



**Black Mountain Elementary PAC
General Meeting
November 20th 2025 @6:15
BME Learning Commons and Teams Online**

- 1. Call to Order: 6:19pm**
- 2. Attendance:** Natalie Corbett, Savrina Viani, Shantelle Hartmann (virtual), Kimberly McCarthy, Jenny Lachelt, Katie Ranchoux, Michelle Relova, Ryan Ward, Kayla McDonald – Quorum met
- 3. Adopt Minutes from previous Meeting (Oct):** 1st Savrina, 2nd Kimberly
- 4. Adopt Agenda:** 1st Savrina, 2nd Kimberly
- 5. Principal & Vice Principal reports: see attached**
- 6. Executive Reports**
 - a. President:**
 - i. Vacant positions – Secretary and Treasurer
 - ii. Nomination – Kimberly McCarthy for Treasurer
 - Motion to appoint Kimberly to Treasurer. 1st Savrina, 2nd Shantelle, all in favour, none opposed. Motion is carried, welcome Kimberly as Treasurer.
 - Motion to remove Jessica Pfitzenmeier as signing authority and add Kimberly McCarthy as signing authority. 1st Savrina, 2nd Katie, all in favour, none opposed. Natalie will provide Kimberly with signed minutes to take to Valley First in Rutland.
 - b. Vice President:**
 - i. Grade 5 hoodies are ready – a couple misprints to fix before handing out to kids. Savrina will bring total cost to January meeting and we can consider covering full amount.
 - c. Secretary:**
 - d. Treasurer:**
 - i. Review and approve financials from previous month. 1st Savrina, 2nd Katie
 - ii. Move to month by month reporting. Jan meeting will report to Dec 31st
 - e. COPAC:**
 - i. Still recommended against paying BCCPAC fees
 - ii. Vacancy for Secretary with COPAC
 - iii. COPAC Parent Conference **Saturday February 28**
 - f. Fundraising:**
 - i. Spirit Wear closed - \$591.89 profit
 - ii. Growing Smiles closed and delivered – estimated profit of \$530.15
 - iii. Purdy's closes Nov 25th, delivery Dec 5th, home with kids Dec 8th
 - g. Facebook/Communication:**

- h. **Hot Lunch:** December orders close Monday Nov 24th, Jan and Feb open
November \$2,168.99 total profits / \$8,259.00 total sales

7. Old Business:

- a. Info sheet and volunteer sign up > 26 forms back, 21 are new!!
- b. Sign up Genius for Purdy's and Growing Smiles – very successful, will keep using for other volunteer events

8. New Business:

- a. Confirm Book Fair dates. Books to arrive on or before Feb 2nd, Set up on Feb 3rd, Kids viewing Feb 4th, open for Shopping Feb 5th and 6th. Natalie and Katie will get Sign Up Genius ready for first week of Jan.
- b. Inflatables booked for Fun Fair. Katie will look into free activities through ORL (button making?). Suggestion to sell 'food' and 'activity' wristbands rather than giving out tickets. Still need tickets for toys/candy, and a way to tell food order amount for hot dog vs. hamburger.
- c. Digital/Online safety night opportunity for parents – in January at KLO. Paul Davis to present. \$500 cost share with the school for all BME parents to be invited to attend. Ask is for \$250 from PAC
 - i. Motion to approve \$250 for Digital/Online safety night. 1st Savrina, 2nd, Katie, all approved, none opposed.
- d. Ask to revive 'Sunshine Committee' funds, or support for families experiencing a major tragedy (ie. Fatality of parent or sibling). Option to either have a standing amount in the budget or to have Exec members approve on a case-by-case basis for amounts under \$200 total. Need process to track requests and approval while keeping family information confidential if possible. Ideas include grocery GC or hot lunch. Natalie will work with Katie for recent family that lost their youngest daughter. 3 other kids at our school. Second exec member will approve amounts.
- e. Need for 'crossing guards' at Canco entrance and Black Mountain Drive intersection. Possibility for have District Safety officer conduct training. Ryan will determine if we need staff or parent involvement and report back.

Meeting adjourned at 7:19pm

Next meeting January 15th 2025