

# Cameron Elementary Parent Advisory Council (PAC)

*The PAC represents parents/guardians, encourages parent involvement in the school, and supports the school community through events and fundraising.*

The Cameron PAC recognizes that we are on the ancestral and unceded homelands of the hən̓q̓əmi̓ñəm̓ (Halkomelem) and Sk̓wx̓wú7mesh (Squamish) speaking peoples. We are grateful to be on this territory.

## Cameron PAC Meeting Minutes

|                              |                |                                                            |                   |
|------------------------------|----------------|------------------------------------------------------------|-------------------|
| <b>Date, Time, Location:</b> |                | Thursday, January 16, 2025, 7:00pm, Cameron School Library |                   |
| <b>Attendees:</b>            | Mike Nielsen   | Debbie Rampersad                                           | Rob Guwick        |
| Rochelle Herron              | Hajira Insafi  | Nima Shirwa                                                | Jesse Corrigan    |
| Leanne Bentley               | Yoanna Doykova | Leila Marghi                                               | Stefanie Touffaha |
| Rami Touffaha                |                |                                                            |                   |
|                              |                |                                                            |                   |
|                              |                |                                                            |                   |

1. Call to order: 7:03 pm
2. Welcome, Land Acknowledgement and introductions
3. Adoption of minutes from Oct 17, 2024 meeting: **Motioned by: Yoanna Doykova**  
**Seconded by: Rami Touffaha**

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| Item                   | Topic              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action Required |
|------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 4. Reports and Updates |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |
| 4.1                    | Principal's report | <ol style="list-style-type: none"> <li>1. 546 Students to date at our school</li> <li>2. Portables are still awaiting permits</li> <li>3. Architect hired for new school build               <ol style="list-style-type: none"> <li>a. School and PAC will be involved</li> </ol> </li> <li>4. Sports               <ol style="list-style-type: none"> <li>a. Basketball Coed Team (Grade6/7) plays on Tuesdays and had their first game this week</li> <li>b. Soccer Programs starting up - potentially 2 groups - Monday &amp; Friday - more info to come</li> <li>c. Michael Buble Basketball Camp running again this year for Grade 4 &amp; 5 students</li> </ol> </li> <li>5. Young People's Concert (YPC) - took place on January 15th at Michael J. Fox Theatre with representation from Cameron Elementary</li> <li>6. Choir is at 85 Students - this year is also Primary Days of Choir where Grade 2 &amp; 3 students from neighbouring schools get together at a school gym and share their choir songs with peers</li> <li>7. Literacy Week is January 27th-31st - SFU Volleyball Students will be coming to our school to read a variety of books and literature to our kids</li> <li>8. Spirit Wear is happening every Friday - remember to send you kids in their Cameron Cubs wear!</li> <li>9. February is KINDNESS Month and it is being promoted through the Leadership Club through various projects.               <ol style="list-style-type: none"> <li>a. Shoebox Drive - this is a program run in partnership with the Shoebox Project for Women, a Canadian charity whose mission is to share empathy, kindness, and compassion with local women impacted by homelessness</li> </ol> </li> </ol> | <b>Action:</b>  |

