

# Cultus Lake Swílhcha Community School

## Parent Advisory Council

### GENERAL MEETING – AGENDA

**Date:** Wednesday, June 3, 2026  
**Time:** 6:00 PM  
**Meeting Type:** Annual General Meeting (AGM)  
(Executive Elections, Budget Vote & Year-End Financials)

**Location:** CLCS Library  
**Chair:** Ryan Lees

*This meeting is governed by Robert's Rules of Order (21st Century edition) as adopted in our Constitution & Bylaws (Section 5.5). Quorum requires a minimum of 6 voting members including at least 3 Executives.*

#### SECTION 1 — OPENING OF MEETING

| #   | Agenda Item                                                                                                  | Lead      | Notes / Action                                           |
|-----|--------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------|
| 1.1 | <b>Call to Order</b><br><i>Chair confirms quorum (6+ members, 3+ Executives present)</i>                     | Chair     | 6:05 Motion Leslie W. Julie W.                           |
| 1.2 | <b>Land Acknowledgment</b><br><i>Acknowledge that we meet on the unceded territory of the Stó:lō peoples</i> | Chair     | Lisa Wallace Land Acknowledgement                        |
| 1.3 | <b>Attendance &amp; Introductions</b><br><i>Record attendees; welcome any new members or guests</i>          | Secretary | Ryan, Julie W, Steph M, Courtney Duncan, Leslie, Carly J |
| 1.4 | <b>Approval of Agenda</b><br><i>Motion to adopt tonight's agenda as circulated or as amended</i>             | Chair     | Steph M Leslie W                                         |

#### SECTION 2 — APPROVAL OF PREVIOUS MINUTES

| #   | Agenda Item                                                                                                              | Lead              | Notes / Action                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------|
| 2.1 | <b>Approval of May 5 Minutes</b><br><i>Motion to approve minutes of the May 5, 2026 meeting as circulated or amended</i> | Chair / Secretary | Carly J Courtney D                                                            |
| 2.2 | <b>Action Items Review</b><br><i>Quick status check on outstanding items from May 5</i>                                  | Chair             | Spring Fling and discussion about fundraisers and some planning for next year |

#### SECTION 3 — STANDING REPORTS

| #   | Agenda Item                                                                                                                | Lead      | Notes / Action |
|-----|----------------------------------------------------------------------------------------------------------------------------|-----------|----------------|
| 3.1 | <b>School Administration / Principal's Report</b><br><i>School updates, staffing, programs, or items for PAC awareness</i> | Principal | See Below      |
| 3.2 | <b>PAC Chair's Annual Report</b>                                                                                           | Chair     | See Below      |

| #          | Agenda Item                                                                                                                                              | Lead     | Notes / Action                       |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------|
|            | <i>Year in review: events, enhancements, governance work, challenges (Section 5.2)</i>                                                                   |          |                                      |
| <b>3.3</b> | <b>Treasurer's Year-End Financial Statement</b><br><i>Presentation of year-end financial statement; confirm \$6,000 carryover (Section 15.8 / 15.10)</i> | Courtney | See Below                            |
| <b>3.4</b> | <b>Soowahlie Community Representative Report</b><br><i>Updates from the Soowahlie community; items for discussion or feedback</i>                        | Kevin    | No Updates                           |
| <b>3.5</b> | <b>DPAC Representative Report</b><br><i>District-level updates; items of relevance to our school community</i>                                           | DPAC Rep | (Ryan) Read Dana's report, see Below |

#### SECTION 4 — 2026–27 BUDGET ★ KEY ITEMS

| #          | Agenda Item                                                                                                                                      | Lead             | Notes / Action |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| <b>4.1</b> | <b>Draft Budget Presentation</b><br><i>Draft budget for the coming fiscal year (July 1 – June 30) presented; member discussion and questions</i> | Chair / Courtney | See Below      |

#### SECTION 5 — ELECTION OF EXECUTIVE OFFICERS ★ KEY ITEMS

| #          | Agenda Item                                                                                                                                                                                                  | Lead               | Notes / Action                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------|
| <b>5.1</b> | <b>Confirmation of Nominations Process</b><br><i>Confirm nominations opened at the May 5 meeting (Section 8.2) and 14-day notice given to all members (Section 8.3)</i>                                      | Chair              | Ryan                                                        |
| <b>5.2</b> | <b>Appointment of Election Officials</b><br><i>Appoint a non-partisan member to conduct the election (Section 8.6); scrutineers as required (Section 8.7)</i>                                                | Chair              | All in favour                                               |
| <b>5.3</b> | <b>Elections — Executive Positions</b><br><i>Chair, Co-Chair, Treasurer, Secretary, DPAC Rep, CLCS Rep, Soowahlie Rep, up to 5 Members at Large. Floor nominations accepted; terms commence July 1, 2026</i> | Election Conductor | Carly J voted in as Primary DPAC and Ashley is back up DPAC |

