



## Minutes of the Walton Elementary Parent Advisory Council Annual General Meeting For June 19, 2023

Date: **June 19, 2023**

Time: **7:00 pm – 8:52 pm**

Venue: **Walton Elementary School – Library**

Chair of Meeting: **Tiffany Duff & Crystal Hoi**

### PAC Executive for 2022-2023

**A=Attended**

**R=Regrets**

**Z=Zoom**

<b>A</b>	Tiffany Duff	Co-President & Chair	<b>A</b>	Lisa Moody	Fundraising Co-Coordinator
<b>A</b>	Crystal Hoi	Co-President & Chair	<b>R</b>	Carrie Tang	Fundraising Co-Coordinator
<b>A</b>	Firmin Hung	Secretary	<b>A</b>	Itzel Benitez	DPAC Co-Representative
<b>A</b>	Linus Luo	Co-Treasurer	<b>A</b>	Kiran Tiwana	DPAC Co-Representative
<b>R</b>	Janet Mou Pataky	Co-Treasurer			

### PAC Officers for 2022-2023

**A=Attended**

**R=Regrets**

**Z=Zoom**

<b>A</b>	Christina Fasciglione	After School Program Co-Coordinator
	<b>TBD</b>	After School Program Co-Coordinator
<b>Z</b>	Vincci Mytkowicz	Classroom Liaison Coordinator
	<b>TBD</b>	Communications Coordinator
<b>R</b>	Alexis Cherepinskiy	Garden Program Coordinator
<b>R</b>	Elena Lvovsky	Health & Safety Co-Coordinator
<b>Z</b>	Irena Nikonov	Health & Safety Co-Coordinator
<b>R</b>	Michelle Tay	Social Coordinator
<b>A</b>	Xin Liu	Hot Lunch Coordinator (co-chair)
<b>R</b>	Yao Zhang	Hot Lunch Coordinator (co-chair) / Parent Education Coordinator
<b>A</b>	Annie Lam	Large Event Coordinator / Sunshine Coordinator
<b>A</b>	Charlene Chan	Large Event Coordinator
<b>R</b>	Winnie Ying Deng	Multicultural Liaison
<b>R</b>	Aviad Itckovitch	Movie Night Coordinator
	<b>TBD</b>	Newsletter Editor
	<b>TBD</b>	Traffic Coordinator – General
	<b>TBD</b>	Traffic Coordinator – Grade 5 Program
<b>R</b>	Bess Wang	Translator
<b>R</b>	Steven Dare	Website Manager
<b>R</b>	Sabbir (John) Alam	Social Media Manager

**PAC Members in Attendance**

Jason Baia (Zoom)	Maria Santoso (Zoom)	Lucinia Zuniga
Jane Baia (Zoom)	Maria Colasurdo	Irene Dong
Maria Enriquez	Lori Pare	

**Walton Staff and Guests**

Marco Jankowiak	(Principal)	Deana McLean	(Vice-Principal)
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**Agenda Item Discussion & Action Taken**

- 1. Welcome & Introductions  
Meeting called to order at 7:00 p.m. by Co-Presidents & Co-Chairs Tiffany Duff and Crystal Hoi.  
Tiffany welcomed those in attendance. Brief introductions were made around the room. It was further confirmed that there was quorum.
- 2. Acceptance of the Agenda  
The Agenda and meeting materials for the June 19, 2023 PAC meeting were distributed via email from Mr. Jankowiak prior to the meeting.  
**A motion was made to accept the Agenda as presented. Seconded. Unanimously carried.**
- 3. Acceptance of minutes from the previous meeting and AGM  
Minutes from the previous PAC meetings held on [May 16, 2023](#) was distributed via email from Mr. Jankowiak prior to the meeting.  
**A motion was made to accept the minutes of the previous as presented. Seconded. Unanimously carried.**
- 4. Election of 2023-2024 executive and office holders  
Tiffany Duff was nominated as the Election Chairperson. Tiffany accepted the nomination.  
**Motion to elect Tiffany Duff as Election Chairperson for the 2023 Annual General Meeting. Seconded. Carried.**

