourned at 7:40 PM