

**Westmont Montessori School**  
**Parent Advisory Council General Meeting**  
**Minutes – 21 October 2024**

**Call or Order and Introductions (Janet)**

The meeting was held online via Teams at 2000 hrs on 21 October 2024. Janet Mackenzie, PAC president, acted as chair.

The meeting was called to order at 2003 hrs by the chair, and it was determined that a quorum was established as there were at least two executive and three other voting members present.

The PAC president and meeting chair welcomed everyone. The agenda, which was provided in advance, was reviewed and a motion was made to approve:

→ Moved by Jaz, approved by unanimous vote.

A roundtable of introductions was done.

**Attendees :** Evelyne Loken (PAC Lunch Coordinator), Ali Dudenas (parent/voting member), Janet Mackenzie (PAC President/Chair), Sumitra Tournour (PAC Treasurer), Kim Taylor (PAC Events Coordinator), Jasmine Wong (parent/voting member), Leanne Dales (PAC Marketing/Communications Coordinator), Magnus Hanton (Head of School), Michelle McClure (parent/voting member/board director), Elliot Billingsley/Fatima-Ayan Hirsi (parent/voting member), Jaz McIntosh (PAC Secretary), Kirsta Thorliefson (parent/voting member), Carmalita Heron-Ewert (parent/voting member), Pat Arseneault (parent/voting member), Komal Bell (parent/voting member), Siri Bright (parent/voting member), Nicola Zorkin (parent/voting member).

**Treasurer's Update (Sumitra)**

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Sumitra provided a walk-through of the current (as of September 2024) budget and status of the finances (see attached). The finances are in good shape due to a successful year of fundraising in 2023-24 and a strong start to this year, with used uniforms, placemat sales, Colibri sales, and hot lunch sales already contributing. Other highlights:

- We already received the gaming grant, for the amount anticipated – allows us to support various classroom activities including field trips. Activities already supported with this funding include several field trips to local farms, and the upper elementary games night.
- It was noted that there is still a little over \$1000 in liability from the coupon book fundraiser last year, which we are working to address. This is the portion of funds raised that is due back to the coupon book company (the PAC keeps 50% of revenue).

**Lunch Coordinator's Update (Evelyne)**

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The next PAC lunch is Oct 31<sup>st</sup>, order by Oct 25<sup>th</sup> via [munchalunch.com](http://munchalunch.com). Evelyne is aware of parental interest in more lunch days, and is looking at the potential to add new vendor(s) in 2025. So far Royal Bay Bakery lunches have been the most popular. There was a suggestion made that perhaps there would be more uptake if lunches were on other weekdays in case students miss short-day Fridays. Magnus noted that there isn't a big drop off in attendance on Fridays, and it was noted that it is generally easier for lunch volunteers to help on Fridays due to the proximity of the timing to early pick-up, rather than coming to the school to help, and then having to make another return trip at end of day on full length days. Evelyne will check with the volunteers to see if other weekdays are possible in the planning for any new vendor lunches in 2025.

**Events and Fundraising Update (Kim, Janet)**

**Winter Celebration/Concert** – Magnus confirmed that the concert will be happening again this year. The date(s) are not yet set but will be communicated to all families shortly.

**Colibri** – successful early fundraiser, all orders have been picked up. Michelle will look to do further sales in the future, so if you missed out in September, stay tuned! At this time the notional plan is to run it again around May/June for the 2025-26 school year lunch kits, then in October/November for the 2025 Holidays.

**Hallowe'en pumpkin/gourd scavenger hunt and sale** – coming up very soon, and a favourite of our students! Planning is well underway thanks to Jennifer Ducharme and Jocelyne Walsh. We are good for day-of volunteers, and everything is on track. For anyone wanting to make a pumpkin/gourd creature, photos of the creations (one photo per creation please) should be submitted by October 23<sup>rd</sup> or ASAP to Jocelyne Walsh. If you have trouble connecting with Jennifer and Jocelyne on Viva Engage (that is where the planning chat is happening), please e-mail [janet@questioneverything.com](mailto:janet@questioneverything.com) and she will add you to the chat.

**Holiday fundraisers** – The Hilltop holiday planter offerings are open for ordering on [Munchalunch.com](http://Munchalunch.com) until Nov.8th. Details have been provided in several Evening Updates and on the parent facebook group page. Delivery will December 11th. There is a large, varied selection this year that would make for great Christmas presents!

Sarah Takahashi is finalizing the details for Purdy's chocolate sales this year. We anticipate ordering to open very soon (separate from Munchalunch) – details will be provided in the Evening Update and social media pages as soon as available.

**Holiday Market** – still needs lead volunteer. This is the most beloved event of the year for many of our students, staff, and parents. It is also generally our largest single fundraiser of the year. Many hands are needed to make it a success! There are plenty of folks willing to help so our lead volunteer will have lots of support and expertise from previous years! If anyone has time to spend quite a few hours on this key event in November/December please make yourself known to a PAC executive member. The main tasks will be organizing volunteers and donations,

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planning for pricing and display of items at the market, and being present during the market, which has now been scheduled for the week of December 9th.