Executive Positions	Nominees ( <i>incumbent in italics</i> )	Nominees (co-chair)	Nomination(s) Accepted	Elected
President	<i>Crystal Hoi</i>	Annie Lam	Yes	<b>Yes</b>
Secretary	<i>Firmin Hung</i>		Yes	<b>Yes</b>
Treasurer	Licina Zuniga		Yes	<b>Yes</b>
DPAC Representative	<i>Itzel Benitez</i>	Jane Baia	Yes	<b>Yes (by paper ballots)</b>
Fundraising Coordinator	<i>Lisa Moody</i>	Charlene Chan	Yes	<b>Yes</b>

**Agenda Item Discussion & Action Taken**

Coordinator Positions	Nominees <i>(incumbent in italics)</i>	Nominees (co-chair)	Nomination(s) Accepted	Elected
Health & Safety Coordinator	<i>Irena Nikonov</i>	<i>Elena Lvovsky</i>	Yes	<b>Yes</b>
Hot Lunch Coordinator	<i>Xin Liu</i>	<i>Yao Zhang</i>	Yes	<b>Yes</b>
Classroom Liaison Coordinator	<i>Vincci Wong</i>		Yes	<b>Yes</b>
Social Coordinator				
Communication Coordinator				
Website Manager	<i>Steven Dare</i>		Yes	<b>Yes</b>
General Traffic Coordinator				
Grade 5 Program Traffic Coordinator				
After School Programs Coordinators	<i>Christina Fasciglione</i>	<i>Maria Santoso</i> <i>Victoria Velez</i> <i>Linus Luo</i>	Yes	<b>Yes</b>
Sunshine Committee	<i>Annie Lam</i>		Yes	<b>Yes</b>
Parent Education				
Multicultural Liaison				
<b><i>The following coordinators are appointments and report to the Fundraising Coordinator:</i></b>				
Large Event Coordinator	<i>Carrie Tang</i>	<i>Irene Dong</i>	Yes	<b>Yes</b>
Movie Night Coordinator	<i>Aviad Itckovitch</i>		Yes	<b>Yes</b>
<b><i>The following coordinators are appointments and report to the Communication Coordinator:</i></b>				
Newsletter Coordinator				
Monday Mouthful Coordinator	<i>Anny Lau Wong</i>		Yes	<b>Yes</b>
Social Media Coordinator				
Translator	<i>Maria Colasurdo</i> <i>(Spanish)</i>	<i>Anny Lau Wong</i> <i>(Chinese)</i>	Yes	<b>Yes</b>
<b><i>The following coordinators are appointments and report to the After School Programs Coordinator:</i></b>				
Garden Program Coordinator				

5. Health Break

Agenda Item	Discussion & Action Taken
6. Chairperson's Report	<p><i>Crystal addressed the PAC:</i></p> <p>This is the last meeting of the year and Crystal wanted to thank everyone who has come out to help out with all the events this year. It's been a great first year of restarting everything that had been placed on hold due to the pandemic.</p> <p>The costs of the staff appreciation has increased to be more than what was originally budgeted, so we need to make a motion to increase the budget to cover the difference.</p> <p><b>Motion to increase the staff appreciation budget by \$300. Seconded. Carried.</b></p> <p>As we are selling food items during fundraising, we need someone with Food Safe certification for all PAC events with food. Want to thank Maria Enriquez to showing up to most events. What we need is to have more volunteers with certification. The PAC will be paying for the training of a few volunteers to get Food Safe certification.</p> <p><b>Motion to spend up to \$200 for Food Safe certification. Seconded. Carried.</b></p>
7. Principal's Report	<p><i>Principal Jankowiak addressed the PAC:</i></p> <p>The teachers and staff want to give thanks for staff appreciation for lunch and Starbucks gift card.</p> <p>June is the busiest time of year because they are planning for next year. There are teachers leaving Walton because temporary contracts are ending, but Walton will be welcoming a few new faces. Want to welcome Ms Hu as she will be taking over from Ms Shum (who is moving to Calgary). Ms Peragine has increased her teaching load to full time.</p> <p>The Grade 5 camp is coming up. The weather looks cloudy and it will be long day, Start at 8, come back at 4:30 to 5.</p> <p>Want to thank Vincci for all her fundraising efforts to reduce cost per family. She raised so much that there might enough to issue refunds to parents. Will have to wait for the final tally of money raised.</p> <p>Sports day weather forecast is looking good. This year's theme is a circus theme (last year was under the sea). The day will mapped out and be placed on the newsletter. Students will be separated into colour groups. Also, if there no emergency going on, a firetruck will be "making it rain", so parents are encouraged to pack an extra change of clothes</p> <p>Hopefully during this summer, they will have finished the roof repairs. Summer activities at the school can't be done until the roof is done</p> <p>PAC wishlist will be sent out to PAC soon. Some items we are looking for are music equipment, indoor gym equipment, and board games for counsellor (for vulnerable kids)</p>