#### SECTION 6 — TRANSITION & NEW BUSINESS

| #   | Agenda Item                                                                                                                                        | Lead            | Notes / Action                                                                                                                                                 |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 | <b>Outgoing Executive &amp; Transition</b><br><i>Acknowledge outgoing executive; hand-off and transition notes for the incoming team</i>           | Chair / All     | Tia is leaving our school and therefore our PAC, we will miss her!                                                                                             |
| 6.2 | <b>New Business</b><br><i>Items not on the agenda raised by members. Items requiring a vote must meet notice requirements (Section 5.4 / 15.5)</i> | Chair / Members | Discussed Future PAC meeting days<br>Welcome BBQ (Date of September 23rd Discussed)<br>Julie asked to map dates 2026/27 at Exec Meeting in August(August 19th) |

## SECTION 7 — CLOSE OF MEETING

| #   | Agenda Item                                                                                                                                                    | Lead  | Notes / Action                          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------|
| 7.1 | <b>Confirmation of Next Meeting</b><br><i>First general meeting of 2026–27 to be set by incoming executive; bylaws reviewed at first meeting (Section 5.6)</i> | Chair | EXEC MEETING AUG 19                     |
| 7.2 | <b>Adjournment</b><br><i>Motion to adjourn</i>                                                                                                                 | Chair | AGM ENDED 7:04 First Steph Second Julie |

Cultus-PAC@sd33.bc.ca | <https://cultuslake.sd33.bc.ca/> | [facebook.com/cultuslakePAC](https://www.facebook.com/cultuslakePAC)  
 Governed by Robert's Rules of Order (21st Century Edition) & CLCS PAC Constitution & Bylaws (Amended October 2025)

### DPAC AGM, May 28th

- Trustee report: Accessibility survey now done, Boundaries & Enrolment review done. Budget presentation at next meeting - not good. Middle and Senior years forecasted to be higher than Elementary.
- Trustee elections in October, Katie Bartel stepped down as Chair of DPAC to run, DPAC to host all candidates' meetings.
- Plant a Row for Community, in partnership with Bowls of Hope. BOH to receive a \$1M grant and cold storage to help nourish youth.
- Project Rose UBC through Chilliwack Social Research & Planning Counsel to help reduce chronic absenteeism in schools.
- Apply for gaming grants by the end of June - DO NOT BE LATE!
- Priorities for 2026/27: EA in every K-3 class, counsellor in every school.
- New Exec:

Chair: Deirdre O'Conner  
 Vice: Karine  
 Treasurer: Jessica  
 Secretary: Lindsay  
 Indigenous Liaison: Open  
 BCCPAC: Matt Brown  
 Member at Large: James  
 Member at Large: Kate

