



Glenmore Elementary School

Parent Advisory Council Planning Meeting

Date: August 31, 2026

Time: 6:30pm

Location: Gyro Beach, Kelowna, BC

MINUTES

- 1. Call to Order at 6:50:** Alex Vigue, PAC President
 - a. 7 people in attendance: Kath Charlton, Danielle Friesen, Clarissa Borthwick, Alex Vigue, Roni Pullen, Meghan Muhle, Paulyn Chua
- 2. Financial Update:** Paulyn Chua, PAC Treasurer
 - a. Motion that the Glenmore Elementary Parent Advisory Council transfer all existing PAC accounts and banking activities held with CIBC to Beem Credit Union and open an Everyday Business Community Account and any other necessary accounts with Beem Credit Union. Signing authority and involvement in two person verified e-transfers will be given to Paulyn Chua, Meghan Muhle, Alex Vigue, and Roni Pullen. Rational for the move is that CIBC has been very challenging to work with for changing signatories, not allowing two person verification on e-transfers, and not being familiar with working with school PACs. Executive members reached out to the

Central Okanagan Parent Advisory Council (COPAC) who recommended Beem Credit Union.

- b. Motion presented by Alex Vigue.
- c. Seconded by Clarissa Borthwick.
- d. Motion has passed.

3. Movie Night: Danielle Friesen, Lead

- a. Alex has suggested having a photobooth at the movie night that promoted more parents signing up for the PAC newsletter. The photobooth company has offered the use of their booth discounted to \$400 (originally \$1200). We'd like to see if Craft 42 would sponsor the booth and their advertisement would be on the printed photos along with a GME logo. In order to receive a printed photo parents would need to sign up for PAC newsletters with their email.
- b. Discussion about older kids not having their parents available at the event to give their email and students might try using their own email. Consensus is that our target audience is the primary ages who will most likely have their parents with them since they are younger and we should still go ahead even with the risk of older students using their own email addresses.
- c. Popcorn will be purchased from Kernels in large bags and bagged into smaller, paper bags for distribution. This will cut down on cost and allow us to make more money per bag.

4. Popcorn Machine: Roni Pullen

- a. Motion to either donate, sell, or return to original owner the large popcorn machine in the PAC storage cage. It is challenging to use, requires yearly maintenance, is not used more than once a year and highly labour intensive when used, it and the supplies take up valuable space that we need for storage.
- b. Motion presented by Roni Pullen.
- c. Seconded by Danielle Friesen.
- d. Motion has passed.

5. PAC Rep Info: Roni Pullen

- a. Shared that we've created this role to facilitate communication between families and the PAC, to help families stay informed and involved. We aim for the role to be informal, collaborative, and flexible. Responsibilities could include: Sharing PAC updates and event information, Encouraging parents to volunteer for school events, Acting as a friendly point of contact for parents with general PAC related questions, Receiving feedback, ideas, or concerns from families and bringing them to the PAC when appropriate, Not required to attend monthly PAC meetings
- b. A survey will be sent home on Friday of the first week of school for parents to sign up if they are interested in becoming involved as a PAC Rep.

6. Open House

- a. Thursday, September 10 from 2:30-3:30 GME is hosting an open house for parents to come and visit their child's classroom, meet the teacher, and the PAC has had a table handing out popsicles and sharing with parents ways to be involved.
- b. We want to promote signing up for the PAC newsletter.
- c. Idea to bring Ipads and have them available for parents to sign up on the spot for email newsletters.

7. Other Discussions

- a. Kindergarten gradual entry mini sessions are Monday, Tuesday September 14, 15. Suggestion to have a PAC table at Kindergarten area from 11-12 those days to have parents sign up for email and learn more about what the PAC offers.
- b. Basil Cooper Photography Fundraiser: If we have all our slots filled quickly can we ask Basil to add an additional weekend or dates in November or December? Meghan Muhle will reach out to find more information. Also, we are wanting to give priority to our community members so not heavily advertising it to families outside of GME.
- c. Upcoming events are Teacher Appreciation Day Oct 5 and Book Swap Oct 16

- d. Fun Lunch discussion about distribution of food, a meeting will be planned to include Clairissa, Danielle, Ola (lunch supervisor), Leanne Yapps (Principal), and Sylvie Forget (Vice-Principal).
- e. Next PAC meeting will be Sept 28, 2026 held in the Studio at GME

8. Adjournment at 8:10