

Norquay Elementary PAC  
**PAC AGM MEETING AGENDA**

Tuesday May 26th 2026 6:00-7:00 PM Online

Zoom Link: <https://uvic.zoom.us/j/83393296297?pwd=tVLHaTLdFRf6LpriVOWeOHgfza60wP.1>

- Deena Kotak
- Curtis Mathewson
- Hannah Tan (Div 7 & 15)
- Annie Wong (Div 7)
- Romeo Bui (Div 17 & 29)
- Michelle Yuen
- Nana Hamilton (Div 9 & 17)
- Janisha Haywood
- Kelly Wong (Div 21, 15, 8, 3)
- Holly Ma (Div 8)
- Jennifer Liu (Div 2 & 15)
- Marlise Sovka (Div 24)
- Lisa K (Div 19)
- Claire Humphreys
- Steve Wu
- Lucia (Div 17)
- Douglas Kan
- V Kuruvilla (Div 25)
- Sammie Jo Rumbaua
- Aurelia (Div 7 & 10)
- Jocelyn (Div 20)
  
- **Welcome + Administrative notes** (Hannah)
  - Approve Minutes from Mar 3, Hannah motion to approve, Seconded by Romeo
- **Deena/Curtis:** Report on school
  - School and Staffing for 2026/7 School Year – 665 (30 divisions), very few extra spaces
  - Decrease in staffing throughout the district, there has been some resignations at Norquay, Admin is still working on staffing and they do not estimate you will notice any changes to programming
  - No program protection for EMB, so if there is no teacher for program, this can be filled with a non EMB teacher – but that said, Admin will try to ensure to keep integrity of the program
  - As the kids made more connections (to teachers, to each other), literacy scores went up
    - Kindergarten intentionally collaboration, teachers and classes working together effectively
    - Lunch Lab
  - Both Deena and Curtis will be here for 2026/7
- **Finances/Budget** (Annie)
  - Report
  - 2026/27 Budget planning
  - Gaming grant money spend proposals
    - Lunch Lab request for new oven/stove ~\$1700 – vote approved
    - Sports equipment - class recess time? – already approved \$4000 to spend in September (from last minute)
  - Students can start their own club (need a teacher sponsor) but can get funding from PAC!
- **Fundraising**
  - Computer Lab/Direct Drive Launched
    - Technology Upgrade: Computer Lab, Library Computers, IPAD cart (electrical)
  - Link for donations through Cash Online, Tax receipts for anything over \$20  
<https://vsb.schoolcashionline.com/Fee/Details/1869/196/false/true?fundDestination=John%20Norquay%20Elementary%20PAC%20Direct%20Drive%20Tech%20Plan>
  - Push for donations now, and then again at the end of the year, hope to get the computers by March 2027 - Target is \$35,000
  - Would love more hands/ideas for fundraising & events – please reach out to PAC
- **Garden Report** (Jennifer + Deena update)

- Nature play Grand Opening - Monday June 8th 8:30
- Combo opening ceremony with “Nature Play Read”
- Will need maintenance from VSB Grounds – will use remaining funds and maybe allocate a little funds for maintenance
- Summer Watering volunteers (garden and nature play) – call out in June
- **Traffic Safety:**
  - Ms Wang - Wondering if more Parent involvement can happen for next year, parent + student volunteers as crossing guards
    - Asking for feedback on current program - does it support student safety and timeframe is ok? Any concerns?
    - Thank you to the volunteer group who brings the cones out on Monday and bring them back in Friday – BIG HELP!
- **Executive Team Nominations**
  - Chair: Hannah Tan (nominate: Romeo, second: Michelle, vote: passed)
  - Vice-Chair: Romeo Bui (nominate: Romeo, second: Hannah, vote: passed)
  - Vice-Chair: Sue Ann Selman (nominate: Romeo, second: Hannah, vote: passed)
  - Secretary: Holly Ma (nominate: Romeo, second: Hannah; vote: passed)
  - John Norquay Elementary Alumni Association: Nana Hamilton (nominate: Romeo, second: Hannah; vote: passed)
  - EMB coordinator: Victor Teo (nominate: Romeo, second: Hannah, vote: passed)
  - Website coordinator: Cherie Theng (nominate: Romeo, second: Hannah, vote: passed)
  - Fundraising Coordinator: Romeo Bui (nominate: Hannah, second: Michelle, vote: passed)
  - Communications Coordinator: Kelly Wong (nominate: Romeo, second: Hannah, vote: passed)
  - Garden Committee: Jennifer Liu (nominate: Romeo, second: Hannah, vote: passed)
  - Members at large (nominate: Romeo, second: Hannah, vote: passed)
    - Sharon Lee
    - Charlene Chong
    - Michelle Yuen
    - Marlise Sovka
    - Maggie Gu
    - Edna Aguinaga
    - Janisha Haywood
    - Stephanie Keating
    - Kelly Sandhu
    - Christina Lui
    - Steven Wu
  - Open positions:
    - Treasurer (or 2x Co-Treasurer)
      - Strong commitment to the position and timely responses within 1-2 days
      - Overall Avg: 30 mins / week over 40 week period
        - 1 hour prep per PAC meeting - report and reconciliation
        - 1 hour financial year end reporting and grant application
        - Cash deposits (30-60 mins/event)
        - Payment allocations as needed within 2-3 days of submission
      - THANK YOU to Annie who has done this for so many years! Annie will be here to guide 😊