Once Hallowe'en has passed, we will be ramping up the planning for the market. A series of in-person planning meetings will be held in November (most likely at the school) to allow for exchange of ideas and incorporation of learnings from last year. All will be welcome at these meetings, whether or not you can be present at the actual market. Stay tuned for date announcements in the Evening Update and social media.

This is the only PAC event that truly relies on every community member to be a success. Every family is asked to contribute, usually approximately 10 items, that can be either sold individually or packaged with other items to be sold as gifts at the market. Donated items can be handmade, homemade, or store-bought. We love to see creative, unique items. Some people create their own "bundles" that can be sold as gifts. One helpful thing we will be asking donors for this year will be to include an approximate value on each donated item, so we can be sure it is priced appropriately for the market. We usually have a range of prices, including \$2, \$5, \$10, and \$20, so please consider where your donated item(s) might fit. The more donated items we get, the more gifts students can purchase at the market (and the more money the PAC makes to support the students and school community)!

**Pink Shirt fundraiser** – an exciting new fundraiser created by Michelle F! As noted in the October 18<sup>th</sup> Evening Update, we will be running a school wide design contest from now until November 30<sup>th</sup> for our custom Westmont Pink Shirt Day t-shirts. The PAC will select the top three designs, which will be displayed for student voting during the Holiday Market in December. The winning design will be screen printed on pink t-shirts, which will be available for purchase in early 2025, in time for students to wear for Pink Shirt Day. Students of all ages are encouraged to work on their designs, which should be submitted to [chellefox17@gmail.com](mailto:chellefox17@gmail.com) by November 30<sup>th</sup>.

**New Ideas** – Jasmine suggested working with the Interactivity board game café (in downtown Victoria) to host a game night fundraiser. She noted that there may be availability on Tuesday or Thursday evenings starting in April, if the PAC is looking for a spring fundraiser. Komal mentioned that she knows the owners so may be able to assist with scheduling of such an event. The PAC appreciates this idea and will consider this following the holiday market, when we are looking toward 2025.

**PAC Executive Opportunity – Vice President**

A brief overview of the role was provided. No one at the meeting expressed interest or made a nomination. As the person who has indicated some interest in the position was unable to be at the meeting, this item was deferred to the next meeting.

**Board Liaison Update (Janet)**

At this time, committees have been created for a number of purposes including building/site management, marketing, finances, and recruitment. If you have any applicable experience

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please consider reaching out to the board, or you can e-mail [janet@questioneverything.com](mailto:janet@questioneverything.com) and she can link you with the appropriate committee chair.

**Conclusion of Scheduled Business/Next Meeting Update**

Next meeting date: Nov 21<sup>st</sup> 1pm at PAC Cabin (in person). The Holiday Market will be a feature of that meeting. Other meetings planned for this school year are noted in the school calendar, in Transparent Classroom.

**New Business**

Siri Bright provided an overview of the winter solstice spiral walk, which she hosted at Westmont last year and has offered to do so again this year, incorporating learnings and ideas from last year. The feedback from attendees last year, adults and children alike, was very positive and there is a large appetite to do it again this year. This moving event happens at dusk/after dark, outside on the school grounds, and includes lighting and music.

There were a lot of great ideas discussed, including providing an opportunity for students to make lanterns to bring with them (possibly in the time between the end of the school day and the start of the walk), and whether food would/could be provided. The general thinking was that given the time of year and outside nature of the event, that attendees can be asked to bring an extra snack that day, as everyone will still be home in time for dinner.

Attendees were overwhelmingly in favour of holding the event on the Thursday, December 19<sup>th</sup>, rather than Friday or Saturday. It was thought that the later end of the school day on Thursday would allow more families to attend, as many folks will likely choose to stick around the school for the hour or so before the event would start (and this time could be used to make lanterns!).

Siri has taken in all the feedback and ideas, and will plan the event for December 19<sup>th</sup>, and let the PAC know of any support needed. One easy way families can support this event is to lend or donate any string lights and/or battery-operated tea lights to Siri. If donated, she will keep them to use each year for this event. For anyone who can donate/lend lights, or wants to help in any other way or find out more information, please contact Siri at [siribright@gmail.com](mailto:siribright@gmail.com). The PAC will disseminate information on this event as it shapes up, via the Evening Update and social media.

**Meeting Termination**

With no further business arising, the meeting was terminated at 2109 hrs.

