

## Cultus Lake Swilhcha Community School PAC

### Executive PAC Meeting – Minutes

**Date:** Thursday, Jan 15th **Time:** 6pm

Call to order 6:12

Attendance: Ryan L, Kate F, Sher G, Dana D, Kevin K, Danika S.

Apologies: Courtney, Leslie, Tia.

#### 1. Chair Check-In & Re-Alignment (10 min) - Ryan

- Brief check-in from the Chair
- Acknowledgement of recent operational changes and team effort
- Re-establishing clarity, support, and alignment moving forward

*Ryan spoke to jumping back into things after a period where he got really busy with work. For the PAC he now has specific weekly times available. Apologies for being a little unavailable, life etc. Kate also mentioned school is a bit easier and can support and be more available also.*

#### 2. Present PAC Standard Operating Procedures – PAC Handbook (15 min)

- Purpose of the PAC Handbook
- Review of any Operational changes
- How it supports consistency, continuity, and ease of volunteering
- High-level walkthrough and feedback (*Focus on alignment — not detail*)

*Ryan detailed documents and procedures about what it looks like to be a PAC member, volunteer and executive,*

*defined roles and boundaries, communications timelines and expectations, where to take complaints and issues, how to handle conflicts, and access to school and protocols.*

*New form for fundraisers and events, a way to get details in advance and have a better plan.*

*Hot Lunch brought up - School has requested new protocol for distribution, PAC to advise changes to that plan.*

*Action: Ryan to speak to Lisa directly.*

### **3. Budget Update (10 min)**

- Current budget snapshot
- Key considerations moving forward

*Quarterly assessment shows us behind goals, advice is to slow spending until we can complete the remainder of the fundraisers and for the year. We can't afford to not do or pass over any items we listed on the original budget for income. It is worth adding back the Spring Fling as that will help to ensure we don't overspend.*

*Kevin - question about Soowalie supporting field trip funds for any child/family. Something to look into.*

*Right now the PAC covers full costs for any child that has a financial need.*

### **3a. Skating – Bus Costs**

- Coverage approach and confirmation

*Ryan to say yes, and enquire about movie nights in the next quarters to make up for additional funds needed to boost the financials*

#### 4. Spring Fling (10 min)

- Early Phase Discussions
- Alignment on approach
- Open questions and next steps

Kate to support and train Jessica, committee meetings will happen outside of PAC meetings.

#### 5. Yearbook (5 min)

- Progress update
- Timelines and responsibilities

*Sher is gone next year so there needs to be a person to cross-train. Tree-ring is the new company we are using. Drag and drop and auto configure. See if the school will take it over with staff and students. If not, put an ask out to parents.*

#### Open Floor

- Dana - Can district communication - boundary updates can be shared with Cultus parents regarding middle school changes. Yes of course. Middle school parents already know, but future grade 4 and 5 parents may not.

#### 6. Wrap-Up & Next Steps (5 min)

- Quick recap of decisions
- Action items and owners

## Action Items

Sher - Yearbook

Ryan - Lisa field trip funding a yes

Ryan - Movie night

## Attachments

### PAC Quarterly – Budget Check In

#### Goals for Income

Item	Goal Amount	Actual Amount	Difference	Note
Christmas Raffle	\$200	\$116.28	-\$83.72	
Coupon Book	\$800	\$511.20	-\$288.8	
Donations	\$600	\$600	\$0	Triathlon
Gov Grant	\$3660	\$3600	-\$60	
Halloween	\$0	\$359.86	+\$359.86	
Hot Lunch	\$1766.67	\$1670.33	-\$96.34	\$5300 p/year
Donation Letter	\$2500	\$1183.01	-\$1316.99	
Purdy's	\$700	\$470?	-\$230	Waiting on chq
<b>TOTAL</b>	<b>\$10226.67</b>	<b>\$8510.63</b>	<b>-\$1716.04</b>	
<b>Unexpected Funds</b>				
Xmas (Pancakes + Santa)			\$319.11	=\$690.44 - \$290.33
<b>Future/Yet to Earn</b>				
X Country Concession	\$275			
Movie Night	\$350			
Popcorn Sales	\$375			
Pub Night/Raffle	\$500			
<b>TOTAL</b>	<b>\$1,725</b>			
Spring Fling	\$2500			Not in 2026 Budget

#### Unplanned Expenditures

Item	Goal Amount	Actual Amount	Difference	Note
Welcome BBQ	\$400	\$564.57	-\$164.57	

Comment: The budget at the end of Dec is not in great shape. For income we have received more in some areas than expected, were close to hitting some targets and are below in others. Overall, coming in approximately \$1700 short of expectations of income to date, to keep a balanced budget the suggestions are:

1. Focus on achieving remaining fundraising goals ex: PubNight/Raffle, Movie Night etc as well as consider adding extra events such as Bingo Night and Spring Fling to balance the trend that fundraisers seem to be netting less than historical averages.
2. DECREASE expenses for Q2 and Q3 to ensure no overspending of funds that have not been received. Cut Fieldtrip funding immediately, is there a possibility of not paying for One School One Book? If not, recommending halting teacher funds immediately until Q3 when we can see if we are back on track.