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|-----|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                  | <p style="text-align: center;">through the collection and distribution of gift-filled shoeboxes and messages of kindness.</p> <p style="text-align: center;">b. Candygrams and other activities focused on empathy and kindness</p> <p>10. Ski Trip to Whistler - <math>\frac{2}{3}</math> of students have signed up for this trip, lots of anticipation and excitement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                              |
| 4.2 | Treasurer report | <p>Closing balances (As of Jan 15, 2025):</p> <ol style="list-style-type: none"> <li>1. BMO (Fundraising/Operating) - <b>\$1,394.42</b></li> <li>2. GVCCU (Gaming) \$ 18,131.90</li> </ol> <ul style="list-style-type: none"> <li>• In December 2024, when PAC was attending to the 1st of 3 reimbursements for teacher consumables, we were told by the Treasurer at the time that we did not have the funds available to pay this expense. It turns out there was an accounting error from 2022, where funds raised from a 50/50 raffle, and were incorrectly put into the fundraising/operating account rather than the gaming account. All proceeds raised from raffles or other licensed events need to be kept in the gaming account and the mistake was not attended to until recently. The PAC executive, most of whom are new members of the PAC and have been working hard to fundraise for; Teacher Consumables, Staff Appreciation Breakfast, Burnaby Mountain Alumni Scholarship, amongst other things; were quite disheartened by this news and sad to hear that this year's (year-to-date) fundraising efforts would need to be transferred to the gaming account to correct this error once and for all. The amount of the required transfer is \$5,342.75 and this is why we are now showing a negative balance in our fundraising/operating account. This is</li> </ul> | <p><b>Action:</b> Update teacher's wishlist by removing any items purchased or no longer needed. Prepare a poll for teachers, inquiring whether any new wishlist items need to be added.</p> |

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|     |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|-----|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     |                           | <p>only the case on our books, we are still holding a positive balance in the account until we have the entire amount to transfer so we can avoid any overdraft or related charges to holding a negative balance. We are assuming that enough funds will be raised from upcoming fundraising efforts to be able to complete this transfer by February 2025. A follow up message will be provided at our next meeting. There is still good news in that we did not lose any of this money, in fact it has given us a sizeable balance in our gaming account which can be used according to items budgeted for such as transportation, field trips, etc...</p> <ul style="list-style-type: none"> <li>● As a group, the PAC voted by majority to continue with processing the teacher consumables expenses that were submitted and to deal with the accounting correction in January/February 2025</li> <li>● PAC member Rob Guwick has taken over the Treasurer position and will be working to fix this accounting error and get the books updated as well as make any necessary amendments to this year's budget</li> <li>● RBC Grant of \$1,500 in progress and expected February 2025- Thanks RBC!</li> <li>● New Signing Authorities have been approved</li> </ul> |  |
| 4.3 | Social Coordinator report | <ol style="list-style-type: none"> <li>1. Movie License will be purchased for 2025 - stay posted for upcoming Movie Night community event</li> <li>2. Dance Night is also part of the discussion as a fun and engaging community event - PAC will look into</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

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|     |                    | <p>any requirements for running such an event</p> <p><b>3. PAC is always in need of parent volunteers when running social and fundraising events. If you are a parent who is willing and able to volunteer some time to help, we would greatly appreciate it.</b></p> <ul style="list-style-type: none"> <li>a. There is a link on the Cameron PAC website for “Volunteer”, please fill in your name, email, and number and submit.</li> <li>b. <a href="#">Volunteer   Cameron PAC</a></li> <li>c. Fantastic way to meet other parents and help the school community.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                    |
| 4.4 | Fundraising report | <ol style="list-style-type: none"> <li>1. Pedalheads Fundraiser - PAC has partnered with Pedalheads to offer a \$25 discount for those who register their kids in any of the activities that they offer. For each child registered, the PAC will also receive \$25, it's a win-win-win for the kids, parents/guardians, and PAC. Use Code 25CAMERON</li> <li>2. Purdy's Fundraiser will be on again for Easter! Delivery will be on April 18th, stay tuned for the link to place your order</li> <li>3. Neufeld Farms Fundraiser - offering a huge selection of frozen products - COMING SOON - stay tuned for more details and check the FB Cameron Elementary Parents Group for a sample link to their products</li> <li>4. Colibri/Nellies Fundraiser - Colibri has an assortment of reusable products to replace single-use items and help reduce waste and Nellies offers eco-friendly cleaning products - this fundraiser is planned for April to coincide with Earth Day (Nellies will run year-round)</li> <li>5. COBS Bread at Lougheed has new</li> </ol> | <p><b>Action:</b> Set up spring Fundraiser, email information out.</p> <p>Any member who would like to help can reach out to Yoanna at <a href="mailto:cameronfundraising.pac@gmail.com">cameronfundraising.pac@gmail.com</a> or attend one of the PAC meetings in person to express interest.</p> |

