

MINUTES OF THE WISHART SCHOOL PARENT ADVISORY COUNCIL

WISHART ELEMENTARY SCHOOL June 10, 2026

MEMBERS PRESENT

There were 15 members present. Sandra Neurether, Adrienne Boyte, Lindsay Baker, Katie Walters, Karyn Anderson, Anna Fighter, Mary McEachern, Erin Brownlow, Stacy Sriver, Karla Maria Ramirez, Marina Stewart, Preston Lowther, Rhiannon McLaren, Scott Put, Edward Dawson.

CALL TO ORDER

The meeting was called to order at 6:02pm by outgoing PAC President Sandra Neurether.

APPROVAL OF MINUTES

The minutes of the May PAC meeting were adopted as written by Sandra Neurether and seconded by Adrienne Boyte. .

ADMIN REPORT - Preston Lowther, Principal

Preston starts with a quick thank you to Sandra and the rest of the outgoing PAC for all their efforts over the years, and a BIG welcome to all the new folks!

This time of year is busy with lots of fun events as the school year winds down. Royal Bay Vocal Jazz will be visiting tomorrow (June 11) for a performance. The "principal for the day" silent auction prize from the Fun Fair will also be kicking off tomorrow after recess.

Preston mentions that Mary has made up new PDF school supply lists that include visuals/images and those will be coming out soon.

National Indigenous Peoples Day is coming up on June 19, and then as we head into the last week of school it will be Fun Day (Monday), Beach Day (Tuesday), Grade 5 Grad Ceremony & Party (Wednesday) and then the Year End Assembly on the final day of school (Thursday).

For Beach Day, this year the school is asking that everything a student brings can be fit into or be attached to their backpacks (this is to avoid too many cumbersome things like umbrellas and tents, that the students may not be able to repack on their own).

EVENTS - Stacy Sriver

The Fun Fair saw 157 families attend, and had a total profit just shy of \$3200. This is lower than last year, but of course we have a much smaller school community.

The silent auction was not as successful as previous years. This seems mostly due to the fact that we had less items and were missing some of the bigger ticket items that usually get large bids. That said, the classroom baskets were much better than expected this year.

As always there were difficulties getting enough volunteers, however the students of Royal Bay really stepped up. Due to lack of volunteers some games were shut down or ran without prizes, as such, we have extra prizes left over for next year.

The Magic Show and Bubble Guy were both very well received once again and the market with the young entrepreneurs was quite successful.

Candy Time donated back \$100 to us from their sales. Taco Rev has donated a percentage back in the past, but are under new ownership so we are still waiting on confirmation of that.

[It was confirmed the next day that they did in fact make a donation back to the PAC].

Proposed Dates for Next Year:

Halloween Dance - October 29

Craft Fair - November 28

Games Night - February 11

Fun Fair - May 19

One idea for next year is a "Summer Kick Off" party as opposed to a full fledged Fun Fair. Ruth King is doing it this year and it seems to be a scaled down version of a fun fair. It could include the bigger entertainment things (ie. Magic Show, Bubble Guy, Dunk Tank, maybe live music) and do away with some of the games. If there is no events coordinator, this could potentially be easier to organize and would likely require less volunteers.

Also, another idea is that the Silent Auction could be switched to another time of year (perhaps at the Winter Concert) or be turned into a raffle or held online.

FUN FOOD - Karyn Anderson

June will not have any Fun Food dates due to all the field trips that take place and it being a bit too hard to coordinate. We had talked about a freezie day, but time seems to be quickly passing by and no one seems to be upset that we don't have any fun food this month.

FUNDRAISING - Lindsay Baker

The last 50/50 of the year is now open and will run until June 23. That is the final fundraiser for the year.

Bottle Drive dates for next year have been booked. They will be October 17 and January 9, from 10am-2pm in the upper parking lot. They are currently booked as a sorting bottle drive, but can be switched to no sort if wanted. There is usually about a 20% difference in profit.

Ongoing: Online donations through the Hot Lunch site.

Ongoing: Mabels Labels. Select Wishart at checkout.

Ongoing: Glenwood Meats - bring in your receipts! We receive 10% back on all receipts. Bring them to the office, and Nikkie will put them in the PAC box.

