

**Nootka PAC - Exec Meeting
Sept 16, 2026 at 6PM
(Zoom)**

Present- Jasmine, Angela, Erin, Kari, Doug, Andrea and Nori

1. Welcome - Jasmine chair

2. Exec Team

- Exec roles & responsibilities
 - Jasmine, Chair
 - Angela, Co-Treasurer
 - Kari, Co-Treasurer
 - Nori, Secretary
 - Erin, Fundraising Coordinator
 - Phyllis, Hot Lunch Coordinator
 - Andrea, Social Media Coordinator
 - Doug, DPAC Rep

A) Looking to fill: Vice Chair, communications, grade 7 rep (Sonya??)

3. Committees

- Any ongoing committees? Phyllis for Hotlunch
- Fair committee?? Looking for someone to run the fair. Including a silent auction.

4. Treasurer's Report

- Budget 2026/2027
 - projected income - 18900.00 + 7560 gaming
 - expenses 14150.00 + 3780.00 (field trip from gaming)
 - Classroom expenses - Exec would like clarity on what happens to the classroom

funds. Angela will speak to new OAA to have them keep track of this information

- field trip account is \$10 per student, ½ of gaming funds- last year we paid for sexual health workshops, \$5700 and the shortfall was not enough for \$10 a student field trip fund.
- leave a minimum amount for 2027-2028 sexual health education, \$2000-3000. (can be decided at a later date)
- grade 7 \$2928 raised last year, legacy fund is \$149.00 (from 5% fee that was incurred from using PAC accounts)
- childminding is a shared expense with school. Check with Scott to see if this arrangement will continue. (Angela)
- Fixed expenses- \$2250, including awards/donations, grade 7 leaving fund, staff appreciation admin costs.
- Jumpstart Savings balance- 15,924.09 looking to spend for upgrades in the playground for accessibility. Jasmine will discuss it with Scott. - also look into community grants (Variety?)
- Van city - switching etransfer to a business account to keep fees down, will keep \$1500

5. Fundraising

- Apples - Erin Sept/ October 6th sale cut off delivery October 26th.
- Purdys - Erin December
- Holiday mini photoshoot or a mini market (Phyllis and Roberta)
- Growing smiles? If someone wants to run??
- Hot Lunch - Phyllis
- Return It
- Mabels labels
- Fair - possibility of a Fair, not confirmed.
- Direct Drive on Giving Tuesday (Dec 1st) cash drive
- Dances - by donation yields the most, plan to do more dances - Erin?
- T-shirts (Andrera and Steve)

6. Communication

- Streamline communication with Scott - Jasmine PAC spokesperson - will set up regular meetings with Scott
- PAC items for Friday's email from school
- Welcome Letter, Hot Lunch dates, PAC Meeting - Sept 28th, - will hopefully be printed at the school, and go out in the package of forms going home with students.
- Update website- link updates for hot lunch, active fundraisers.
- Direct more traffic to our website
- Volunteer Expression of Interest Survey - will go out with pac welcome flyer to each student (Scott)
- items for first email to go out to mailing list - Andrea
- Meet the teacher night Tuesday 22- Is anyone available to be at the school.

- Welcome, Unsubscribe, Hot Lunch, Exec vacancies, Lights Up, PAC meeting

7. Other Business

- Events Calendar - Erin will add- fundraisers, events meet the teacher events, etc
- MailerLite - most cost effective way to send emails
- Use PAC Google Drive for meeting minutes & agendas, and other important docs/info-
- Clean out & organize PAC room
- Extracurricular programs- investigate equitable extracurricular activities through school admin.

Meeting adjourned 725