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|-----|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|     |                  | <p>owners and they are looking to further their relationship with our school and community by offering a variety of fundraising opportunities. Simply mention that you are a parent/guardian at Cameron Elementary when making a purchase at COBS and 5% of your total will be donated to PAC. Stay tuned for other “Dough Raisers” from COBS coming through the rest of the year</p> <p>6. Return-it-Depot North Rd will accept your empties in a clear garbage bag and do all the sorting when you donate your return refund to Cameron Elementary. Just type in the school’s number (604)296-9005 into the self-serve kiosk and place the label on your bag. Funds are raised for Grade 7 initiatives and year end graduating events</p> |                                                                                                                      |
| 4.5 | DPAC report      | <ol style="list-style-type: none"> <li>1. Still attempting to get access to email account for DPAC Liaison</li> <li>2. Next DPAC meeting set for Tuesday, February 18, 2025 - Burnaby Central Secondary School Room A206 - 7-9PM</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Action:</b> Jesse and Rochelle to communicate on recovering DPAC email or initialize a new email for this purpose |
| 4.6 | Special Projects |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action:</b> SP Coordinator to look into grant options from Best Buy, Kinder Morgan, Grant Watch                   |
| 4.7 | Communications   | <ol style="list-style-type: none"> <li>1. School Newsletter in February will include PAC updates and info</li> <li>2. Communications coordinator suggested the creation of a Cameron PAC page on the Cameron Elementary Parents Group to facilitate sharing more information from the PAC</li> </ol> <p><b>A call to all parents/guardians, please join our FaceBook Group for</b></p>                                                                                                                                                                                                                                                                                                                                                      | <p><b>Action:</b> Create a FB Page for the PAC</p> <p>Did You Know series of posts on social media</p>               |

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|-------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                    | <p><b>up-to-date information about our school events &amp; programs. It is a safe and open space to ask questions and get help from the school community.</b><br/> <a href="#">Cameron Elementary Parents Group   Facebook</a></p>                                                                                                                                                                                                                         |                                                                                                                                                                                              |
| 4.8   | Emergency Preparedness             | <ol style="list-style-type: none"> <li>1. Provide the \$500 budgeted amount to the Emergency Preparedness Coordinators to complete the restocking of bags and bins</li> <li>2. A standard list of items by the district.</li> <li>3. Replace water bottles in large bin</li> </ol>                                                                                                                                                                         | <p><b>Action:</b><br/>Nargis and Ramya (with help if needed) to complete restocking of bins and backpacks in each class, as well as take inventory and restock water in the outside bin.</p> |
| 4.9   | Correspondence                     | <ol style="list-style-type: none"> <li>1. PAC is unable to provide the funds for the Burnaby Mountain Alumni Scholarship for this year. Even though this amount was budgeted for, the issues with our finances have resulted in necessary cuts from our budget, specifically for those items budgeted to come out of the fundraising/operating account.</li> <li>2. PAC also decided not to run a virtual option to join meetings at this time.</li> </ol> | <p><b>Action:</b> Jesse to respond to BMSS scholarship coordinator and let them know our final decision, and plant the seed for reintroducing the scholarship next year</p>                  |
| 4.10  | Business arising from past minutes |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                              |
| 4.10a |                                    | The PAC is growing! Thank you to those who attended the last meeting, we had a great turnout and met new parents/guardians.                                                                                                                                                                                                                                                                                                                                | <p><b>Action:</b> Jesse to follow up with code of conduct forms for all executive members to sign.</p>                                                                                       |
| 4.11  | Notice of Motions                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                              |
| 4.11a | Budget Amendment                   | <p><b>Motion:</b> I, Robert Guwick, move to remove the \$400 budgeted for Line Item (Cost Code) 20-00 “Burnaby Mountain Scholarship” as we lack funds for this initiative at this time</p> <p>Seconded by: Yoanna Doykova</p>                                                                                                                                                                                                                              | <p><b>VOTE</b></p> <ul style="list-style-type: none"> <li>• In Favour 10</li> <li>• Against 0</li> </ul> <p><b>Carried</b></p>                                                               |