# Cultus Lake Community School PAC

## Treasurer's Report

2025-2026

Updated Jun 3, 2026

| REVENUE                         | Actual    | Budget    | Difference   | Notes                                             |
|---------------------------------|-----------|-----------|--------------|---------------------------------------------------|
| <b>Sales Revenue</b>            |           |           |              |                                                   |
| Christmas Concert               | 116.28    | 200.00    | \$83.72      | VIP Parking & Seating                             |
| Concession                      | 317.18    | 500.00    | \$182.82     | Cross Country                                     |
| Community Garage Sale           | 4.56      |           |              |                                                   |
| Coupon Book                     | 1,186.20  | 600.00    | -\$366.20    |                                                   |
| Donations                       | 660.00    | 600.00    | -\$60.00     | Triathlon Volunteer Honorarium, Kanu Bites & Bevy |
| Government Grants               | 3,660.00  | 3,600.00  | -\$60.00     | \$20 per student + \$100 from School District     |
| Halloween Event                 | 734.39    | 700.00    | -\$34.39     | Profit of \$359.86                                |
| Hot Lunch                       | 14,424.67 | 15,300.00 | \$875.13     | Includes treat day and popcorn day                |
| In Lieu of Fundraiser Donations | 1,183.01  | 2,500.00  | \$1,316.99   | Parent/Guardian Donations                         |
| Movie Night                     |           | 350.00    | \$350.00     | Movie Night Concession                            |
| Pancakes & Santa                | 470.00    |           |              |                                                   |
| Playground Updates              | 12,788.20 |           |              |                                                   |
| Popcorn Fundraiser              |           | 500.00    | \$500.00     |                                                   |
| Pub Night/Raffle Fundraiser     |           | 500.00    | \$500.00     |                                                   |
| Purdy's Fundraiser              | 474.86    | 700.00    | \$225.14     |                                                   |
| Santa Shop Donations            | 189.44    |           |              |                                                   |
| Spring Fling                    | 3,550.60  |           |              |                                                   |
| Yearbook                        | 90.00     | 2,000.00  | \$1,910.00   | Profit of \$2572.12                               |
| <b>Net Sales</b>                |           | 28,250.00 | \$28,250.00  | Additional sales from last year's Yearbook        |
| <b>Other Revenue</b>            |           |           |              |                                                   |
| Interest Revenue                | 0.71      |           |              |                                                   |
| <b>Total Other Revenue</b>      |           |           |              |                                                   |
| <b>TOTAL REVENUE</b>            | 39,870.30 | 28,250.00 | -\$11,620.30 |                                                   |
| <b>EXPENSE</b>                  |           |           |              |                                                   |
| <b>Cost of Goods Sold</b>       |           |           |              |                                                   |
| Beach Day                       |           | 900.00    | 900.00       | Lifeguards and Pizza Inclusion                    |
| Classroom Fund                  | 529.38    | 2,400.00  | 1,870.62     | \$200/division (10); gym & resource room          |
| Coupon Book                     | 676.00    |           |              |                                                   |

**CLCS PAC — Chair's Annual Report 2025–26**  
**Cultus Lake Swilthcha Community School**  
**Parent Advisory Council**  
**Chair's Annual Report — 2025–26**  
**Submitted by Ryan Lees, PAC Chair**  
**Presented at the Annual General Meeting — June 3, 2026**

This report is submitted in accordance with Section 11.1(j) of the PAC Constitution & Bylaws, which requires the Chair to submit an annual report, and Section 5.2, which requires the Annual General Meeting to include presentation of that report.

## **OVERVIEW**

2025–26 was a year focused on building durable structure underneath a PAC that has always run on volunteer energy and goodwill. Alongside our usual calendar of events and fundraising, the Executive invested significant time in governance: clarifying roles, formalizing financial controls, and documenting how PAC operates so that continuity doesn't depend on any one person's memory.

Below is a summary of the year's work across governance, finances, events, and fundraising, along with the challenges we ran into and where we're headed in 2026–27.

## **GOVERNANCE & EXECUTIVE**

- Confirmed a full Executive slate for 2026–27 at the June 3 AGM, and set the 2026–27 meeting schedule: eight meetings running September through June.
- Built out a full governance document set to support the team and protect our relationship with the school: a Code of Conduct with Executive sign-on, PAC Executive Roles & Standards (defining time commitments and deliverables for every position), a PAC Handbook draft, and a PAC Governance & Operations package covering visitor access, PAC's role within the school, and a communication/escalation strategy.
- Completed a full review of the Constitution & Bylaws and identified a set of amendments — covering quorum and abstention rules, the unbudgeted spend threshold, budget approval timing, and vacancy provisions for the Soowahlie Community Representative role. These were presented for member awareness and intentionally deferred to the incoming Executive for a formal vote at the start of the new term.
- Identified a vacancy in the DPAC Representative position, which requires a formal election per the School Act and remains an open item for the incoming Executive.

## **FINANCIAL STEWARDSHIP**

- Began transitioning PAC's budgeting approach from a "spend first" model to a "fund first" skeleton budget — committing funds to priorities as revenue is confirmed, rather than planning against projected totals.
- Maintained the required \$6,000 carryover buffer per Section 15.10, and kept Gaming Grant revenue cleanly separated from general PAC funds throughout the year.
- Held to the two-signature requirement on all banking and financial transactions. Page 1 of 3 CLCS PAC — Chair's Annual Report 2025–26
- Reviewed the unbudgeted spend threshold and proposed raising it from \$100 to \$200, with a joint-Executive pre-approval exception, as part of the bylaw amendments deferred to the incoming Executive.