Agenda Item	Discussion & Action Taken
8. Treasurer's Report and Financials	<p><i>Linus addressed the PAC:</i></p> <p>The Treasurer's Report for the period ending May 31, 2023 was briefly reviewed.</p> <p><b>Motion to accept the Treasurer's Report for the period ended May 31, 2023. Seconded. Carried.</b></p>
9. Committee Reports	<p><u>Fundraising</u></p> <p>The Fundraising Report was briefly reviewed. See attachments.</p> <p><u>Large Event Committee</u></p> <p>The Large Event Committee Report was briefly reviewed. See attachments.</p> <p><u>Hot Lunch Committee</u></p> <p>The Hot Lunch Committee Report was briefly reviewed. See attachments.</p> <p><u>After School</u></p> <p>They did a survey with parents and found that art programs were most popular (art, drama, pottery, etc.).</p> <p>The plan will be to continue with the art program, but will also look to partner with a sports company. Hopefully be able to offer tennis, pickleball, tennis, basketball, etc...</p> <p>Also looking to run Mandarin choir and robotics in the future.</p> <p>Sign up for programs will start September 18. Will do a staggered registration, to reduce strain on the registration server. Keep a lookout on the Monday Mouthful for more details.</p>
10. New Business	<p><u>Volunteer Appreciation Event</u></p> <p>Be on the lookout for an event to celebrate all the good work that everyone has done over the year.</p> <p><u>2023-2024 PAC Meeting Dates</u></p> <p>For the next school year, the first PAC meeting day will be Monday, September 18, 2023. Meetings will be held on the third week of every month (except December and march) and will alternate between Monday and Tuesdays. The exact dates will be finalized during September meeting.</p> <p><u>Summer Executive Meeting</u></p> <p>The executive will be meeting on the first week of September to plan the PAC budget for next year.</p>

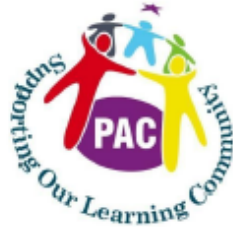
Agenda Item	Discussion & Action Taken
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11. Adjournment	<b>There being no further business a motion was made to conclude the meeting at 8:52 pm. Motion passed.</b>
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Minutes submitted by Firmin Hung, Walton PAC Secretary (waltonpac@gmail.com) on June 19, 2023.

<b>Next Walton PAC Meeting to be held on: Monday, September 18, 2023 at 7:00pm</b>
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**Attachments to the Minutes of June 19 2023**



