

Elgin Park Secondary School



PAC Meeting Minutes

September 16, 2026

Attendance: Michael Sweeney (Principal), Jennifer Mathieson (Chair), Victoria Gootgarts (Treasurer), Richa Balachandran (Secretary), 10 parents in class and 6 online. Meeting was conducted in person, at school, and online via Zoom.

1. Call to Order 7:00 PM

Jen Mathieson called the meeting to order at 7:00 pm

2. Introduction of PAC Executive Administration

Jen Mathieson introduced the PAC Executive team to the parents present in class and online briefly describing their roles and responsibilities

3. Approval of Agenda

MOTION: That the agenda be approved as presented

Carried.

4. Approval of Minutes, June 17, 2026

MOTION: That the minutes be approved as presented

Carried.

5. Reports:

i. Principal's Report

Mr. Sweeney shared the following updates:

- Short Sept as school just started Sept 9th
- Smooth start to the new school year. Kids seem to be in good spirits and good energy
- Counsellors have been working hard on the course change requests
- We are currently under district projection of # of students
- All staff hired within 1st week of school
- Athletics have started with try outs for various sports
- Assemblies for school start have started

ii. Chair's Report

Jen Mathieson shared the following updates:

- Letters to teaches have been sent for funding requests
- We will go through the budget while reviewing these requests one by one

- Adopt a teacher program to help teachers with smaller things that they might need like lamps etc.
- Great year for PAC last year
 - PAC took on the school spirit wear for the 1st time. Orders are accepted through Zeffy
 - We started our PAC Instagram account for better communication
 - We had some great donations like West Jet tickets
 - Changed PAC banking from checks to e banking. Added Zeffy to our portfolio for parent donations
 - PAC supported around 50 clubs and teachers through the gaming grant
 - PAC general account is funded by parent donations and sales from spirit wear that help us support the clubs and other school activities
 - PAC is continuing to keep money aside for scholarships and community dinner hosted by school

iii. Treasurer's Report

Victoria Gootgarts shared the financial reports covering the period from June 17, 2026 to Sept 15, 2026., and answered questions from the parents and committee

1) Income and Expenditure Account (Cash Book) for the period ending September 15, 2026, for the **CIBC PAC Gaming Account**. Closing balance \$20,541.58 Reconciled to the bank.

2) Income and Expenditure Account (Cash Book) for the period ending September 15, 2026, for the **CIBC PAC General Account**. Closing balance \$55,494.25 Reconciled to the bank.

3) A total of \$7,300 Scholarships/bursaries approved in previous years have not been claimed yet. Students have 27 months to claim their Scholarships/bursaries.

a. Unclaimed amounts

School year 2023-2024 - Expired 2026 - Fully claimed

School year 2024-2025 - Expired 2027 - \$2300.00

School year 2025-2026 - Expired 2028 - \$5000.00

4) PAC funds available to be allocated for this school year - \$2,614.25

5) DRY GRAD 2026

- Confirmation for \$6400.00 Amazon Gift Cards
- Waiting to be received from DryGrad 2026 -\$2,997.00 - Carry over money from 2025 to be transferred to 2027
- The budget has been reconciled

The bank balance and transaction spreadsheets are available to parents at any time, upon request. Please email elginPAC@gmail.com if you have any questions or wish to review the accounts

iv. Dry Grad Committee Update

Ticket sales to close Friday. ~200 boat cruise tickets sold

v. DPAC Update

DPAC rep has stepped down. Jen Mathieson will fill in for DPAC rep and will attend the meeting until we find a volunteer.

6. New Business

Jen Mathieson asked the parents to volunteer for Open PAC Exec Position such as:

- DPAC Rep
- Co-Chair
- Co-Treasurer
- Fundraising Coordinator
- Social Media Coordinator or
- Member-At-Large

Parents who are interested, please email, with the role you're interested in, to elginPAC@gmail.com

7. Adjournment

The Chair adjourned the meeting at 8:00 p.m.

Next meeting: 21 Oct. 2026

Questions or suggestions for future meetings? Contact: elginpac@gmail.com