### **EVENTS & COMMUNITY PROGRAMS**

- Reworked the Welcome Back event into a lower-effort, lower-cost 4:30–6:00 PM format, moving away from the traditional hot dog setup.
- Closed out the yearbook cycle on the Treering platform; a binding-change overage was earmarked for next year's yearbook committee rather than absorbed into general funds.
- Began drafting the 2026–27 events calendar — Welcome BBQ, Halloween, Pancake Breakfast, Santa Shop, Christmas Event, and Spring Fling — with confirmation of dates with school administration still outstanding heading into the fall.

### **FUNDRAISING INITIATIVES**

- Continued the Hot Lunch program through the Munch platform as a steady revenue source and community touchpoint.
- Set up a spirit wear store (Shopify + Printful) as a beta fundraising initiative. This remains pending formal PAC approval at a general meeting and principal endorsement before proceeding, consistent with the requirement that new revenue-generating programs be voted on by the membership.

### **CHALLENGES & LESSONS LEARNED**

- Volunteer capacity remained the PAC's biggest constraint — a small Executive carrying both event delivery and a heavier-than-usual governance workload this year.
- The current yearbook team is departing, leaving a gap that needs to be filled early in the new year to keep the program running smoothly.
- Balancing thorough governance work with the day-to-day realities of running events and fundraising on a volunteer timeline required real trade-offs; several event dates and the spirit wear vote carry over into 2026–27 as a result.

### **LOOKING AHEAD — 2026–27**

- Approve the 2026–27 budget at the second general meeting of the year (September 10) — no spending is permitted until this vote passes.
- Bring the deferred bylaw amendments to the incoming Executive for a formal vote.
- Confirm the full events calendar with school administration.
- Bring the spirit wear store to a formal PAC vote and secure principal sign-off before scaling it.
- Recruit a new yearbook volunteer team for the 2026–27 cycle, and confirm the earmarked binding-overage funds with the Treasurer.
- Fill the vacant DPAC Representative position by election, per the School Act.

### **CLCS PAC — Chair's Annual Report 2025–26**

#### **THANK YOU**

None of this happens without the volunteers who show up — at meetings, at events, behind the scenes on committees, and in the countless small ways that make Cultus Lake Swilhcha feel like a community rather than just a school. Thank you to the outgoing Executive for a year of steady, thoughtful work, and to the incoming team for picking up where we left off.

Respectfully submitted,

Ryan Lees

PAC Chair, 2025–26 Page 3 of 3

## CULTUS LAKE SWILHCHA COMMUNITY SCHOOL PAC

Proposed Budget 2026–2027 | For Member Review & Vote

### WHAT ARE WE VOTING ON?

- This is our PAC's plan for raising and spending money in the 2026–27 school year.
- Once approved, expenses within this budget can proceed without a separate member vote.
- Budget must be approved before end of October 2026 (Bylaw §15.2).

### COLOUR GUIDE

- GREEN — Guaranteed Revenue (BC Gaming Grant — comes in automatically every year)
- BLUE — Fundraising & Events (money we actively earn or spend on community events)
- RED — Core Required Expenses (protected — must happen every year for students)
- PURPLE — General & Admin (operational costs to run PAC)
- GRAY — Not Funded This Year (at \$0 — can be reinstated by member vote)

| LINE ITEM                                                      | EXPENSE | REVENUE | PROFIT / (LOSS) |
|----------------------------------------------------------------|---------|---------|-----------------|
| EXPECTED RECURRING REVENUE — comes in every year automatically |         |         |                 |
| • BC Gaming Grant + \$20/student + \$100 from school district  |         | \$3,660 | \$3,660         |
| Subtotal — Expected Recurring Revenue                          |         | \$3,660 | \$3,660         |

|                                                                  |          |          |         |
|------------------------------------------------------------------|----------|----------|---------|
| FUNDRAISING & EVENTS — profit = revenue earned minus cost to run |          |          |         |
| • Hot Lunch Program                                              | \$8,500  | \$11,500 | \$3,000 |
| • Treat Days                                                     | \$250    | \$750    | \$500   |
| • Parent / Guardian Donations (In-Lieu)                          |          | \$1,000  | \$1,000 |
| • Halloween Event                                                | \$400    | \$700    | \$300   |
| • Movie Night                                                    | \$125    | \$350    | \$225   |
| • Purdy's Chocolate Fundraiser                                   |          | \$500    | \$500   |
| • Pub Night / Raffle Fundraiser                                  |          | \$500    | \$500   |
| • Cross Country Concession                                       | \$200    | \$400    | \$200   |
| • Christmas Concert (VIP seating/parking)                        |          | \$200    | \$200   |
| • Coupon Book Fundraiser + Made \$500 profit this year           | \$300    | \$800    | \$500   |
| • Welcome Back BBQ + Community event — cost only                 | \$500    |          | (\$500) |
| • Santa Pancake Breakfast + Community event — cost only          | \$150    |          | (\$150) |
| • Teacher Appreciation + Cost only                               | \$300    |          | (\$300) |
| • Beach Day (Meguards + inclusion pizza) (PAC to cover 50%)      | \$450    |          | (\$450) |
| Subtotal — Fundraising & Events                                  | \$11,175 | \$16,700 | \$6,925 |