**WALTON ELEMENTARY PARENT ADVISORY COUNCIL  
 ANNUAL GENERAL MEETING AGENDA**

EXECUTIVE : COMMITTEE :	<b>TREASURER</b>	SUBMITTED BY:	<b>Linus LUO</b> <b>Janet MOU PATAKY</b>
MEETING DATE:	Monday, June 19 2023, 7:00pm - in-person at the school library and by zoom		
REPORT DETAILS:	<p>The last report was presented for the period ending April 30, 2023. A summary of the major activities for the period May 1 to May 31, 2023 is presented below.</p> <p><b>SUMMARY OF GENERAL AND GAMING ACCOUNTS:</b></p> <p>Major activities are summarized below.</p> <p>GENERAL ACCOUNT:</p> <p>Opening balance as of May 1, 2023: \$66,934.42</p> <p>Revenue:</p> <ul style="list-style-type: none"> <li>● Sports Day: \$710</li> <li>● Others (Cloth Drive): \$196.44</li> <li>● Interest: \$77.88</li> </ul> <p>Expense and Cost:</p> <ul style="list-style-type: none"> <li>● After school program: \$13,658.30</li> <li>● Large Event: 2,374.30</li> <li>● Hot Lunch: 1,604.23</li> <li>● Movie night: 339.58</li> <li>● Spirit wear: 694.70</li> <li>● Garden Project: 3,212.44</li> <li>● PAC expense: \$78.04</li> <li>● Website: 248.35</li> </ul> <p>Combined closing balance as of May 31, 2023: \$45,709.1</p> <p>GAMING ACCOUNT:</p> <p>Opening balance as of May 1, 2023: \$23,245</p> <p>Closing balance as of May 31, 2023: \$23,245</p> <p><b>COMBINED AVAILABLE BALANCE as of May 31, 2023: \$68,954.37</b></p>		
MOTIONS REQUIRED:	<b>MOTION #1: To accept the May 2023 report.</b>		



**WALTON ELEMENTARY PARENT ADVISORY COUNCIL  
 ANNUAL GENERAL MEETING AGENDA**

EXECUTIVE <input type="checkbox"/> COMMITTEE <input type="checkbox"/>	SUBMITTED BY: <b>LISA &amp; CARRIE</b>
<b>FUNDRAISING</b>	
MEETING DATE: <b>JUNE 19, 2023</b>	
REPORT DETAILS: <u>2023- 2024 Fundraising Outline</u> September <ul style="list-style-type: none"> <li>• Community Coupon Book</li> </ul> October <ul style="list-style-type: none"> <li>• Art Cards (teacher participation needed)</li> <li>• Movie Night (confirm with Aviad)</li> </ul> November <ul style="list-style-type: none"> <li>• FunScript Gift Cards (early in the month to be delivered by December)</li> </ul> December <ul style="list-style-type: none"> <li>• Purdy’s Christmas chocolates</li> <li>• Global coffee</li> <li>• Bake sale at holiday concert</li> <li>• Front row raffle at holiday concert</li> </ul> January <ul style="list-style-type: none"> <li>• Collect donations per class for baskets to be raffled off at school dance or paint night</li> <li>• Paint Night?</li> </ul> February <ul style="list-style-type: none"> <li>• School dance (January or February – need availability from the school and DJ)</li> </ul> March <ul style="list-style-type: none"> <li>• Movie Night (confirm with Aviad)</li> </ul> April <ul style="list-style-type: none"> <li>• Clothing drive – planning for first Saturday after spring break</li> </ul> May <ul style="list-style-type: none"> <li>• Family photos (Mother’s Day?)</li> </ul> June <ul style="list-style-type: none"> <li>• Carnival</li> </ul> <p><u>Ongoing fundraising – promoted through Monday Mouthful</u>                  Domino’s Delivering the Dough; Cobbs; Mabel’s Labels; Nellies/Tru Earth</p>	
MOTIONS REQUIRED:	