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|       |                  |                                                                                                                                                                                                                                                                          |                                                                                                       |
|-------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 4.11b | Budget Amendment | <p><b>Motion:</b> I, Robert Guwick, move to add Line Item (Cost Code) 20-20 for “Transfers” to account for the transfer between accounts.</p> <p>Seconded by: Rami Touffaha</p>                                                                                          | <p><b>VOTE</b></p> <ul style="list-style-type: none"><li>● In Favour 10</li><li>● Against 0</li></ul> |
| 4.11c | Budget Amendment | <p><b>Motion:</b> I, Robert Guwick, move to add Line Item (Cost Code) 30-70 for “Raffle Fundraising” to account for expenses related to running raffles.</p> <p>Seconded by: Hajira Insafi</p>                                                                           | <p><b>VOTE</b></p> <ul style="list-style-type: none"><li>● In Favour 10</li><li>● Against 0</li></ul> |
| 4.11d | Budget Amendment | <p><b>Motion:</b> I, Robert Guwick, move to remove Line Item (Cost Code) 20-15 “Online Ordering System (MunchaLunch)” as we lack funds for this initiative at this time.</p> <p>Seconded by: Yoanna Doykova</p>                                                          | <p><b>VOTE</b></p> <ul style="list-style-type: none"><li>● In Favour 10</li><li>● Against 0</li></ul> |
| 4.11e | Budget Amendment | <p><b>Motion:</b> I, Robert Guwick, move to change the budgeted amount for Line Item (Cost Code) 10-20 “Parent Committee Operation” from \$0 to \$30 to account for operating expenses such as shipping, printing, postage, etc...</p> <p>Seconded by: Rami Touffaha</p> | <p><b>VOTE</b></p> <ul style="list-style-type: none"><li>● In Favour 10</li><li>● Against 0</li></ul> |



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Cameron Elementary PAC Website: <https://cameronprojectspac.wixsite.com/cameron-elementary>



QR link to PAC website

5. Meeting adjourned \_\_\_8:40\_\_\_ pm

## **PAC Executive 2024-2025**

|                           |                                           |
|---------------------------|-------------------------------------------|
| Chair                     | Jesse Corrigan                            |
| <b>Vice Chair</b>         | <b>Vacant</b>                             |
| Secretary                 | Rami Touffaha                             |
| Treasurer                 | Robert (and Carla) Guwick                 |
| Fundraising               | Yoanna Doykova                            |
| Social Coordinator        | Hajira Insafi                             |
| DPAC Liaison              | Rochelle Herron                           |
| Emergency Preparedness    | Nargis Andish/Ramya Gajula                |
| Special Projects          | Melissa Wilson                            |
| Communication Coordinator | Rochelle Herron                           |
| Member at Large           | Leila Marghi, Nima Shirwa, Leanne Bentley |

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| K | Gr.1 | Gr.2 | Gr.3 | Gr.4 | Gr.5 | Gr.6 | Gr.7 | Total |
|---|------|------|------|------|------|------|------|-------|
| 4 | 1    | 3    | 3    | 1    | 1    | 4    | 4    | 21    |

Parent representation by Grade Level (Min 2 / year needed)

PAC Meetings this year:

| Sept | Oct | Nov | Dec  | Jan | Feb | March | April | May         | June             |
|------|-----|-----|------|-----|-----|-------|-------|-------------|------------------|
| 19   | 17  | 24  | None | 16  | 20  | None  | 17    | 15<br>(AGM) | 19<br>(year end) |