## Westmont Montessori School PAC Budget versus Actuals

|   | <b>2023-2024</b>  |                     | <b>2024-2025</b>  |                    |
|---|---|---------------------|---|--------------------|
| <b>CASH &amp; RECONCILED BANK BALANCES (TO JUNE 30, 2023)</b>   | <b>CASH &amp; RECONCILED BANK BALANCES (TO JUNE 30, 2024)</b> |                     | <b>CASH &amp; RECONCILED BANK BALANCES (TO JUNE 30, 2025)</b> |                    |
| Cash Float  |   |                     |   |                    |
| VanCity Savings - Fundraising Account   | \$ 2,431.05   | \$ 16,954.70        | \$ 16,389.11  | \$ 15,928.13       |
| VanCity Savings - Gaming Grant Account  | \$ -  | \$ -                | \$ -  | \$ 3,899.10        |
| <b>TOTAL BALANCE</b>  | <b>\$ 2,431.05</b>  | <b>\$ 16,954.70</b> | <b>\$16,389.11</b>  | <b>\$19,827.23</b> |
|   |   |                     |   |                    |
|   |   |                     |   |                    |
| <b>INCOME</b>   | <b>Budget</b>   | <b>Actuals</b>      | <b>Budget</b>   | <b>Actuals</b>     |
| Gaming Grant  | \$ 3,800.00   | \$ 4,380.00         | \$ 4,000.00   | \$ 4,180.00        |
| Vendor Rebates: Glenwood Meats, COBS Bread, Red Barn Market, Co-Op Gas, Mabel's Labels  | \$ 2,000.00   | \$ 2,272.79         | \$ 3,000.00   | \$ -               |
|   |   |                     |   |                    |
| <u><i>Fundraising Events:</i></u>   |   |                     |   |                    |
| Charity Auction (gross)   | ?   | \$ 8,675.00         | \$ 6,000.00   |                    |
| Other: Purdy's, Holiday Market, Place Mat / Snack bag sales, Used Uniforms, raffle, Garage Sale, pumpkin sales, Hilltop Greenhouse, cash donations, paint nite, etc | \$ 10,000.00  | \$ 21,692.55        | \$ 18,500.00  | \$ 1,318.50        |
| Hot Lunch   |   | \$ -                | \$ 1,500.00   | \$ 270.44          |
| LOB Library Funds   | \$ 5,600.00   | \$ 6,169.00         | \$ 6,000.00   |                    |
| Bank Interest   |   |                     |   |                    |
| <b>TOTAL INCOME</b>   |   |                     |   | <b>\$ 5,768.94</b> |
| <b>TOTAL BUDGETED INCOME</b>  | <b>\$ 21,400.00</b>   | <b>\$ 43,189.34</b> | <b>\$39,000.00</b>  |                    |

| <b>PROJECTED EXPENSES</b>  | <b>Budget</b>       | <b>Actuals</b>      |
|--|---------------------|---------------------|
| Bank Fees  | \$ 110.00           | \$ 129.60           |
| Special Events (Halloween, Winter Celebration, Spring Fling, Amazing Days, coffee mornings)        | \$ 4,500.00         | \$ 2,821.67         |
| Classroom Enhancement Budgets  | \$ 4,950.00         | \$ 4,878.00         |
| Charity Auction (online and event fees)  |                     | \$ 605.98           |
| Field trip expenses (Gaming Grant)   | \$ 4,380.00         | \$ 4,456.90         |
| Field trip expenses (PAC covered snacks)   | \$ 150.00           | \$ 300.00           |
| Field trip costs   | \$ 2,000.00         | \$ 3,177.36         |
| Munchalunch  |                     |                     |
| <i>Special Programs &amp; Projects and Misc.</i>   |                     |                     |
| OnSolve Emergency Broadcast  | \$ 850.00           | \$ 940.59           |
| PAC room (cabin) shelving and office supplies, vendor rebate cards, renovation and fixing building | \$ 150.00           | \$ -                |
| Cabin Hydro  | \$ 150.00           | \$ 173.20           |
| Charity Auction funds (net)  |                     | \$ 8,675.00         |
| Garden Renovation Project  | \$ 800.00           | \$ -                |
| LOB Library Funds  | \$ 5,600.00         | \$ 6,169.00         |
| Auction childminding   | \$ 500.00           | \$ -                |
| Miscellaneous asks   | \$ 500.00           |                     |
| Purdys for staff (Teacher appreciation)  | \$ 350.00           |                     |
| Emergency Preparedness Supplies  | \$ 2,000.00         | \$ 2,000.00         |
| Classroom asks: Misc   |                     |                     |
| Volunteer of the year supplies   | \$ 60.00            |                     |
| Highschool ceremony  | \$ -                |                     |
| <b>TOTAL EXPENSES</b>  |                     | <b>\$ 34,327.30</b> |
| <b>TOTAL BUDGETED EXPENSES</b>   | <b>\$ 27,050.00</b> | <b>\$ 8,862.04</b>  |

| <b>Budget</b>      | <b>Actuals</b> |
|--------------------|----------------|
| \$ 150.00          | \$ 4.50        |
| \$ 4,500.00        |                |
| \$ 5,000.00        |                |
|                    |                |
| \$ 4,000.00        | \$ 712.50      |
| \$ 200.00          |                |
| \$ 5,000.00        |                |
| 400?               |                |
|                    |                |
| \$ 1,000.00        |                |
| \$ 500.00          | \$ 153.05      |
| \$ 200.00          |                |
| \$ 6,000.00        |                |
|                    |                |
| \$ 6,000.00        |                |
| \$ 500.00          |                |
| \$ 3,000.00        |                |
| \$ 400.00          |                |
|                    |                |
| \$ 1,000.00        |                |
| \$ 100.00          |                |
| \$ 2,000.00        |                |
|                    | \$ 870.05      |
| <b>\$39,550.00</b> |                |