

**Inquiry Hub Parent Advisory Council
General Meeting - AGENDA
October 23, 2023 7:00 pm
Hybrid Meeting (Inquiry Hub and Online)**

		Minutes
7:00	<u>Call to Order & Welcome</u> <ul style="list-style-type: none">● Welcome & Introductions● Adopt minutes from September meeting● Additions to agenda	5
7:05	<u>Reports</u> <ul style="list-style-type: none">● Principal● Treasurer<ul style="list-style-type: none">● 2023/24 Budget● Fundraising● DPAC	30
7:35	<u>Old Business</u> <ul style="list-style-type: none">● PAC Fundraisers<ul style="list-style-type: none">● Me-n-Eds - \$250● Sun-Oka Apples - Gen● Tru Earth - new platform (do we renew?)● Eco Living Club - Tamara● Others? (Purdys, Giftcards, etc)● PAC Donations online form	10
7:45	<u>New Business</u> <ul style="list-style-type: none">● Mailing List - update your profile <u>Next Meeting Date</u> <ul style="list-style-type: none">● Proposed Date: Monday November 20, 2023	5

Adjourn

2023-24 PAC Executive:

Chair – Tammy Craik

Treasurer – Andrew Shaw

Secretary – Stephanie Sauer

DPAC Rep – Geoffery Kehrig

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Inquiry Hub Secondary School

Parent Advisory Council Meeting Minutes

Monday October 23rd, 2023

Location: Inquiry Hub, offered in-person and online via Zoom

Call to Order Time: 7:03pm

In Attendance:

In person – David Truss, Tammy Craik, Andrew Shaw, Geoffery Kehrig, Stephanie Sauer, Kathleen James, Agnes Mayer, Tamara Brooks, Blair Tarling

Online: No Attendees

Approval of Minutes from September:

- Motion to approve minutes: by Andrew, seconded by Geoffery, all in favor.

Principal's Report:

- **Update on Garden Boxes:**
 - Following the last PAC meeting the boxes were ordered, paid for and delivered.
- **Spring (Year End) Semi-Formal**
 - Students have expressed a desire to start an annual spring semi-formal for grades 11 and 12, with the ability to invite friends from outside the school.
 - Ms. Starr and Ms. Hamilton are heading the organizing committee.
 - Kathleen James has volunteered to join the organizing committee.
 - There will be a cost associated with attending the formal.
 - Location has been confirmed: Minnehada Lodge.
 - There is a nice bridge outside for photos.
 - Request for PAC to add funding contribution to the yearly budget.
- **Updates for week of Oct 30th, 2023**
- **Halloween**
 - Student Leadership has requested no classes be held after lunch, as in previous years.
 - Costumes are encouraged.
 - Students have organized activities such as a haunted house and a movie.

- **Wednesday Nov 1st (9am to noon)**
 - Grades 11/12 will be attending a Holocaust Symposium, along with other SD43 high schools.
 - Location: Coquitlam Alliance Church: 2601 Spuraway Ave Coquitlam (Corner of Como Lake and Mariner near Charles Best Secondary).
 - One of the keynote speakers will be a Holocaust Survivor.
 - Students are asked to meet at the church for a 9am start time.
 - Students will be taking public transit back to IHUB for regular afternoon classes and should bring money to pay for the bus.

- **Thursday Nov 2nd**
 - Interim reports go home.
 - These reports do not include grades. That will be included on the next report. These reports include comments and work habits.

- **Friday Nov 3rd**
 - IHUB is hosting its first ever Career Day
 - Volunteers are coming into the school to share their job experiences with students.
 - Organized by Ms. Bauder
 - 37 Parents and Community members have signed up so far.
 - Students will be organized into small groups and will rotate through the various presenters asking questions regarding their occupations.
 - The idea is to expose students to a variety of occupations they may not have considered.

- **IHUB Open House: Dec 7th, 2023**

Treasurer Report: Andrew Shaw

- **See Financial Report and Proposed Budget.**
- Gaming Funds have been received.
- Gardens Beds have been paid for out of Gaming Funds.
- Gaming Funds have specific rules around when and how they can be spent so they are prioritized for spending when the correct opportunity arises.
- **Proposed Budget:**
 - **Add \$100 a year (\$10 a month) to student lunch/snack funds.**
 - Make transportation an annual amount. Any unused funds to be carried over to the following year and added to the annual amount. Cost of transportation, such as renting a bus, is very expensive. This allows the school to save for those events.
 - Annual amount of \$500 has been added to the budget for the spring semi-formal.

