



Semiahmoo Trail Parent Advisory Council

3040 145A Street, Surrey, BC V4P 1P8 | semiahmootrailpac@gmail.com

PAC General Meeting Minutes Thursday April 18, 2024

Attendees: Sara Block, Rachael Marples, Fiona Fu, Sheri Hardcastle, Heather Neilson, Nina Hemmes, Karen Fadum, Hye Seon Chang, Zita Wang

Meeting called to order at 1:04pm

Motion to Approve Agenda

- 🌱 Motion Approved by 2: Rachael Marples, Nina Hemmes

Motion to Approve Previous Month's Meeting Minutes

- 🌱 Motion Approved by 2: Sheri Hardcastle, Rachael Marples

Principal's Report and Updates - Karen Fadum

🌱 **Enrolment & Staffing**

- Currently 458 Students
- 2024/25 Projections - 470 Students, 20 Divisions
- Welcome Chantel Kopplin CYCW

🌱 **Class Organization 2024/25**

- Parents/Guardians to be given info about 2024/25 year at end of month
- ONLY written info (email or letter to office) will be considered for class building
- For a variety of reasons, many requests cannot be accommodated
- **Parents should not expect their child to be placed with a specific teacher or friends and cannot make requests for others**

🌱 **Grade 7 Leaving Celebration**

- Date of Ceremony - **June 19th** in the afternoon - Band will perform
- Thanks to PAC, parents and teachers for all of your efforts to make this a special time
- All PAC money for Grad will be managed directly by PAC, teachers can submit receipts to PAC for purchases made

🌿 Jog-a-thon - April 29th

- The running spirit is high! Thanks for all of the PAC support and parent volunteers helping with school hours run club. Teachers have shown interest in continuing with community loop for run club next year
- Student & Teacher wish list for funds raised: continue with technology upgrade plan, gaga ball pit
- Teachers are ready to lead their classes to the gym for warm up (thanks for F-45) and then to the field and a picture with our Mascot, Cody on April 29

🌿 Track & Field

- Track meet date - **May 30th**
- Currently organizing coaches and will have schedule to start first week of May
- No sand pit due to construction, will need to be creative for triple/long jump, may have to use another location
- Concession lottery sill not decided for PAC to fundraise - Ask Ms. Elston

🌿 Gaga-ball Pit

- Karen looking into timeline for install

Treasurer's Report - Nina Hemmes

- 🌿 **General Assets: \$64874.99**
- 🌿 **Gaming: \$12,600.73**
- 🌿 **Total Assets: \$27,747.30**

DPAC Report - No meeting last month

Old Business

🌿 Jog-a-thon

- Reminder email will go out next week for collection envelopes
- looking good so far for volunteers
- F45 warm up in the gym

🌿 Movie Night

- Karen will be there to set up tech, Fiona will help if needed
- Students must have an adult with them - not a drop-off situation
- Karen looking into playing shorts while children get seated/get concession items

🌿 Yearbook

- Working on getting more communication out to parents for orders. No re-orders this year. Pick up zone posters should be posted

🌿 **In School Run Club**

- Sara getting ribbons ready for distribution

🌿 **Gaming Grant 24/25**

- Has been applied for 2024/25 - Should hear back by Sept. 2024

New Business

🌿 **Games Day** - PAC voted yes to spend up to \$500 on snacks for students for Games Day

🌿 **AGM Next Month**

- Executive PAC positions still open for next year that need to be filled.
- PAC Executives will hold a meeting in the next few weeks to discuss next steps

🌿 **Constitution and Bylaw Amendment Vote - Sections 7-10**

- PAC Executives have been working hard at updating our Constitution and Bylaws in an effort to stay current under the guidelines of the BCCPAC
- A copy of the Constitution and Bylaws with proposed changes was emailed out to the parent community for everyone to read through on Jan. 31/24. Sections 7, 8, 9 and some of 10 were voted on and **APPROVED (Changes appear in green)** at today's meeting. Sections 10-12 will be voted on at the next PAC meeting.

SECTION 7: CONDUCT OF EXECUTIVES AND REPRESENTATIVES

~~1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.~~

1. Every executive member, upon being elected into office, shall thoroughly read, understand, and sign the PAC's constitution and bylaws.

This signing shall serve as documented acknowledgment, confirming their understanding of the expectations, responsibilities, and obligations associated with their executive position and commitment to uphold the PAC's principles and guidelines. Document to be uploaded to PAC drive.

2. Every executive member ~~and representative~~ must act solely in the interests of the membership and of the Committee.

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.

Original nr.4 to become new nr.4 with A, B, C, D

~~4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive.~~

4. Any executive member who has a direct or indirect interest in a proposed contract or transaction with PAC must promptly and fully disclose the nature and extent of their interests to both the membership and the executives.

a. The disclosure shall include all relevant details regarding the proposed contract or transaction, as well as the executive member's personal or financial interests associated with the matter.

b. The disclosure shall be made in writing and presented at the earliest opportunity following the awareness of the interest.

c. In the event of a conflict of interest, the executive member involved shall abstain from voting on the matter in question and shall not attempt to influence the decision on the proposed contract or transaction.

d. The abstention shall be recorded in the official minutes of the meeting where the matter was discussed and decided.

Nr.5 to become new nr.5 with A

~~5. Such an executive member or representative must avoid using his or her position on the Committee for personal gain.~~

5. All executive members are strictly prohibited from utilizing their position within PAC for personal gain.

a. Personal gain includes but is not limited to financial profit, personal family advantage, or any form of self-enrichment that could result from the abuse or misuse of one's position within PAC.

