

**Bonaccord Elementary PAC**  
**pacbonaccord@gmail.com**  
**October 16th, 2023**

**AGM Meeting Minutes**

Attendance:	Kathy Do (Chair) Marissa Morelos Tiffany Melo Elisa Cho Titi Seriki Ali Ibrahim Norie Lat	Shane Dinh Rona Doria Goutane Shaaker Shirley Lim Maureen Rajree Yadav Karen Lowen Lise Schrag
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**START: 6:48 PM**

**1. Welcome and Land Acknowledgement - Kathy Do**

*Call to action: PAC will match dollar for dollar up to \$500 for any donations made to verified Indigenous charity. Approval from the PAC executive members prior to donation matching is required.*

**2. General Purpose of the Bonaccord PAC - Kathy Do**

**3. Meeting General rules – Kathy Do**

**4. Principal’s Report – Lise Schrag**

**5. Vice Principal’s Report – Laurel Smith**

**6. Treasury Report – Kathy Do**

- a) Gaming Account - \$237.71 + \$9,860.00 (2023 BC Grant) = \$10,097.71
- b) General Account - \$5,182.73
  - i) Grade 7 Account - \$793.94

Important reminders regarding the spending and handling of funds:

- a) The PAC Executive may spend money as approved by a vote of the PAC members at a general meeting. (\*Basically, all PAC Members present at a meeting decide how funds are allocated/spent. The PAC Executive controls the funds and spends them as directed by PAC vote. One purpose of our monthly meetings is to

review/approve/deny spending ideas submitted by PAC members and School Administration.)

- b) A voting PAC member present at a general meeting is entitled to one vote.
- c) A quorum shall be a minimum of four (4) voting PAC members.
- d) All matters requiring a vote shall be decided by a simple majority of the votes cast by PAC members only.
- e) In the case of a tie, the Chairperson does not have a second or casting vote and the proposed resolution shall not pass.
- f) The PAC Executive may spend a maximum of \$100 without prior approval of the PAC members. Any such expenditure shall be reported to the members at the next general meeting.
- g) PAC Members are not permitted to reimburse themselves directly from the proceeds of any PAC event. Members must submit an expense voucher to the PAC Executive for reimbursement by cheque. Again, these expenses must be approved prior to the event. (To summarize, reimbursement cannot be expected without prior approval by the PAC Executive.)
- h) Itemized receipts must be submitted to the PAC Treasurer. The receipts must only include items purchased for PAC and not include any personal items.
- i) At the end of an event day, anyone with cash and/or cheques to be deposited must hand them over to the PAC Treasurer or designate for tallying and deposit, or for tallying and storage in the school safe. The School Administration must be notified if there is PAC money in the school safe.

## 7. Elections for PAC Executive Members:

*The floor was open to all PAC members in attendance to volunteer or nominate someone for the following positions.*

- a) Chairperson – Kathy Do (Volunteered, seconded, then unanimously voted in)*
- b) Vice-Chair – Tiffany Melo (Volunteered, seconded, then unanimously voted in)*
- c) Treasurer – Open - Some showed interest, but would like more info.*
- d) Secretary – Marissa Morelos (Volunteered, seconded, then unanimously voted in)*
- e) DPAC Representative – Open - No interested person to date.*

## 8. Fundraising / Events:

*It was noted that 100% of proceeds of all fundraisers go towards Bonaccord students via purchases of sports equipment, books, robots, jerseys, events, etc.*

- a) Encorp Pacific Return-it Program - \$702 (April 3<sup>rd</sup>, 2023) - \$96.80 remaining.
  - 1. *It was noted that families can donate their bottles and cans to the Bonaccord PAC funds at any Return-it Depot by entering the schools phone number at the Express return station.*

b) See attached “AGM – Proposed Dates...” for planned Fundraiser events.

1. ***It was requested that we communicate to the parents how the funds raised are allocated. Other fundraising recommendations from the floor: Hot Chocolate Sale and Movie Night.***
2. ***In order to continue to host events/hot lunches/fundraisers, etc. we will require additional volunteers.***

***New Agenda item: VOTE: Expenditure of funds over \$100 for the use of purchasing fundraiser items do not need to be voted on if 100% will be recovered during the fundraising event.***

#### **9. Committees required:**

***The below are some immediate committees that are required. Please reach out to any of the PAC executives if you are interested in leading or joining any of the below.***

- a) Hot Lunch Committee
- b) Events Committee
- c) Christmas Market Committee
- d) Grade 7 committee

#### **10. Increasing Participation at PAC Meetings**

***The below are ideas from previous meetings that may help to increase participation at PAC meetings. The below ideas require volunteers. If you're interested in helping with any of the below, please reach out to the PAC executive committee via email (PacBonaccord@gmail.com).***

- a) Robert's Rules vs. Majority Rules
- b) Circle seating area
- c) Constitution and Bylaws review and amendment.
- d) Childcare at PAC Meetings
- e) Intermediate / secondary student volunteers?
  - a. Use of the gym / room in school?
  - f) Parent volunteer translators for e-mails / printed documents
  - g) Parent volunteer multi-language greeters at school events
  - h) New Families Teas in Fall and New Year
  - i) First Nations Parents Club (Supported and funded by First Nations School Association)

#### **11. Budget allocation proposed:**

See attached “AGM – Proposed Budget - ...” for review and voting.

***Vote: Unanimous approval.***

12. Next PAC Meeting date: *Monday, November 20th at 6:45pm.*

13. Next DPAC Meeting - *All general meetings are held on the 4th Wednesday monthly (except December and March) at 7pm. Register online at <https://surreydpac.ca/dpac-meetings/>*

**14. Membership with BCCPAC**

- a) \$75 for annual membership
- b) Due by Dec 31 to qualify for voting rights at BCCPAC meetings.

*Vote: Unanimous no.*

**15. New business (To be discussed in the next meeting)**

1. *Principal: Acro brasil (art starts), January -ish - needs funding \$1200, winter concert... spirit wear, popcorn sales to be put on by the school directly.*
2. *Survey suggested - teachers, parents, students to see where funds are most impactful.*
3. *Inquired if the school could get a bus.*
4. *Inquired about why certain classes have desks and others don't.*
5. *Suggested Read-a-thon - Month of fundraising. Most read books receive a prize.*
6. *Post event survey suggested.*
7. *Fire suppression/alarm system questions due to the recent Coquitlam school fire. Lise to speak more on this at the next meeting.*
8. *It was questioned why there are many split classes this year. Lise explained that Surrey has grown as a city a fair bit in the last several years causing the school to be constantly maxed out with numbers. Each class has to be allocated an even split of students which requires more split classes this year than previous.*
9. *New Agenda item: Christmas Decoration Contest - Karen Lowen*

16: Connect with the Bonaccord PAC community via Facebook. To connect with the PAC executive committee, feel free to use FB messenger or email - [PacBonaccord@gmail.com](mailto:PacBonaccord@gmail.com).

17. Next PAC Meeting – November 20<sup>th</sup> @ 6:45pm.

18. Meeting adjourned @ 8:06pm.