PORT GUICHON ELEMENTARY PAC
Notice of ANNUAL GENERAL MEETING (AGM) AGENDA

Prepared in accordance with Robert's Rules of Order

Date: May 12TH, 2026
Time: 6:30PM
Location: PORT GUICHON LIBRARY

1. CALL TO ORDER
The Chair calls the meeting to order at _____.

2. WELCOME & INTRODUCTIONS
- Welcome to members
- Introduction of current PAC Executive

3. ESTABLISHMENT OF QUORUM
Confirmation that quorum is met

4. ADOPTION OF AGENDA
Motion: I move to adopt the AGM agenda as presented.
Moved by: _____
Seconded by: _____
All in favour: _____

5. APPROVAL OF PREVIOUS AGM MINUTES
Motion: I move to approve the minutes of the previous AGM as presented.
Moved by: _____
Seconded by: _____
All in favour: _____

6. EXECUTIVE & COMMITTEE REPORTS

Principals Report-Maggie Callander

Chair's Report-Merilee McCaffery

Treasurer's Report-Megan Hughes
- Opening Balance
- Funds Raised
- Expenditures
- Current Balance
- 2026/2027 Budget Proposal/Starting Framework

Motion: I move to accept all reports as presented.
Moved by: _____
Seconded by: _____
All in favour: _____

Committee Reports:
- Movie Nights-Chelsea Mackenzie
- Hot Lunch-Hilary Walker
- Spring Fair & Fundraising Rae-Lynn Rolls & Charlene

Motion: I move to accept all reports as presented.
Moved by: _____
Seconded by: _____
All in favour: _____

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8. NEW BUSINESS

1 Confirmation of Adopted Bylaw Amendments

- Committee heads are included as part of the PAC Executive
- Executive attendance expectations have been established
- PAC funds are designated to support the entire student body
- Classes may conduct their own fundraising initiatives
- A third Member-at-Large position has been added

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9. ELECTION OF 2026/2027 EXECUTIVE

Positions:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Members-at-Large (3)
    - -Hot Lunch
    - -Events
    - -Movie Nights

OPEN FLOOR FOR NOMINATIONS

10. OPEN FLOOR
Questions and general discussion.

11. ADJOURNMENT

PORT GUICHON ELEMENTARY PAC SEPT 2026 - JUNE 2027 PROPOSED BUDGET

		Notes	2026/2027 Proposed	Wishlist	
	Estimated Opening Balance		**9,000.00**		
Outgoing:					
	Teacher Appreciation Day - PAC gives funds		-$250.00		
	Spring Fair				
	Movie License		-$425.00		
	Munchalunch App		-$360.00		
	Fall Halloween Event				
Up from $24	Field Trips ($30 x 181 students)		-$5,430.00		
Down from $250	Classroom Supplies ($150/classroom x 9)		-$1,350.00		
	Student Planners	25/26 approved	-$1,047.20		
		Proposed Expenses	**8,862.20**		

			2025/2026 Est.		
Gaming Grant	**Estimated Opening Balance**		$2,068.00		
	2026/27 Grant			$3,820.00	Gaming Grant, if approved
	Grad Hoodies	estimate	-$902.00		
	$10 per grade 7	estimate	-$230.00		
	New Jerseys	estimate		-$2,500.00	
	School Mural	estimate	-$2,068.00	-$2,932.00	Remaining of 2025/2026 gaming grant will go to Mural
	BCC PAC Membership		-$100.00		
	Gaming Grant est. $20/student	**Proposed Expenses**	**-3300.00**		

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