

Busby School Parent Advisory Committee (PAC) Society
September 9, 2025—5:00pm
Busby School

1) Meeting called to order at 5:27pm by Victoria.

In attendance (15): Daryl Chattaroon, Victoria Demmink, Sylvia Fischbuck, Kyli Ford, Jen Stoby, Miranda Srayko-Slifka, Charlene Hengen, Kendall Wojciechowski, Sam Moffat, Melissa Wortman, Alyssa Pfaeffli, Caitlin Pfaeffli, Danielle Lutgen, Mara Pollard, Aubrie Badduik.

2) Previous meeting minutes: Sylvia adopted her May 27, 2025 minutes as presented and read. Charlene seconded. Carried.

3) Treasurer's report: Kyli adopted Delanna's financial summary as presented. Caitlin seconded. All in favour. Carried. September 2, 2025 account balances per report:

- a. General account balance—\$7,197.98
- b. Casino account balance—\$11,644.13

A treasurer's report will be presented at the Oct. 6 meeting, including a detailed summary of last year's spending by category (ex. Hot lunches, field trips, subscriptions), together with a proposed budget for this year.

4) Standing business

- a. Hot lunch price and budget: To discuss at Oct. 6 meeting, pending detailed treasurer's report (first hot lunch is Oct. 22); last year's budget was \$350 per lunch, and students were charged \$3.
- b. Fundraising Association's insurance: Presented by Victoria. Costs ~\$800 per year. Carolyn mentioned that it's also possible to get insurance by event, which may be less expensive—would like details about what fundraising association insurance actually covers. Victoria will email a link with information to the society. Coverage for money, incidents, etc. (ex. If PAC collects money for a fundraiser, but the supplier doesn't deliver and keeps the money.) Delanna can also present more information at the next meeting; this was one of the insurers that Delanna found recommended by other parent councils. Vote as to whether or not to proceed will take place at the Oct. 6 meeting.

5) New business

- a. Principal funding requests:
 - i. Additional ski field trip for grades 4-6 (the first trip is paid for by parents): \$1750 Twatinaw, or \$1500 Misty Ridge, plus transportation. Alyssa would not recommend Misty Ridge—too small, even if the school gets the hill to

themselves. Jen suggested a cross-country ski trip instead, since already have the gear (for grade 6 at least), and transportation would be half the distance.

- ii. Alien in-line: 2-day in-school field trip (instead of 1-day in previous years) at \$728.59/day—it has been a very popular and engaging program for the students in the past.
 - iii. Year-end field trip will hopefully be to the Edmonton Valley Zoo (price outstanding), which will include interactive courses for students to enjoy. Per Aubrie, may not have a date and pricing information until January, based on when the zoo prices out their programs and opens for bookings.
 - iv. PAC requested a summary spreadsheet from Aubrie and Daryl for funding requests, which includes the all-in cost, with busing.
- b. Busby swag (grads): Burke is the supplier for Busby swag again this year. Jen made a motion to buy all the grade 6 grads Busby sweaters. Seconded by Kyli. All in favour. Carried.
- c. Terry Fox run: Kyli made a motion to buy 10 bags of oranges from Costco for the run; Charlene seconded. All in favour. Carried.
- d. Fall fundraising: Kyli will be transitioning her fundraising role to Melissa this year. Little Caesars starts on Sept. 19, 2025. Other fall fundraising to be circled back to at our Oct. 6 meeting.
- e. Food safety course: Carolyn made a motion for PAC to pay for Sam to take her food safety course online (first attempt). Alyssa seconded. All in favour. Carried.
- f. Fundraising e-transfer option: Considered to increase payment flexibility for parents who may not have cheques or cash on hand. The issue with giving out the e-mail for e-transfers to all parents as part of the fundraising package, is that in the past, certain people have handed out the e-mail address to each individual person they sold to instead of collecting funds and doing it once per student. Will leave it that if there are questions, parents can contact Kyli (her contact information is included with each package), who can give out the e-transfer e-mail on a case by case basis.
- Delanna and Victoria will look into the PAC account type and if there is a fee for e-transfers out of the account.
- g. Babysitting at PAC meetings: Kaylee, Kaci, Brennan, and Cailin are owed for babysitting 37 kids at the Sept. 9, 2025 meeting. To discuss and vote on the amount to be paid to at-school babysitters at the Oct. 6 meeting. Last year, it was increase from \$50 to \$60 maximum.

6) AGM election—chaired by Kyli.

- a. President: Victoria Demmink. Nominated by Carolyn, seconded by Megan; no other nominations—Victoria is president by acclimation.
- b. Vice-President: Megan Romaniuk. Nominated by Kendall, seconded by Caitlin; no other nominations—Megan is the new vice-president by acclimation.
- c. Secretary: Sylvia Fischbuck. Nominated by Victoria, seconded by Caitlin; no other nominations—Sylvia is secretary by acclimation.
- d. Treasurer: Delanna Spargao. Nominated by Victoria, seconded by Carolyn; no other nominations—Delanna is treasurer by acclimation.

7) Adjournment

Next meeting is on Oct. 6, 2025 at 5:00pm, Busby School.

Meeting adjourned at 6:00pm by Victoria.