

Gilpin PAC Meeting Minutes



Date: Monday, January 19, 2026

Location: Gilpin Library

Chair: Matthew Sands

Secretary: Celina Gatley

Called to Order: 7:00pm

Adjourned: 7:55pm

Meeting Minutes to be approved.

Attendees:

Matthew (Chair), Lauren (DPAC Rep), Amber (Treasurer), Celina (Secretary), Harmeet (Fundraising Lead), Heather, Jean, Emie, Christa (Hot Lunch Rep), Sara, Bingo, Sonia, Kathy, Jennifer, Linda, Shelley Janvier (Principal) and Tara Miletich (Head Teacher)

Action	Discussion	Action Items
Call to Order: Matthew	Meeting Started at 7:02pm	
Land Acknowledgements & Introductions		
Approval of the Agenda	Motion: 1) Lauren 2) Harmeet Motioned Carried Agenda Amendment: Moved Grade 7 report up to earlier in the meeting	
Approval of Last Meeting's Minutes (Nov. 4, 2025)	Motion: 1) Lauren 2) Emie Motion Carried	

REPORTS		
<p>Principal's Report: Shelley Janvier</p>	<p>Enrollment:</p> <ul style="list-style-type: none"> - Back up to 203 students, with three more international students expected soon. <p>Kindergarten Registration: Priority registration will be opens for the month on Feb. 1.</p> <p>Grade 8 Transitions:</p> <ul style="list-style-type: none"> - Student information has been shared with high schools and families have received letters about catchment schools and cross-district requests. <p>French Immersion:</p> <ul style="list-style-type: none"> - Registration information was sent to Grade 5 families. <p>Emergency Drills:</p> <ul style="list-style-type: none"> - Three drills were held in November (Lockdown, Hold & Secure, & Fire Drill) - All drills ran smoothy. - A gap in communication for TTOC's was discovered and fixed by updating emergency procedure cards. <p>Kind Mind Program:</p> <ul style="list-style-type: none"> - As classes participated in this program, students learned about feelings, kindness and mental wellness. - Students completed take-home challenges with their families. - At the end of the program, the whole school enjoyed the Confi-DANCE, a fun event focused on connection and belonging. <p>Pro-D. Day: Nov. 21</p> <ul style="list-style-type: none"> - Staff spent the day focused on Indigenous learning, including work with local teachings and learning about the First Peoples Principles of Learning. <p>Team Sports:</p> <ul style="list-style-type: none"> - Volleyball had a huge turnout, with 56 students from Grades 4-7 participating - Coaches focused on "gratitude, not attitude." - Gilpin's competitive teams finished in the top 6 out of 24 schools. 	

- Big thanks to parents and families for driving and cheering students on & PAC for the new volleyballs that will be purchased this year.

Book Fair:

- The Dec. book fair raised just over \$4,000! These funds will go towards new books for the school library.
- Big thanks to families for their support.

Winter Concert: Dec. 16

- Donations combined from this year and last year will be combined to fund the repair of school instruments.
- Some instruments will need to be replaced due to their condition.

Pancake Breakfast:

- This event was enjoyed by all. Students loved the pancakes and a visit from Santa.
- Special thanks to PAC for planning the event with food sensitivities in mind.

Field Trips & Learning:

- Mr. Woo's and Ms. Huang's classes visited Fort Langley. Despite the weather, students had lots of great learning opportunities.
- Students in Grades 4-7 attended two Young People's Concerts – Las Americas (Latin dance) and Blues Rocks! (blues music).

Report Cards:

- Student report cards went live on Dec. 17

After School Programs:

- Math Club has been meeting on Wednesdays
- Primary Chess Club – 27 very dedicated K-3 students have been meeting.
- Intermediate Chess Club will start meeting soon.
- Basketball season has started for both boys' and girls' teams.

Looking Ahead:

- The **Young Actors Program** will be starting soon. Each class will have three drama sessions over the next two weeks, fostering creativity, confidence and collaboration.

