



Unsworth Elementary PAC – Meeting Minutes

September 29, 2026 | 6:30 PM | Library

Chair: Ria Cooke

ATTENDANCE

Executive: Ria Cooke (Chair), Mike Willford (Vice Chair), Tori Wiebe (Treasurer), Amy Kelly (Secretary)

Parents Present: 11

Quorum Achieved

Call to Order: 6:28 PM

APPROVAL OF MINUTES

May 2026 Minutes Approved

Moved: Tori Wiebe

Seconded: Amy Kelly

CARRIED

ADMINISTRATION REPORT

- 14 divisions, 291 students.
- PAC thanked for support at Welcome BBQ.
- Cross Country Run: October 1.
- Grade 5 Soccer season starting.
- Pro-D Days: October 9 & 23.
- Photo Retakes: October 19.
- Parent-Teacher Conferences: October 21 (4:00 PM - 6:00 PM).
- Early Dismissal: October 22.
- Terry Fox Run moved to April 29, 2027.
- Primary Christmas Concert (K-2): December 10.

OLD BUSINESS

Gaming Grant / Bussing Allocation

- Gaming Grant approved.
- PAC approved **\$20 per student** toward field trip transportation.
- School receives **\$5,820**.
- There are left over funds in the Gaming Account that must be used.
 - Mrs. Poettcker is requesting new jerseys in smaller sizes for the younger grades.

Teacher Funding

- Teachers notified of annual funding, \$250 each.
- PAC approved **\$4,750** for classroom and support program allocations.
 - 14 Divisions, 3D Art Club, Learning Assistance/Counselling, Child Youth Care, EA's (8 currently)

Kindergarten Playground

- No update available.
- Mr. Chater to follow up with the District.
- PAC currently holds **\$12,000** for playground swings.

NEW BUSINESS

Fundraising

Neufeld Farms (Spring)

Lead: Amy

Opt-Out Fundraiser (Fall)

Lead: Amy

Christmas Store

November 30 - December 4

Lead: Bryana and Jodi

Christmas Concert Bake Sale

December 10

Lead: Bryana

London Drugs Fundraiser

Waiting for confirmation and dates.

Lead: Ria

Purdy's Fundraiser

Not proceeding due to limited interest and low return.

Fundraising Results

- Coupon Books: 160 sold, \$1,200 raised.
- Welcome BBQ: approximately \$600 raised.

Halloween Event

- School-wide event organized by Mrs. Urban.
- Volunteers needed October 29 after school for treat bags.
- Theme: *Millie Fleur*.
- PAC approved:
 - \$300 for treats
 - \$100 for decorations

Spring Carnival & Family Dance

Date: May 28, 2027

- Evening event.
- Inflatables permitted, excluding bouncing/jumping structures.
 - District will not allow bouncing inflatables even if PAC purchases its own insurance
- Additional activities are being explored.

Pancake Breakfast

Date: December 16, 2026

Volunteers needed for:

- Bringing cookware (mixers and griddles)
- Cooking
- Serving
- Student assistance (cutting pancakes)
- Cleanup

Canned Food Drive

Approximately November 23 - December 17, 2026.

Staff Appreciation

Date: December 14th - 18th (PAC will be seeking parent donations of baking, meals, or funds to show our appreciation for teachers and staff leading up to the winter break.)

Date: June 18th

Other Items

- No update on Artwork Walk.
- December Book Fair date not yet confirmed.

REPORTS

Chair: None

Vice Chair: None

DPAC: Vacant

Hot Lunch: None

Fundraising: Included above

Treasurer: See attached Financial Report

Secretary: None

ACTION ITEMS

Action	Assigned To
Follow up on Playground Update	Mr. Chater
Organize Spring Neufeld Farms Fundraiser	Amy
Prepare Opt-Out Fundraiser	Amy
Organize Christmas Store	Bryana & Jodi
Organize Christmas Bake Sale	Bryana
Confirm London Drugs Fundraiser	Ria
Organize Halloween Volunteers	PAC Executive
Organize Pancake Breakfast Volunteers	PAC Executive
Organized Christmas Staff Appreciation Week	PAC Executive

NEXT MEETING

October 26, 2026 – 6:30 PM

ADJOURNMENT

Meeting adjourned at **7:23 PM**.