Ongoing: GFL Bottle Depot, tell them you'd like the amount to go to Wishart School.

TREASURER REPORT - Sandra Neurether for Katie Walters

General Account: \$49,213.05

Gaming Account: \$8,443.84

SPEAC - Erin Brownlow

SPEAC held its AGM and voted in some new members.

Paul Block spoke about the new North Langford Highschool. It is still predicted to be opened September 2029. Construction is set to start Feb/Mar of 2027. From June 2026-June 2027 there will be a catchment review process, which will also affect elementary and middle school catchments (there is apparently going to be a grace period of one year where you do not have to move schools if your catchment changes). The district's goal is to leave 300-400 spaces available at each high school once the new North Langford school opens.

GENERAL DISCUSSION & QUESTIONS

Anna and Karla Maria share a proposed hot lunch schedule for next year, using mostly vendors that have been used before and that we have a relationship with. Of course, this will depend on if the Fun Food Coordinator position gets filled. Lindsay mentions she can print a list from the hot lunches website that will show which vendors were most profitable.

It is noted that the Crazy Cookie Lady will be charging a delivery fee next year, and potentially charging for labelling of the cookies, so this is something that will need to be looked into.

Marina is not able to help with popcorn again next year.

Stacy is interested in being the Social Media coordinator for next year. Anna mentions that they do have some other people interested as well, however they can't officially vote any new kindergarten parents/guardians in until September.

The position of Fun Food Coordinator is brought up again, and there is some discussion about this being a priority as Fun Food/Hot Lunch is the PAC's biggest money maker. The Westshore PAC page on Facebook is a good resource for asking questions about what other schools find successful in terms of vendors, etc.

Lindsay mentions she can show whoever wants to learn the Hot Lunches website how to use it.

Anna asks some of the new kindergarten parents if and what positions they might be interested in holding next year. Rhiannon says events and social media, Scott would potentially be interested in SPEAC and Edward is unsure at this time what he can commit to. He does have questions about each of the positions, and it is noted that Stacy can email a description to each of them, and that these descriptions can also be added to this month's minutes for those interested in learning more. *[position descriptions will be added to end of this document]*

Stacy mentions she would like to rebrand the Social Media position to more of an overall communication position and that she would be happy to take that on. Karla Maria motions to nominate Stacy for this position, Lindsay seconds it and Stacy accepts.

As the meeting nears a close, Adrianna mentions her gratitude for the years of working together with this group and for everything we have worked so hard to bring to the school. She's sad it's over, but excited for the next chapter.

Some general discussion and guidance about procedures and how the outgoing PAC used to do things for the incoming PAC follows.

Meeting called at 7:13pm

PAC Position Descriptions

President

- Lead or delegate an executive member to run all meetings
- Supervise and support the executive
- Be the spokesperson for Wishart PAC
- One of the signing officers
- Reports out at all general meetings

Vice-president

- Act as president as needed
- One of the signing officers
- Support the executive
- Reports out at all general meetings

Secretary

- Receives, writes and sends correspondence
- Keeps meeting minutes of all PAC meetings
- Has custody of all records/documents except those kept by treasurer
- Maintains a current register of members
- Reports out at all general meetings

Treasurer

- Keeps the financial records
- Generate financial statements to executive
- Applies for grants and licences
- Bring a copy of current bank statements to general meetings
- One of the signing officers
- Reports out at all general meetings

Events Coordinator

Plans, coordinates and executes school events
Enlist help for each event
Keep up to date procedural records
Reports out at all general meetings

Hot Lunch Coordinator

Responsible for arranging monthly lunch program
Managing food distribution
Managing all food at school events
Enlist help for each event
Keep up to date procedural records
Reports out at all general meetings

Fundraising Coordinator

Plans and executes school fundraisers
Enlist help for each event
Keep up to date procedural records
Reports out at all general meetings

Sooke Parents Education Advisory Council (SPEAC) Rep

Attends all SPEAC meetings and reports back
Reports out at all general meetings

Safety Committee Rep

Ensures emergency bags are up to date and replaced as needed
Reports out at all general meetings

Communications

Posts school updates to Facebook and Instagram
Provides updates for school communications and newsletters
Reports out at all general meetings

Member at Large

Supports the PAC