	<ul style="list-style-type: none"> - Literacy Day is coming at the end of the month. Once there are finalized, a list of activities will be sent home to families; some activities will require help from home. <p>Discussion:</p> <ul style="list-style-type: none"> - Recently, when payment was needed from families for the Young Actors Program, the window of opportunity for families to pay was initially only open for 4 days. Many families missed paying on time and School Cash Online needed to be re-opened. We are wondering if it would be possible to have a longer window of opportunity to pay in the future (at least a week). It would also to mention the payment deadline in the communication sent out to families. 	
<p>Grade 7 Update: Linda</p>	<p>Overview:</p> <ul style="list-style-type: none"> - Fundraising events completed so far include: Hot Lunch White Spot Days, Krispy Kreme Sales & Samosas. - To date, \$4000 dollars has been raised <p>Events to Come:</p> <ul style="list-style-type: none"> - More White Spot HL days & Krispy Kremes - Purdy's Fundraiser during Easter <p>So far, fundraising is on track for the Grade 7 fundraising goals.</p>	
<p>Treasure's Report - Amber</p>	<p>General Account:</p> <ul style="list-style-type: none"> - Current Balance: \$39,039.12 (This balance will be reduced as HL vendors as paid off over the next few months). - Notable expenditures: <ul style="list-style-type: none"> o \$2,730 for teacher consumables o \$300.79 for supplies for the Pancake Breakfast (this amount was lower than expected because there was 1 bag of mix left over from last year and another bag of mix was donated) - Amounts Raised at Fundraisers so far: <ul style="list-style-type: none"> o Hot Lunch - \$3,666.45 (cost of buns, chips, juice, etc. still needs to be deducted) o Treat Days – Aprox. \$730.00 o Red Cross Babysitting & Home Alone Courses - \$933.00 o Sun Oka apples - \$1,306.00 o Purdy's - \$619.00 	

	<ul style="list-style-type: none"> ○ Gift Cards - \$438.65 ○ Global Coffee - \$300.00 ○ Giving Gators Donations - \$360.00 <ul style="list-style-type: none"> - Thank you so much to parents and families for supporting these Fundraisers! - Fresh Slice Cares Grant: PAC received a grant in the amount of \$1,000 from Fresh Slice Cares. This grant will be used to provide new sports equipment for the school (mainly volleyballs). <p>Gaming Account:</p> <ul style="list-style-type: none"> - Current Balance: \$9,437.77 - Notable Expenditures: <ul style="list-style-type: none"> ○ \$88.22 for baseball gloves <p>Donations Account:</p> <ul style="list-style-type: none"> - Current Balance: \$1,893.28 - Notable Donations: a \$40.00 was donated to the PAC for a guest instructor <p>In and Out Account:</p> <ul style="list-style-type: none"> - Current Balance: \$294.32 	
<p>Fundraising Report: Harmeet</p>	<p>Projected Shortfall: To date, PAC still needs to raise an additional \$3-4k more to meet fundraising targets for the 2025-2026 school year.</p> <p>Upcoming Planned Events Include:</p> <ul style="list-style-type: none"> - Pedalheads - Chief Enrick (Lead: Lauren) - Neufeld Farms (Lead needed) - Sports Day Sales (Lead Matthew) <p>Other Possible Fundraisers Include:</p> <ul style="list-style-type: none"> - Charlie’s Chocolates - Nellie’s Cleaning Supplies - Gardenworks Gift Cards - Pro-D Day Classes for Kids <p>Volunteers Needed!</p> <ul style="list-style-type: none"> - While PAC would love to run some of these extra fundraisers, it will only be possible if some more volunteers step forward to help lead/assist in running them. If you would like to help, please contact the PAC exec. (in person or via email). 	<p>Volunteers Needed: Please consider helping with 1 or more PAC fundraising events.</p>

