

Port Guichon PAC Minutes

June 10, 2014

In Attendance:

Co-Chairs: Karen Sabourin and Keziah McCrystal-Rothlin

Treasurer: Tracey Lundell

Recording Secretary: Kari Zantolas

Parents in Attendance: Lesley Millward, Carmen Evans, Laura Clemente, Mary Neef, Tia Litz, Brian Cherally, Julie Botkin-Cheralley, Rosemary Marra-Tattrie

Approval of Minutes:

Motion to approve the May minutes:

Moved, Seconded, Carried to approve minutes as above.

Treasurers Report:

(Please refer to the 2013/2014 PAC working Budget attached)

- numbers on the bottom of the Working Budget are pretty much dead on.
- Is there a certain amount that we are required to keep in our bank account??
 - o No, there is no set amount
 - o But, we want to make sure that we always have about \$30-35,000 of a buffer in case we were to have a major shortfall in fundraising the next year.
- The chip sale went really well
- Our pub night made approx. \$1000
- The proposed budget for next year will be presented in September
- The playground committee met with Habitat tonight to discuss the new playground.
 - A budget needs to be set and a plan needs to be made
 - We are looking at a cost between \$30,000-\$80,000
 - Habitat will bring in people to help build the playground-it's called Community Build.
 - We will need to apply for grants and get involved in a fundraising program.
 - Maybe instead of spending all of our funds on extras we can start putting some money aside for the playground funds?
 - Maybe start "charging" for some of the performances at the school and put it towards our new playground?
 - Could we start the year off with some money in a playground account?
 - Proposed that the money left over from the Wish Fund after the grade 7's get their percentage could start the playground fund. In the amount of \$1200.00

Motion to put \$1200 into a playground fund in September

Moved, Seconded, carried.

- If someone would like to donate to the playground fund, they CAN get a tax receipt – it's done through the school board, form is available at the school (PAC Bulletin Board) and via the PAC webpage
- To get things started, a new swing set would cost approximately \$1500.00.

Motion to have \$1500.00 towards a new swing set as soon as possible from the surplus collected last year in classroom educational activities donated to the playground fund.

Moved, seconded, carried.

DPAC Report

-N/A

Chair Report

- We will find out tonight if the strike will be going through.
- Sports day, the picnic, and the year-end assembly are all up in the air until strike question is answered.
- We will need to look at Article 9, which discusses how to handle money and clarify or establish a protocol.
- Karen will be stepping down from her position as Co-Chair.
- The positions will return to Chair and Vice-chair
- Keziah is staying as Chair, Vice-Chair will be open for election
- Co-chair will be elected in September. Kate Armstrong was nominated at the June meeting
- We will be looking for two members at large, if the Constitutional amendment is approved, first call for those positions will be in September, 2nd call in October followed by election.

Committees

Hot Lunch Committee

- Hot lunches will change for next year. The students will receive pizza lunches only. At the beginning of the school year order forms will go out that will include pizza orders for a few months at a time. This will happen throughout the year. Each month the students will have 1 hot lunch. On the order forms Kari will ask for a representative from each classroom for each month to help with distribution.

Fundraising Committee

- Pub night was awesome. We raised over \$800. This is something we can do often as it was very easy to organize. Minimal volunteer hours output with decent reward and builds community feel.
- Works best with an advertised goal so people know where money is directly going.
- Could we do monthly playground pub nights?
- Julie will decorate the hall for upcoming Halloween Fundraiser!

Playground Committee

- We will be advertising again that we are looking for committee members
- details being looked into for grants, as reported in Treasurers' Report
- Once the vendor is decided on the committee will choose 3 or 4 of what is within PAC's budget and is allowable for school ground space, the kids can vote on the one they want

ADHOC Committees

- Track Meet
 - o lots of positive feedback from those that came to the concession, kids, parents & teachers
 - o lots of food left over, numbers were down from previous years

- we heard that children were told to bring their own food
 - for future, sharing the event with another school was difficult, had logistical issues
 - wrapping up showed that there should be a protocol in place for money handling when money is off grounds, it's unfair to anyone put in a position where they are expected to move money from location to location
 - money should be counted before leaving one location would be a basic step in that direction
- Book swap went really well!!!!

Election

Position of Vice-Chair

Nominated - Kate Armstrong

Notice of Motion

As per the Constitution and By-laws any changes must be presented as a notice of motion, to be presented for vote at the next meeting (September)

Moved that there be some changes to the Port Guichon Parental Advisory Committee Constitution and By-laws

Proposed Changes

1. Section IV: Meetings
 1. There shall be an Annual General Meeting for the purpose of election of the executive held in May [~~of each voting year~~] and additional general meetings shall be held **at least 4 times** during the school year at per BCCPAC constitution guidelines. Schedule to be set at the beginning of the school year.
2. Section V: Voting
 1. ~~The members present present at any duly called general meeting shall constitute a quorum;~~
Replace with
A quorum shall consist of 50% of elected executive committee
3. Section VI: Election of executive officers
 2. ~~Call for nominations shall be made at the general meeting in January or February~~
Replace with:
First call for nominations shall be made at the general meeting held in April, second call shall be held in May followed immediately by elections;
4. Section VII: Term of Office
 1. The term of office shall commence in June of each year and shall be ~~for two years~~
Replace with:
for one year
 2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position, but no person may hold one position for more than ~~two consecutive terms~~ (4 years)
Remove brackets

5. Section VIII: Executive

2. The Executive will be as follows:

- a) Chairperson
- b) Vice Chairperson(s)
- c) Secretary
- d) Treasurer
- e) Representative to the District Parent Advisory Council (DPAC)

Addition:

Add 2 Member-at-Large positions

(members-at-large serve in a capacity to be determined by the Council at the time of election, and at other times as Council requires – not specific portfolio)

6. As a matter of housekeeping – Replace all occurrences of the term “president” with “Chairperson”

Changes are fairly self explanatory – any questions can be directed to Keziah McCrystal Rothlin, 778.868.6632, or rothlin5@telus.net

Old Business

-N/A

New Business

- The pajama drive happened 2 years ago and 190 pairs of pajamas were donated to the Lower Mainland Christmas Bureau. We were told last year that the school did not want to support this cause again because we already had too many charities that we were supporting. Could we propose to do this the first two weeks of November this year coming up?
- We will try again for the Christmas market at the beginning of November again.

Moved to Adjourn, Seconded, Carried

Next Meeting September ? In the library (TBA depending on strike action)