

PHSS Parent Advisory Council (PAC)

Annual General Meeting Minutes

Date: Monday, October 20th, 2025

Time: 5:30 PM

Location: PHSS Library

Attendance: Mary Mackay, Anne Pino, Tanis Zayshley, Carole Logtenberg, Jodee Young, Stephanie Van Dyk, Zoe Mackenzie, Ray Miron, Cheyenne Howitt, Wayne Silvey, Amber Silvey, Chelsea Cotton, Virginia Bowen, Kyle Leech, Rachael Eastman, Cheryl Alsop, Shelby Leech

1. Welcome and Call to Order

Meeting called to order at 5:40 PM by Anne Pino.

2. Approval of Agenda

Motion to approve the agenda by Carole, seconded by Tanis. Motion carried.

3. Approval of Previous AGM Minutes (October 7th, 2024)

Motion to approve the October 7th 2024 AGM minutes by Jodee, seconded by Carole. Motion carried.

4. Treasurer's Report – Fiscal Year End (Presented by Jodee Young)

- Jodee presented the Treasurer's Report for the fiscal year ending August 31, 2025.
- Report and summary are attached below.
- Motion to approve the Treasurer's Report by Rachael, seconded by Mary. Motion carried.

5. Election of 2025–2026 PAC Executive

Nominations were called for all positions. The following candidates were nominated and accepted by acclamation:

Position	Name
Chair	Carole Logtenberg
Vice-Chair	Shelby Leech
Treasurer	Jodee Young
Secretary	Cheyenne Howitt
DPAC Representative	Not filled
Past Chair	Anne Pino
Director at Large	Debbie Martens
Director at Large	Tanis Zayshley
Director at Large	Chelsea Cotton
Director at Large	Racheal Eastman
Director at Large	Stephanie Van Dyk
Director at Large	Mary McKay

The 2025/26 Executive was declared elected.

Note: All parents and guardians of PHSS students are voting members of the PAC and are welcome to attend monthly meetings.

6. Upcoming Meeting Dates

All meetings will be held at **5:30 PM** in the **PHSS Library** on the following dates:

- November 17th, 2025, January 19th, 2026, February 23rd, 2026, April 20, 2026, May 11th, 2026, June TBD

7. Adjournment

Meeting adjourned at 6:02pm by **Anne Pino**.

PHSS PAC
TREASURER'S REPORT
For the fiscal year ended
August 31, 2025

REGULAR S.C.C.U. ACCOUNT: 43923

Opening Balance at Sept 1, 2024

\$3,018.79

Deposits:

17-Sep	PH Legion	\$	1,000.00
9-Oct	PH Rotary 50/50 proceeds	\$	495.00
1-Nov	PH Legion donation	\$	343.00
24-Oct	Chicken Sales	\$	26,361.50
Dec	WinterFest and Tea Towels	\$	1,460.00
	SCCU Dividend	\$	0.21
6-Jan	PH Rotary Donation	\$	230.00
14-Jan	Personal Donation to Hot lunch	\$	250.00
29-Jan	Personal Donation to Hot lunch	\$	350.00
Feb	PH Rotary Donation	\$	285.00
	Donation(s)for Hot Lunch	\$	600.00
	Teachers Donation to Hot Lunch	\$	30.35
	D Silvey	\$	130.00
March	RC Legion Donation	\$	1,000.00
17-Apr	Teacher donation to Hot lunch	\$	21.15
17-Apr	Tea Towels -Fitz (still owes\$15)	\$	25.00
May	Coffee Fundraiser	\$	1,708.00
May	PH Rotary - Grad's	\$	500.00
	PH Rotary - Grad's	\$	425.00
	Hot lunch Donation	\$	150.00
	SCCU SHARE REDEMPTION	\$	5.58
June	Donation(s)for Hot Lunch	\$	300.00
	Teacher donation to Hot lunch	\$	13.00

\$ 35,682.79

Cheques:

Chq #		
188	Voided	\$ -
189	PH Community School- Hot Breakf	\$ (500.00)
190	BCCPAC	\$ (100.00)
191	IGA- Sept Account	\$ (287.50)
192	void	\$ -
193	IGA - October's Account	\$ (1,019.17)
194	Tartan Poultry	\$ (23,779.00)
195	Jodee Young - mailout flyer	\$ (266.08)
etransfer	West Coast Design - Tea Towels	\$ (363.30)
196	IGA- November	\$ (645.12)
197	Katrina Phillips- Hot lunch	\$ (44.97)
198	IGA -December	\$ (449.51)
199	IGA - January	\$ (774.65)
18-Jul	Donation to Youth Night Program	\$ (230.00)
etransfer	D Martens Pizza Hut Feb 1	\$ (336.98)
etransfer	Subway 27-Feb	\$ (378.71)
200	Ph Community School	\$ (285.00)
201	2024 Grad Bursary	\$ (500.00)
202	PH Community Sch donation to Br	\$ (500.00)

PHSS PAC TREASURER'S REPORT For the fiscal year ended August 31, 2025			
Cheques/Costs(cont'd)	203 IGA	\$	(528.59)
	204 MPES PAC	return etransfe	\$ (130.00)
		pay for Chicker	\$ (384.00)
	etransfers Deb Martens	Pizza Hut	\$ (267.57)
	etransfers Deb Martens	Indep: Chicken	\$ (57.43)
	205 SHELBY LEECH	HOT LUNCH	\$ (166.58)
	206 IGA	APRIL ACCOUN	\$ (391.51)
	207 PHSS	HOT LUNCH PA	\$ (657.29)
	208 PHSS	GRAD'S FROM	\$ (925.00)
	etransfers Subway	HOT LUNCH	\$ (350.34)
	etransfers Deb Martens	HOT LUNCH	\$ (162.13)
	etransfers Deb Martens	HOT LUNCH	\$ (268.41)
	etransfers STRAIT COFFEE	FUNDRAISER	\$ (1,265.75)
	etransfers Deb Martens	HOT LUNCH	\$ (114.00)
	etransfer fees	service charges	\$ (18.00)
	209 Grad Bursary 2024/25	\$	(500.00)
			<u>-\$36,646.59</u>
Bank Balance		August 31, 2025	\$2,054.99
GAMING S.C.C.U. ACCOUNT: 47387			
Opening Balance at September 1, 2024			\$1,206.93
Gaming Fund usage:			
<u>Deposits:</u>			
	2024/25Gaming Grant	\$	2,000.00
	Dividend	\$	0.14
	Share redemption	\$	3.67
	PH Legion	\$	343.00
	Grad 50/50 Gaming licence	\$	346.00
			\$2,692.81
<u>Cheques:</u>			
	Chq #		
	Deposited to incorrect acct -sb General	\$	(343.00)
	2 Kyle Leech- reimburse HL	\$	(443.79)
	3 Deb Martens- reimburse HL	\$	(113.50)
	4 IGA - Hot Lunch May	\$	(288.06)
	5 Grad 50/50 PO to Gourment Girl	\$	(346.00)
	6 IGA - Hot Lunch June	\$	(342.50)
			\$ (1,876.85)
Bank Balance		August 31, 2025	<u>\$2,022.89</u>
TOTAL REGULAR AND GAMING ACCOUNTS			
Bank Balance		August 31, 2025	\$4,077.88