|                                   |         |   |           |
|-----------------------------------|---------|---|-----------|
| GENERAL EXPENSES                  |         |   |           |
| • Field Trip Bussing & Attendance | \$3,350 |   | (\$3,350) |
| Subtotal — Core Required Expenses | \$3,350 | - | (\$3,350) |

|                                                                           |  |  |   |
|---------------------------------------------------------------------------|--|--|---|
| NOT FUNDED THIS YEAR (budgeted at \$0) — can be reinstated by member vote |  |  |   |
| • Sports Day Supplies + Save On Foods has donated fruit — pursuing again  |  |  | - |
| • Classroom Fund (\$200/division) + Cut to maintain fiscal sustainability |  |  | - |
| • One School One Book + Cut to maintain fiscal sustainability             |  |  | - |

|                               |       |   |         |
|-------------------------------|-------|---|---------|
| GENERAL & ADMINISTRATIVE      |       |   |         |
| • Bank Charges                | \$120 |   | (\$120) |
| • PAC Kitchen Supplies        | \$100 |   | (\$100) |
| • Office / Cheques / Admin    | \$50  |   | (\$50)  |
| • Software Fees (MunchALunch) | \$370 |   | (\$370) |
| Subtotal — Admin              | \$640 | - | (\$640) |

|                                          |          |          |           |
|------------------------------------------|----------|----------|-----------|
| BUDGET SUMMARY                           |          |          |           |
| GUARANTEED REVENUE                       |          | \$3,660  | \$3,660   |
| FUNDRAISING & EVENTS                     | \$11,175 | \$16,700 | \$6,925   |
| CORE REQUIRED EXPENSES                   | \$3,350  | -        | (\$3,350) |
| GENERAL & ADMIN                          | \$640    | -        | (\$640)   |
| ★ TOTAL BUDGET                           | \$15,165 | \$20,300 | \$6,595   |
| Required Carryover Buffer (Bylaw §15.10) |          |          | (\$6,000) |
| • AVAILABLE AFTER ALL CAPITAL COSTS      |          |          | \$595     |

Questions? Email: Cultus-PAC@ed33.bc.ca | Full detail in "Budget Detail" tab | Unbudgeted items over \$100 require member vote with 7 days notice (Bylaw §15.2)

## **PAC Principal's Report**

### **June 2026**

#### **Literacy**

*All students will be given a book as a year-end gift*

#### **Well-Being**

##### **Indigenous Education**

*June 12 – Indigenous Peoples Celebrations*

**School and Family Circle of Support Meetings** – feedback from the PAC?

#### **Transitions**

**June 10** – Kinderfair (CLCSA joining or sharing info?)

**June 22** - Grade 5 Tour of MSMS

*Tour for daycare kiddos coming to kindergarten next year*

#### **Grants**

**Inclusive Swing** – Variety has approved our change of item. We have met with our District Facilities department and Habitat Play Structures to plan the next steps of this project

**Climbing Wall for gym** – the old gymnastics structure has been removed from the wall and we are awaiting approval of the grant from the Chilliwack Foundation

#### **CLCSA Updates**

*Summer Registration is going strong*

*Preschool potentially starting in September – Lili Ma will be the teacher*

#### **June Events**

1. June 4 – Entrepreneur Fair
2. June 5 – Waterslides and 'Tattoo the Crew'
3. June 10 – Kinderfair
4. June 12 – Indigenous Peoples Celebration
5. June 17 – Kindergarten Celebration
6. June 18 – District Track and Field meet
7. June 19 – Sports Day
8. June 22 – Year End Gathering
9. June 22 – Grade 5s tour at MSMS
10. June 23 – Grade 5 Gathering and Celebration
11. June 24 – Beach Day
12. June 25 – Last Day (Early Dismissal at 10:59)