<p>Hot Lunch Report: Christa</p>	<p>Winter Term:</p> <ul style="list-style-type: none"> - All orders have been placed for the winter term and numbers are consistent with previous seasons. Ordering is now closed. - New Treat Day Options Include: Cobbs Bread & Eggstatic Bubble Waffle <p>Spring Term:</p> <ul style="list-style-type: none"> - Planning for the spring term will begin in the next couple of weeks. - Several new options are being looked into for Spring Treat Days <p>Revenue:</p> <ul style="list-style-type: none"> - With the addition of 9 HL days and 6 treat days, even with lower student enrollment this year, there has been an overall increase in revenue <p>Thank you so much to all the onsite parent and family member volunteers who make HL and Treat Days possible! Planning Spring Treat in the next coming weeks</p> <p>Discussion:</p> <ul style="list-style-type: none"> - During the Bubble Waffle Treat Day in Jan, the bubble waffle delivery came later than scheduled. It would be a good idea to have the target delivery time moved earlier, to help ensure the delivery makes it to school in time to allow for set-up and distribution. 	
<p>NEW BUSINESS</p>		
<p>Constitution and Bylaws Update Lauren</p>	<p>C&B Update:</p> <ul style="list-style-type: none"> - The proposed updated version of the C&B's were sent to families in advance to give everyone a chance to review changes <p>Questions Arising:</p> <ul style="list-style-type: none"> - Why does the DPAC executive role require a secret ballot, when the other PAC executive positions do not? <ul style="list-style-type: none"> o Answer: the School Act requires all members of the DPAC to be voted into their positions by secret ballot <p>Proposed Friendly Amendments:</p> <ul style="list-style-type: none"> - Section 1: the line listing PAC executive roles should include "DPAC Rep" rather than "vice president" 	<p>BC PAC REP needed: While our PAC exec has a representative at the district level (DPAC), our team does not have anyone to represent us at the provincial level (BCPAC). If you are interested in volunteering for this role, please let us know.</p>

	<ul style="list-style-type: none"> - Section 5: In the meetings and procedure section, the very last bullet points needs to have “and bylaws” added to the sentence <p>Additional Details:</p> <ul style="list-style-type: none"> - Proposed Updates to the C&Bs include: <ul style="list-style-type: none"> o Updated formatting and made it more consistent throughout the whole document o More details on tools for PAC membership to participate (call meetings, updated policy for removing executive officers, & additional ways to be involved in the executive team) o New executive structure (representative of actual needs and allows for greater flexibility of roles) o Allows for more modernized meeting and decision-making procedures (e.g., hybrid meetings and recognizing electronic voting) - Special thanks needs to be given to the Alpha Secondary School PAC and several other elementary schools who recently updated their C&B’s. Lauren was able to review changes these PAC’s made to help inform the proposed changes to our C&B’s. - At any time in the future, the C&B’s may be updated again, as long as two weeks’ notice is given and there is at least a 75% approval for the changes made. <p>Motion to approve the C&B’s, taking into consideration the friendly amendments listed above:</p> <ol style="list-style-type: none"> 1) Matthew 2) Emie <p>Motioned Carried Unannomously</p> <p>Thanks for all your work updating the C&B’s Lauren!</p>	
<p>Additional Discussion:</p>	<p>Fundraisers: Potential Magnet Fundraiser</p> <ul style="list-style-type: none"> - For the potential magnet fundraiser, what kind of magnets would be for sale? <ul style="list-style-type: none"> o Answer: The magnets would be made with images printed on top. These images could include family photos, kids’ art, etc.) <p>Other Potential Fundraisers: Treat Days</p> <ul style="list-style-type: none"> - What other treat day ideas have been considered? 	

	<ul style="list-style-type: none"> ○ Churros are a possibility, but there are several possible options from multiple companies, so further investigation and sampling is required. ○ A frozen yogurt treat day is also under consideration. 	
Next Meeting	<p>The next general meeting will be Tues. Apr 21, 2026</p> <p>During this meeting there will be an Election of Roles for all PAC executive positions. (Current members will step down, and new members will be elected).</p>	
Meeting Adjourned:	7:55pm	

NEXT MEETING DATE: Tuesday, April 21, 2026