

Carnarvon Elementary PAC AGM Minutes

Meeting called to order at 7pm Thursday October 15, 2026

Minutes from previous agenda approved

Principal's Report with Mr. Murphy

Budget approval and bank reserves

1. The PAC voted to approve the presented budget with skating removed and the 3D printer included; motion passed.
2. Kristen reported operating bank balance and cautioned that laptops (~\$27k) were previously approved and effectively earmarked from reserves.
3. Best-practice reserve target discussed: maintain ~\$25k–\$30k (six to twelve months operating expenses); group acknowledged need to avoid depleting core reserve.
4. Projected fundraising: budgeted to raise ~\$28.5k; expected surplus after approved requests estimated roughly \$8k–\$10k if targets met.
5. Discussion emphasized approving now but monitoring post-major fundraisers (direct drive, hot lunch) before further major purchases.

6. Income and fundraising targets

- Hot Lunch noted as strong income source; proposal to budget hot lunch income around \$7,000 based on recent performance.
- Direct drive historical actuals varied; group set a conservative direct drive target of ~\$12,000 for planning
- Monster Mash income discussed; consensus to raise ticket price (example from \$5 to \$8) and adjust expected revenue (proposal to set Monster Mash goal to \$3k–\$4.5k).
- Spirit wear accounting clarified: purchases are inventory and should be tracked separately (unsold inventory value and future sales).
- Acknowledged variability of Munch-a-Lunch cash flow and suggestion to keep ~\$10k float to cover vendor timing.

7. Teacher wish list and expense items

- Classroom funding and primary literacy/numeracy maintenance: request of \$1,000 for primary teaching resources approved as ongoing replacement/maintenance.
- Library/reference purchasing: librarian requested \$2,000 for diverse, current titles plus ~\$100 for IKEA storage; PAC agreed (~\$2,100 total).
- Pumpkin patch: Miss Tabitha ordered 170 pumpkins; invoice confirmed at \$840 and PAC agreed to fund the pumpkins.
- Kiln glazing \$200 and class novel sets for intermediates noted as ongoing needs; cardboard cutters/saws and STEM tools requested for intermediate projects (~\$354 + tax for chomp saw).
- Grad/leaving supports: PAC historically provides \$500 to graduating class; gifts budget adjusted to ~\$2,000 for staff and support staff gift cards.

8. 3D printer request and STEM equipment

- Request for a 3D printer discussed in detail: quoted costs ranged approx \$1,000–\$1,899; PAC proposed ~\$1,800–\$2,000 allocation and training/placement considerations.
- Mr. Lerch explained curriculum benefits (applied design, math), filament costs are modest (~\$18/kg) and some families offered filament donations.
- Group discussed usage, custodial/storage options, teacher training and possible central placement or classroom hosting with teacher support.
- Decision: include 3D printer in approved budget but continue to finalize exact model/cost and training plan.
- PE equipment discussion: buy pickleball equipment (35 rackets, 6 nets, 50 balls) vs. pay for lessons; teacher buy-in confirmed with PE teacher support.

9. Events, logistics, and volunteers

- Erin Daniels was unanimously voted to fill the role of co-Chair as Nina Lakhani is unable to continue. Nina will continue to provide unofficial support given her skills and experience.
- Monster Mash logistics: Erin Lane detailed volunteer needs (set-up at 3pm access, maze actors, ticket stuffing, signage) and requested targeted volunteer recruitment via WeChat/Facebook.

- Ticketing: about 100 presale tickets reported; suggestion to close online sales ~ Oct 20–21 and manage VIP vs door sales.
- Volunteer sourcing: suggestions included contacting local high schools, drama program, parent WeChat group for quicker volunteer response.
- Fundraising events: discussed BBQ purchase and storage; proposal to budget \$1,000 for BBQ and \$500 for flat-top; grounds team offered storage in a bin if covered.
- Christmas market and kid-entrepreneur event need named leads; PAC to put volunteer/role requests into next communications.

10. Operational and communications issues

- Communications: newsletter and Facebook remain primary channels; low email engagement noted and recommendation to use targeted messages and WeChat for volunteer mobilization.
- Inventory/accounting clarifications: spirit wear unsold inventory should be tracked as asset/expense separately; suggestion to add unsold spirit wear value line.
- BBQ storage (once purchased): grounds team offered use of a front-of-school storage bin (must cover items due to potential leaks); PAC to coordinate storage logistics.