



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

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www.ots.sd23.bc.ca



Meeting Minutes – OTS PAC MONTHLY MEETING – Wednesday, September, 11, 2024

Welcome, Land Acknowledgement & Introductions: (Taylor Coelho)

We acknowledge that we live, work, and play on the traditional and unceded territory of the Syilx, Okanagan People

Agenda: Motion to accept the September 11, 2024, agenda as presented

Motioned by: Victoria Thew **Seconded by:** Melanie Anaka **All in Favor:** motion carried

Attendance:

Taylor Coelho, Victoria Thew, Melanie Anaka, Johanna Klingner, Mack Butler, Sonny Butler, Corie Robson, Elizabeth Vasseur, Jill Allingham, Kyla Donecz, Bonnie Woollett, Katharine Russell, Robbie Franklin

1. Reports from Executive (30 min):

President Report (Taylor Coelho):

- Moved meeting etiquette to October

Vice President Report (Victoria Thew):

- Gardom Lake \$\$ update
- Sample hoodies coming in next week
- House shirt sample sizes are in & going to aim to size students during photo day

Secretary Report (Melanie Anaka):

Treasurer Report (Johanna Klingner):

- Budget 2024/25 Review and Approval

Motion: To approve the 2024/2025 OTS PAC Budget as presented

Motioned by: Johanna Klingner **Seconded by:** Corie Robson **All in favor:** motion carried

2. Principal Report (10 min): (Mr. Robbie Franklin):

- Terry Fox run details on September 20th, Students bring \$2 for fundraising
- Thank you to PAC for continued support
- School capacity discussion re: over capacity for OTS and all schools in Lake Country
- Reminder photo day on September 24th
- Truth and reconciliation day on September 30th (NO SCHOOL)
- Robbie last day September 26th
- New staff members (Mrs. Gowenberg, Mrs. Strengths, Mrs. Gamble)

3. Standing Committee Reports (5-10 min each):

COPAC: (TBD)

Motion: To nominate Victoria Thew to be the COPAC representative for 24/25 for the OTS

Motioned by: Melanie Anaka **Seconded by:** Taylor Coelho **All in favor:** motion carried

Events & Fundraising: (Liz Vasseur)

- Back to school BBQ on September 19th, discussion around details and tasks
- Oktoberfest on October 19th, discussion around details and tasks
- Discussing Sip and Shop, do we keep it this year?
- Discussing Comedy Night idea for February 2025
- Winter baskets discussion for themes

Grade 4 & 5 Fundraising:

- Open up bottle drives to grade 4 students as we need more volunteers



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Fun Lunch: (Victoria Thew)

- Fun Lunch is LIVE!
- Positive parent feedback, changes to menu, no longer cooking or preparing food in the kitchen due to food safe requirements and kitchen space is no longer capable of handling the amount of students we now have. Partnered with some great local business and look forward to featuring them this year
- Pizza day on September 27th and DQ October 18th

Social Media & Marketing: (Rebecca Leboe/Kristy Campbell)

Yearbook: (Corie Robson)

- Sending out digital copies for 23/24 year to parents who requested
- QR code set up for parents to use to load photos all year into yearbook folder

4. Old and New Business (10 min):

- Flip Give App

5. Round Table (10 min): n/a

6. Future Agenda Items:

- Meeting Etiquette sign off
- Winter Basket theme decision

Meeting Adjourned: 8:08 pm.

Next meeting date: 6:30pm Wednesday, October, 9th, 2024 – in our school library

Reminder of Ongoing Fundraisers:

- **Winfield Return-It Centre** – Return your empties all year long under the OTS account #54.
- **Save-On Foods** – Purchase gift card & use for groceries. 3% back to the PAC.
- **Nature's Fare** – Bring in receipts to Christy & PAC gets a portion of the total.
- **Oliver's Labels** – Use OTS Code & portion of purchase goes back to the PAC.