- **Motion put forward for Budget to be approved by Kathleen, Seconded by Tamara, all in favor.**
- Future funding opportunities put forward by IHUB staff: a trophy case highlighting IHUB student accomplishments, Ms. Bauder put forward a list of funding requests. To be reviewed as the year progresses.

DPAC Update: Geoffery Kehrig

- First DPAC meeting reviewed roles, gaming fees.
- Fundraising should have a goal. Discourage fundraising just for the sake of fundraising.

Questions from Parents:

- Q. Is there an update on school photos?
- A. Due to the cost and previous experience with quality, IHUB is going to be utilizing the students talents to take their own photos and offering them to parents.
- B. Graduation photos will be done in collaboration with Centennial High School for traditional photos by Artona.

PAC Fundraisers and Donations:

- Historically the PAC has asked for donations instead of doing a lot of fundraising.
- If you're willing, Tammy will send out a link to donate to the PAC.
- Tax receipts are available if you donate through the district (amounts over \$25) and specify the donation is directed to IHUB. Also let Dave Truss know to expect the donation so that he can follow-up with the district.

Current Fundraising Events:

- **Me N Ed's Pizza:**
 - a. \$250 was raised at the first event.
 - b. Historically run 3 to 4 times a year.
 - c. Next proposed date is January 16th 2024.
- **Apples:**
 - a. Sun-Oka Fruit Farms.
 - b. \$115 was raised.
 - c. Apples being delivered Thursday Oct 26th, 2023.
- **True Earth**
 - a. The PAC received notification that True Earth is moving to a new platform and the account needs to be closed. PAC made \$50 last year from this fundraiser. True Earth Fundraiser will not continue for this school year.
- **Eco Living Club:**
 - Tamara Brooks presented this new fundraiser.
 - Eco laundry detergent, dishwasher detergent and toilet bowl cleaner.
 - More cost effective than True Earth.
 - School will receive 15% back.

- Orders come with free shipping.
- In addition, families will also receive 10% off.
- Samples are being provided to the school for families to try at home.
- Fundraiser is being added to the PAC website.
- **Motion put forward by Agnes to transition from True Earth to Eco Living Club for fundraiser, Seconded by Geoffery, all in favor.**
- **Purdy's:**
 - Agnes Mayer has volunteered to run the Purdy's fundraiser.
 - Proposed timeline: Nov 13th to Nov 27th with delivery in early December.
 - Fundraising Goal: \$100

Mailing List:

- Before unsubscribing to the mailing list, update your profile to say you no longer have a student in the school.
- Parents continuing with the mailing list can update their profile to indicate which grade their child is in.

Next Meeting date:

Monday Nov 20th, 2023. Start time: 7pm. Will be offered in person at the school and online.

Meeting Ends: 8:25pm

Inquiry Hub Secondary School PAC
Statement of Revenues and Expenditures
For the Period July 1, 2023 to September 30, 2023

	Month Ended General 2023-09-30	Period Ended 2023-09-30 General Actual	DRAFT 2023-2024 General Budget	Month Ended Gaming 2023-09-30	Period ended 2023-09-30 Gaming Actual	DRAFT 2023-2024 Gaming Budget	Period ended 2023-09-30 Combined Actual	Period ended 2023-2024 Combined Budget	2022-2023 Operating Actual	2022-2023 Gaming Actual	2022-2023 Combined Actual
Revenues											
Donations	\$ 140.00	\$ 140.00	\$ 400.00	\$ -	\$ -	\$ -	\$ 140.00	\$ 400.00	\$ 440.00	\$ -	\$ 440.00
Donations - Grad fund	-	-	-	-	-	-	-	-	62.00	-	-
Grant funds	-	-	-	-	0.00	2,000.00	-	2,000.00	-	2,000.00	2,000.00
Fund raising	-	-	750.00	-	-	-	-	750.00	-	-	-
Sun-Oka Fruit Farms	-	-	-	-	-	-	-	-	120.00	-	-
Tru Earth	-	-	-	-	-	-	-	-	80.74	-	-
Me N Eds	250.43	250.43	-	-	-	-	-	-	555.00	-	-
Total Revenues	390.43	390.43	1,150.00	0.00	0.00	2,000.00	140.00	3,150.00	1,133.74	2,000.00	2,440.00
Disbursements											
School amenities	-	-	-	-	0.00	-	-	-	-	-	-
Garden beds	-	-	-	1,102.08	1,102.08	2,000.00	1,102.08	2,000.00	-	-	-
Education for Students	-	-	-	-	-	-	-	-	-	-	-
Food Safe \$40/Student	-	-	-	-	0.00	-	-	-	-	2,040.00	-
First aid	-	-	-	-	0.00	-	-	-	-	-	-
Gifts & Thanks	-	-	-	-	0.00	-	-	-	-	-	-
Parent/Student Presentations	-	-	-	-	0.00	-	-	-	-	-	-
Supplies & Misc	-	-	-	-	0.00	-	-	-	-	-	-
Transportation / Field trip	-	-	-	-	0.00	-	-	-	-	504.00	504.00
Year end iHub annual	-	-	-	-	0.00	350.00	-	350.00	-	700.00	700.00
Recoverable amounts	1,102.08	1,102.08	-	(1,102.08)	(1,102.08)	-	-	-	599.75	-	599.75
Total Disbursements	1,102.08	1,102.08	0.00	0.00	0.00	2,350.00	1,102.08	2,350.00	(599.75)	3,244.00	604.25
Increase(Decrease) in cash for the period	(711.65)	711.65	1,150.00	0.00	0.00	(350.00)	(711.65)	800.00	1,733.49	(1,244.00)	1,835.75
Cash on hand											
Beginning of period	5,117.23	5,117.23	5,117.23	915.60	915.60	915.60	6,032.83	6,032.83	3,383.74	2,159.60	5,543.34
End of period	4,405.58	4,405.58	6,267.23	915.60	915.60	565.60	5,321.18	6,832.83	5,117.23	915.60	6,032.83

