



## **Parent Advisory Council (PAC) Meeting Minutes**

### **Mountain Elementary School**

**Date:** November 19, 2025

**Time:** Called to order at: 6:39pm

**Location:** Learning Commons (Rm. 163)

---

#### **1. Attendance**

- President: Danielle Main
  - Vice-President: Felicia Fournier
  - Treasurer: Camilla Burchmore
  - Secretary: Marissa Tibbets
  - Hot Lunch Coordinator: Kristie Smith
  - Principal: Mrs. Anita Heitz
  - School Staff: Mrs. Heather Gray
  - PAC Members: Jen Tyrrell, Sharon Tainsh, Dayton Jackson
- 

#### **Land Acknowledgement – presented by Marissa Tibbets & Danielle Main**

#### **2. Approval of Agenda**

- Motion to approve agenda for November PAC meeting.
- Add to agenda: tentative Christmas Concert & potluck lunch/ dinner for the teachers (Chilli, Salad, Cornbread)
- Moved by: Jenn Tyrrell
- Seconded by: Marissa Tibbets
- Carried: Yes / No

#### **3. Approval of Previous Minutes**

- Motion to approve minutes from October PAC meeting.
  - Moved by: Camilla Burchmore
  - Seconded by: Felicia Fournier
  - Carried: Yes / No
-

### 3. Executive Reports:

President's Report: Presented by Danielle Main and Felicia Fournier

Treasurer's Report Presented by Camilla Burchmore

- General Account balance: \$8428.80
  - Gaming Account balance: \$0 – Still waiting for it to show up in our account – we are expecting \$4800.
  - Total Income since October PAC Meeting: \$4 391.77 (minus expenses below)
  - Recent Expenses: Concession expenses for Movie Night; Concession expenses and Gaming Grant for the Holiday Market, Snack Day – Popcorn, Delivery fee for Scholastic Book Fair,
  - Notes on Budget: School has the following booked that they were hoping to have PAC vote on paying for: Jan 22 – Dufflebag Theatre; First week of Feb – Art Start; April – LED Dancing. See note in Misc. regarding Dufflebag Theatre motion.
- 

### 4. Open Business

i) Hot Lunch/ Snack Days: Presented by Kristie Smith

a) Ocean Pizza Planet (Nov 14)

Feedback: Good feedback – successful; lots of options and all delicious.

Profit of \$200; there was an increase of orders compared to last hot lunch.  
Munch-a-lunch fee is paid for after 2 hot lunches!

Popcorn day - \$250 profit and sold leftovers during movie night and holiday market.

b) Upcoming Hot Lunch/ Snack Days: Hot Dog Day (Nov 25) & Wok Box (Dec 12)

Next term hot lunches booked: Boston Pizza, Red Robin and Subway

**TERM 2 Hot Lunch/ Snack Day goes live second 2<sup>nd</sup> week of December.**

ii) Events and Fundraisers: Presented by Danielle Main

a) Book Fair – All money has been spent and 2/3 of the new books are in library circulation.

There was a \$26 delivery fee that came out of the PAC general account.

b) Holiday Market – Success! Profit \$935.46 (approx.) Vendors were happy. Tea Room was beautifully set up and planned but not a lot of people visited the room.

Wonders about if we can have the Tea Room set up at another time where people are coming in for the tea.

- c) Movie Night – one of the calmest movie nights yet. Concession in the gym was a great idea! Students loved voting. Kids are more engaged when parents have to rent the movie still – it's not free for parents.

Concession brought in \$255.38.

When individual slices sold out – people wanted more. Next time we will offer more individual slices.

Next Movie Night - Feb 20 – coordinating a Hotdog Food Truck for that night.

- d) UPCOMING: Abbotsford Canucks Game tickets – Feb 16, 2026 at 1pm (Family Day) - \$5/ ticket comes back to the school. Great CHRISTMAS Gifts! Poster to come shortly with link.

---

## **5. New Business – Presented by Danielle**

- i) Holiday Concert (December 10 at 1:45pm and 6pm)

1) Volunteers needed for bake sale (held before and after Christmas Concert)

2) Drop off baked items Dec 8-10. A form will be created in hopes to gauge how much baking we are expecting for the bake sale.

3) Volunteers/ Families provide the Staff lunch/ dinner – Crockpot meals that stay hot – under 20 mouths to feed for the crazy day with the incentive of raffling seats to the evening concert (4 premium seats).

- Moved by: Jenn Tyrrell
- Seconded by: Danielle Main
- Carried: Yes / No – voted in favour (no one opposed)

Seating Raffle for 4 premium seats. A gaming license (\$10) will need to be applied for.

- Moved by: Felicia Fournier
- Seconded by: Marissa Tibbets
- Carried: Yes / No – voted in favour (no one opposed)

Parking Spot (Raffle) – not carried – too hard to manage without a volunteer to hold the spot for the winner.

ii) Recess Hockey – less kids on the court makes it easier to manage. Box of goggles in the supply room of the gym but are supposed to stay in the gym. Is PAC willing to pay for goggles for the kids to have when playing hockey?

- Moved by: Felicia Fournier
- Discussion was had by all and it was decided that it would be too hard for teachers and Noon Hour Supervisors to make sure that kids are abiding by this rule. In addition, goggles would go missing.
- Carried: Yes / **No** – hard to manage

---

## **6. Miscellaneous:**

1) Dufflebag Theatre – Approx. \$1500 – Motion to approve up to \$1500 to pay out of PAC funds if gaming funds don't get deposited in gaming account before the booked date.

Moved by: Danielle Main

Seconded by: Felicia Fournier

Carried: Yes – No one opposed.

### **Volunteers needed for the following upcoming events:**

**Hotdog day (Tuesday, November 25) – Approx. 10 crockpots needed.**

**Christmas Concert Bake Sale (afternoon and evening).**

**December Hot Lunch – Wok Box – more pieces to put together before distributing the food to the classrooms.**

Potential Fundraising ideas: Spring Mother's Day/ Grandparents Day Tea?

---

## **7. Adjournment**

- Meeting adjourned at: 8:00pm
    - Moved: Danielle Main
    - Seconded: Marissa Tibbets
  - Next meeting scheduled for: January 14 at 6:30pm in the Learning Commons (Room 163).
-

Link Tree