- DPAC Rep (or 2x Co-Rep)
  - Bi-Monthly meetings attendance
  - Connect Norquay PAC to district initiatives
- **Next events:**
  - Spring Fair June 19th
    - Early Bird Sales for Wristband + Tickets: until May 29th. Regular price until June 12th. (No online sales June 13-18). Day of sales at the ticket tent.
      - No email orders taken
    - Silent Auction Donations by May 29th
    - Volunteer Signup: by May 29th to be eligible to enter a draw for a free Norquay customized name hoodie <https://forms.gle/KQuuakcA4Y7dKdXd8>
    - Marketplace: Student \$10 & Adult \$20 tables. Signup deadline May 31st <https://forms.gle/f4Q3aHKjCYknHzqB6>
- **Student Principal Draw** (Hannah) – **Desmond Wellesley (Div 18)** 😊
- **Next PAC meeting:**
  - October 2026: Have a good summer!

**Treasurers Report - May 26, 2026 (AGM)**

Norquay PAC manages two bank accounts: General and Gaming

PAC fiscal year is from July - June

**General bank account** holds funds that have been mainly raised through fundraising efforts. There is a small portion that comes from grant applications. The expenses associated with this account are voted and approved for by PAC members (refer to the General budget for approved expenditures)

**Gaming bank account** holds funds that have been granted by an annual application to the [Community Gaming Grants Parent Advisory Council \(PAC\) and District Parent Advisory council \(DPAC\) grants program](#). The Province of BC has been granting approximately \$20/student with a guideline on how the funds could be used, mainly for **extra curricular activities**. For more information on the gaming funds expense eligibility: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>  
*Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC) Grants are intended to benefit K-12 students in B.C., by enhancing extracurricular opportunities and promoting parent and community involvement.*

**Contact:** [norquaytreasurer@gmail.com](mailto:norquaytreasurer@gmail.com)

**General Account highlights:**

- bank reconciliations completed up to April 30, 2026
- current balance at \$31,403
- paid out teacher awards, sports day lunch net profit \$1720

**Gaming Account highlights**

- bank reconciliations completed up to April 30, 2026
- current balance at \$22,461
- gaming grant application form is completed for 26/27 school year





**JOHN NORQUAY ELEMENTARY SCHOOL  
BUDGET 2026/27 - GENERAL ACCOUNT**

Balance as of 5/24/2026

**Opening Bal**

Type	Sub Type	Category	Subcategory	2026/27 BUDGET
Inflow	Fundraising	Fundraising (net)	Baby sitting course	200.00
			Carnival	1,500.00
			Frozen Food and tea sales	-
			Hot lunch	5,000.00
			Just Mulch / Recycling	-
			Mabels Labels	-
			Norquay spirit wear (silk screening)	100.00
			Photo fundraiser	1,000.00
			Purdy's chocolate	500.00
			Seymour ski	1,000.00
	Non-Fundraising	Donations	Donations	-
		Events	Dance (Halloween)	-
			Movie night	500.00
			Pumpkin Patch	100.00
			Sports Day lunch	1,700.00
			Welcome back BBQ	100.00
		Grants	DPAC Grant	-
			Garden Grant	-
			Jane Goodall APE fund grant	-
			VanCity community grant	-
		Interest	Interest	-
<b>Inflow Total</b>				<b>11,700.00</b>
Outflow	PAC COMMITMENTS	Bank fees (etransfer fee and	Bank fees (etransfer fee and cheques)	(200.00)
		Garden expenses	Garden expenses	(1,528.64)
		PAC website hosting	PAC website hosting	(135.00)
		Secondary School Scholarshi	Secondary School Scholarships - ex-grad	(400.00)
	Proposed expenditures	Events	Book exchange	(500.00)
			LNY celebration	(500.00)
			Miscellaneous expense	(200.00)
			Morning reading (winter, etc)	-
			Waffle Breakfast	(600.00)
			Yearbook	(100.00)
		Safety expenses	Traffic control	(200.00)
		School request	Photocopy fees	-
		Sports Equipment	Sports Equipment	(500.00)
		Staff support/appreciation	Staff appreciation	(600.00)
			Support staff awards	(600.00)
			Teacher classroom awards	(4,500.00)
<b>Outflow Total</b>				<b>(10,563.64)</b>