Notes:

Available fund balances at at October 23, 2023

General Fund	5,507.66
Gaming Fund	1,813.52

**Inquiry Hub Secondary School PAC
Statement of Budgeted Revenues and Expenditures
For the Year Ending June 30, 2024**

	2022/2023 Approved Budget	2022/2023 Actual Spending	2023/2024 Proposed Budget
GAMING ACCOUNT			
Revenues			
Grant funds	2,000.00	2,000.00	2,000.00
Total Revenues	<u>2,000.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
Expenditures			
Bank Charges	-	-	-
Food Safe for students (\$50/student next yr)	1,375.00	2,040.00	950.00 [2]
Fieldtrips	-	504.00	500.00
Year End Annual	350.00	700.00	350.00
Garden Beds/Supplies (2023/24 only)			1,102.08
Total Expenditures	<u>1,725.00</u>	<u>3,244.00</u>	<u>2,902.08</u>
Increas (Decrease) in funds during the period	275.00	(1,244.00)	(902.08)
Cash on hand			
Beginning of period	2,159.60	2,159.60	915.60
Allocated for next year (Food Safe)			950.00
End of period	<u>2,434.60</u>	<u>915.60</u>	<u>13.52</u>
GENERAL ACCOUNT			
Revenues			
Donations	1,000.00	440.00	400.00
Loyalty rebate (Tru Earth)	80.00	80.74 [3]	50.00
Me-n-Ed's PAC Fundraisers	315.00	555.00 [4]	500.00
Sun Oka Fundraiser	-	120.00	100.00
Me-n-Ed's Grad Fundraiser	-	255.00 [5]	225.00
Grad Donations (to be passed on to grads)	62.00	362.00	-
Total Revenues	<u>1,457.00</u>	<u>1,812.74</u>	<u>1,275.00</u>
Expenditures			
Educational Resources	-	-	500.00
Parent/Student Presentation	250.00	-	250.00
Supplies & Misc	50.00	-	50.00
Transportation/Field trip (\$350/yr)	350.00	-	350.00
Spring Formal			500.00
Student Snack Fund (\$10/month)			100.00
Grad Funds collected on behalf of grads		617.00 [1]	225.00
Total Expenditures	<u>650.00</u>	<u>617.00</u>	<u>1,975.00</u>
Excess (Deficiency) for the period	807.00	1,195.74	(700.00)
Cash on hand			
Beginning of period	3,383.74	3,383.74	5,117.23
2021-22 Allocated funds (grad donation, garden beds)		438.00 [6]	
End of period	<u>4,190.74</u>	<u>5,017.48</u>	<u>4,417.23</u>

[1] To be withheld until 2024/25

[2] Earned during 2021/22 year

[3] \$315 in October & \$240 in January

[4] April fundraiser

[5] Me-n-Eds fundraiser, Grad donations, and donations from previous grad year

[6] \$62 to grads collected from 2021/22
\$500 reimbursement for garden beds in 2022/23