OTS PAC BUDGET: September. 2024 - June. 2025

	General Annual Budgeted Expenses	Gaming Annual Budgeted Expenses	General Account Actual Expenses	Gaming Account Actual Expenses	Over (Under) Budget	Net Revenue Earned	Overall Cost per (cost-rev)
PAC Account:							
Opening Balance: August 23, 2024: \$38,062.94						\$(38,062.94)	
Community Gaming Grant (1)					\$ -		-
Admin	\$ 200.00		\$ 12.71		\$ (187.29)		(187.29)
BCCPAC Membership dues	\$ 100.00				\$ (100.00)		(100.00)
Bursary (COBSS)	\$ 1,025.00				\$ (1,025.00)		(1,025.00)
Banking Fees - both accounts	\$ 24.00	\$ 24.00			\$ (48.00)		(48.00)
Canva account yearly fees	\$ 149.99				\$ (149.99)		(149.99)
**Field Trips - Bussing: (winter rehearsals\$600/concert & tube town\$1500)		\$ 2,100.00			\$ (2,100.00)		(2,100.00)
Field Trips: school year (\$300 per teacher)	\$ 2,400.00				\$ (2,400.00)		(2,400.00)
Field Trips: Year End (\$200 per teacher)	\$ 400.00	\$ 1,200.00			\$ (1,600.00)		(1,600.00)
Grade 5 Gardom Lake Camp May 2025 (2) 35 students @\$300 each	\$ 8,200.00	\$ 2,300.00			\$ (10,500.00)		(10,500.00)
Grade 5 Grad Hoodies (3)	\$ 2,300.00				\$ (2,300.00)		(2,300.00)
Grade 5 Celebration	\$ 600.00				\$ (600.00)		(600.00)
House Shirts for students/staff (4)	\$ 4,800.00				\$ (4,800.00)		(4,800.00)
Indigenous Activities	\$ 1,000.00				\$ (1,000.00)		(1,000.00)
MunchaLunch Software yearly fee	\$ 179.20				\$ (179.20)		(179.20)
Teacher/Admin Departure Gifts (approx \$100/gift)	\$ 200.00				\$ (200.00)		(200.00)
Teacher Support/Classroom Related Materials (\$250/classroom)	\$ 2,500.00				\$ (2,500.00)		(2,500.00)
Turner Fund (Uniforms)	\$ 300.00				\$ (300.00)		(300.00)
Yearbooks	\$ 2,150.00				\$ (2,150.00)		(2,150.00)
Year End Staff Appreciation Gifts (approx \$12/gift@30people)	\$ 350.00				\$ (350.00)		(350.00)
Year End Teachers Lunch 2023-24	\$ 500.00				\$ (500.00)		(500.00)
Events and Fundraising:							
Welcome Back: First day of school	\$ 100.00				\$ (100.00)		(100.00)
Back to School BBQ - September	\$ 600.00		\$ 104.95		\$ (495.05)		(495.05)
Bottle Drives: September, January, April	\$ 400.00				\$ (400.00)		(400.00)
Oktoberfest - October	\$ 150.00	\$ 10.00			\$ (160.00)		(160.00)
Halloween Dance - October	\$ 250.00				\$ (250.00)		(250.00)
Creative Kids Art Fundraiser - October							-
Sip N' Shop - November	\$ 1,000.00				\$ (1,000.00)		(1,000.00)
Comedy Night - November	\$ 1,000.00				\$ (1,000.00)		(1,000.00)
Winter Concert (decor/sound & lights equip) - December	\$ 500.00				\$ (500.00)		(500.00)
Winter Baskets Fundraiser - December	\$ 500.00	\$ 25.00			\$ (525.00)		(525.00)
Family Day Dance - February	\$ 250.00				\$ (250.00)		(250.00)

OTS PAC BUDGET: September, 2024 - June, 2025

	General Annual Budgeted Expenses	Gaming Annual Budgeted Expenses	General Account Actual Expenses	Gaming Account Actual Expenses	Over (Under) Budget	Net Revenue Earned	Overall Cost per (cost-rev)
PAC Account:							
Opening Balance: August 23, 2024: \$38,062.94						\$(38,062.94)	
Oyama Days Parade Float - June	\$ 500.00				\$ (500.00)		(500.00)
Year End BBQ/Celebration - June (5)	\$ 1,000.00				\$ (1,000.00)		(1,000.00)
Fun Lunch fundraiser	\$10,000.00				\$(10,000.00)		(10,000.00)
Fun Lunch Donations (approx 10 students \$20 each per month)	\$ 2,000.00				\$ (2,000.00)	\$ (421.95)	1,578.05
							-
					\$ -		-
SUB TOTAL:	\$ 45,628.19	\$ 5,659.00	\$ 117.66	\$ -	\$ (51,169.53)	\$(38,484.89)	\$(47,591.48)
Total Budgeted Expenses (general and gaming)							\$ 51,287.19
Total Actual Expenses (general and gaming)							\$ 117.66
Total Revenue earned							\$ (38,484.89)
NET COSTS:							\$ 38,602.55
Closing Balance @ August 23, 2024: \$38,062.94							

1. Grant funds we receive each year per student
2. gaming budget dependent on winter basket raffle/bottle drive funds & adjust \$\$ for kids who volunteer
3. sponsored grad hoodies
4. applied for Kiwanis Grant to go towards
5. year end celebration - only do if funds are available by Spring

OTS PAC BUDGET: September, 2024 - June, 2025

	Deposits	Budgeted Expenses	Actual Expenses	Over (Under) Budget	
GAMING Account:				\$ -	
<u>*2023-2024 WRAP UP:</u>					
Balance carryover from fiscal year Sept 1, 2023-June 30, 2024	\$ 73.31				
Plus \$ 2024/2025 Gaming Grant Amount				\$ -	
*Plus Welcome Back BBQ 50/50 Raffle Revenue-gaming license		\$ 10.00			
*Plus \$ Oktoberfest 50/50 Raffle Revenue-gaming license		\$ 10.00		\$ (10.00)	
*Plus \$ Winter Basket Revenue-gaming license		\$ 25.00		\$ (25.00)	(23/24) \$2384.51
<u>*2024-2025 Fiscal Budget:</u>					
Banking Fees July & August 2024		\$ 4.00	\$ 4.00	\$ -	
Banking Fees - fiscal year - Sept 2024- June 2025		\$ 20.00		\$ (20.00)	
OTS Bussing 2024-2025: (winter concert/tubing field trip) *use winter basket \$\$		\$ 2,100.00		\$ (2,100.00)	
Field Trips - \$300 per teacher		\$ 2,400.00		\$ (2,400.00)	
Field Trips - year end whole school/class (winter basket raffle \$\$ leftover after bussing paid)					
				\$ -	
SUB TOTAL:	\$ 73.31	\$ 4,569.00	\$ 4.00	\$ (4,495.69)	-
NET COSTS:				\$ (69.31)	

(1) dependent on winter basket raffle revenue, take remaining from general acct

(2) dependent on raffles revenue thru the year