**WALTON ELEMENTARY PARENT ADVISORY COUNCIL  
 ANNUAL GENERAL MEETING AGENDA**

EXECUTIVE COMMITTEE <input type="checkbox"/> : COMMITTEE <input checked="" type="checkbox"/> X:	SUBMITTED BY: <b>ANNIE LAM</b> <b>CHARLENE CHAN</b> <b>LARGE EVENTS CO-COORDINATORS</b>
MEETING DATE: <b>JUNE 19TH, 2023</b>	
REPORT DETAILS: <ul style="list-style-type: none"> <li>→ <b>Teacher &amp; Staff Appreciation Event</b> <ul style="list-style-type: none"> <li>- Worked with other PAC committee members (Crystal, Annie, Lisa, Charlene, Cindy) to plan and host the Teacher &amp; Staff Appreciation Event in the school gym</li> <li>- Donated Tim Hortons Donuts and Starbucks Coffee for a morning snack</li> <li>- Assorted buffet style luncheon for all teachers and staff</li> <li>- Thank You Poster Board, Starbucks gift card for each teacher/staff</li> <li>- Thank you teachers, admin &amp; staff for all you do for the students at Walton!</li> </ul> </li> <li><b>**Thanks to Tim Hortons (Coquitlam Centre location) for donating 60 donuts!</b></li> <li><b>**Thanks to Starbucks (Broadway St, PoCo location) for donating coffee!</b></li> <li>→ <b>Recent Freezies Sale</b> - Thank you!                             <ul style="list-style-type: none"> <li>- Organized Freezies Sale after school on June 2nd - it was a great success!</li> <li>- Sold over 400 Freezies</li> <li>- Total funds raised \$853; Thanks to all volunteers!</li> </ul> </li> <li>→ <b>Recent Cotton Candy Sale</b> - Thank you!                             <ul style="list-style-type: none"> <li>- Organized Cotton Candy Sale after school on June 9nd was very successful!</li> <li>- Running 2 machines to make and sell around 340 bags of Cotton Candy!</li> <li>- Total funds raised \$1016.25; Thanks to all volunteers for making, selling &amp; cleaning!</li> </ul> </li> <li>→ <b>Sports Day/Activity Day - Friday June 23</b> <ul style="list-style-type: none"> <li>- <b>Hot Lunch</b> - pre-ordered lunches (for students and parents) will be delivered to the students during lunch time; ordering has closed June 13th.</li> <li>- Fuel Catering - Hot Dogs, Burgers and Chicken Wrap Combos; Fruit &amp; Veggie Sides</li> <li>- Parents/Guardians welcome to join for lunch on Sports Day; enjoy the pre-ordered hot lunch or bring your own lunch.</li> </ul> </li> <li><b>** SNACKS for EVERY STUDENT on Sports Day!!</b></li> <li><b>** Thanks to a very generous donation from the IGA at Heritage Plaza Port Moody, every student at Walton will receive a complimentary snack to enjoy: Freezie, Juice, Chips</b></li> <li><b>** On behalf of the PAC and entire Walton Community: a huge THANKS to Lynda Wong, Store Manager at this IGA location for supporting our school event!</b></li> <li><a href="https://www.igastoresbc.com/find-a-store/port-moody-iga">https://www.igastoresbc.com/find-a-store/port-moody-iga</a></li> </ul>	
MOTIONS REQUIRED:	



**WALTON ELEMENTARY PARENT ADVISORY COUNCIL  
 ANNUAL GENERAL MEETING AGENDA**

EXECUTIVE COMMITTEE	<input type="checkbox"/>	<b>HOT LUNCH PROGRAM</b>	SUBMITTED BY:	<b>XIN LIU, YAO ZHANG</b>
MEETING DATE: <b>2023.06.18</b>				
REPORT DETAILS: 2023-04-27 Subway Order:200 Gross profit (not yet including transaction costs): \$411.34  2023-05-11 Domino’s Pizza Order:300 Gross profit (not yet including transaction costs): \$991.50  2023-05-18 TCBY frozen yogurt Order:237 Gross profit (not yet including transaction costs): \$264.70  2023-06-01 Sushi Koo Order:252 Gross profit (not yet including transaction costs): \$585.95  For the year 2022-2023, we had held the following number of hot lunch events, and the gross profit for hot lunch is \$6150 <ul style="list-style-type: none"> <li>● 3 times in fall semester</li> <li>● 4 times in winter semester</li> <li>● 4 times in spring semester</li> </ul> Plans for next year (2023-2024) hot lunch: Dates: 2023.10.05; 2023.10.19; 2023.11.02; 2023.11.16; 2023.12.07 Vendors Options: Fresh Slices, Domino’s, Sushi Koo, Red Robin’s, Popeyes, Fuel Catering, A &W, TCBY Frozen Yogurt				
MOTIONS REQUIRED:				