SECTION 8: DUTIES OF THE OFFICERS

1. PRESIDENT(S)

A. Shall convene and preside at all membership, special and Executive meetings

~~b) shall ensure that an agenda is prepared and presented~~

B. Shall ensure the preparation of an agenda for each PAC meeting in consultation with Executive members. The agenda will be sent electronically for distribution to membership

Removal of C

~~c) shall appoint committees when authorized to do so by the Executive or membership~~

Original D to become new C

~~d) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization~~

C. Shall hold the responsibility of overseeing and managing PAC executives and committees. This shall include the delegation of tasks and duties, ensuring their timely completion, and

conducting follow-ups to verify that delegated actions are accomplished as per by-laws by the specified due dates.

Original E to become new D

~~e) shall be the official spokesperson for the organization~~

D. The President shall speak on behalf of PAC maintaining impartiality, and aligning with Surrey District PAC's inclusivity guidelines.

D to become E

d) E. shall be a signing officer

G is a proposed addition

G. shall oversee the orientation process for newly elected executive PAC members, ensuring that they read and comprehend the constitution and bylaws. The President shall also be responsible for ensuring that executive and committee members understand the expectations and duties of their respective positions for the upcoming term

2. VICE-PRESIDENT(S) or CO-PRESIDENT(S)

A. shall assume the responsibilities of the PRESIDENT(s) in his/her absence or share responsibilities if Co-President.

~~B. shall accept extra duties as required~~

B. Assist the President or other executive members in the performance of their duties

C. shall be a signing officer

3. SECRETARY

~~A. shall ensure the membership is notified of meetings~~

A. May be responsible for ensuring that the membership is notified of meetings and provided with the meeting agenda electronically no later than 7 days before a member meeting

B. Shall record the minutes of membership, special and Executive meetings

~~C. shall distribute minutes to PAC members~~

C. Shall distribute the draft minutes to PAC members electronically no later than 10 days before the next general meeting. Approved meeting minutes are to be sent to School Admin to be posted on the Semiahmoo Trail Elementary Website no later than 7 days after approval at the general meeting.

D. Shall keep an accurate copy of the Constitution and Bylaws ~~and if and when changes are made~~ All amended copies shall be dated and initialized and a copy submitted to the school board office and District PAC for safekeeping

E. May issue and receive correspondence on behalf of the organization

F. May be a signing officer

~~G. Shall safely keep all records of the PAC~~

C. Shall be responsible for uploading, organizing, and securely maintaining meeting minutes and agendas in the PAC online drive. Additionally, the Secretary shall safely preserve all records of the PAC

4. TREASURER(S)

A. Shall be responsible for and report on the financial accounts of the organization

~~B. shall be one of the three signing officers of the Executive~~

B. May serve as a signing officer on the Executive PAC .

~~C. shall prepare a monthly financial report for presentation at general meetings~~

C. Shall prepare a monthly financial report and reconciliation report shall be sent to executive electronically and be presented at general meetings.

D. Shall, with the assistance of the executive, draft an annual budget and tentative plan of expenditures for the upcoming year. Budget to be presented at AGM for approval

E. Shall ensure that another financial signing officer has access to the books in the event of his/her absence

~~F. shall submit an annual report~~

F. Shall submit and present a comprehensive and detailed annual report at the Annual General Meeting (AGM)

G is a PROPOSED ADDITION

G. The Treasurer(s) shall keep detailed, accurate, and up-to-date financial records of all PAC's expenses and earnings. The records shall include, but not be limited to, receipts, bank statements, invoices, and financial reports

5. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE(DPAC)

~~A. shall attend DPAC meetings~~

A. Shall attend meetings of School district no.36 DPAC meetings and represent, speak, and vote on behalf of Semiahmoo Trail PAC

B. Shall report back to PAC with DPAC news, announcements and parental or student resources

C. Shall seek input from the PAC

D is a proposed addition

D. Shall Maintain Pac's council registration with Surrey DPAC

6. MEMBERS AT LARGE

A. shall serve in a capacity to be determined by the PAC and at other times throughout their tenure as the needs of the PAC might require

Proposed Removal

~~7. PAST PRESIDENT(S)~~

~~a) shall help smooth transition between President(s)~~

~~b) shall assist and advise the Council~~

~~c) shall act as a consultant for the President(s)~~

SECTION 9: COMMITTEES

Original nr.1 to be replaced with new nr.1 A & B

~~1. Standing and ad-hoc committees shall be formed when necessary.~~

1. Committees shall be established as deemed necessary by the executive body, such as but not limited to initiatives like a Hot Lunch program or fundraising program.

a. The formation of committees may be proposed by the executive members, their establishment shall be confirmed by a majority vote of the executive body.

b. Committees shall be formed to address specific needs, projects, or initiatives within the PAC's mission and objectives

Original nr.2 to be replaced with new nr.2 A, B & C

~~2. Committees are responsible to the Executive and members.~~

2. Each committee shall have a designated committee leader(s) appointed by executives with the title "[Name of Committee] Coordinator(s)."

a. The "[Name of Committee] Coordinator(s)" may be shared by two people.

b. The [Name of Committee] Coordinator shall serve a term aligned with the fiscal year and may be re-appointed for additional terms as desired by the PAC executives. Re-appointments shall be considered post AGM but prior to the first general meeting of the fiscal year, where the executives shall deliberate and vote regarding a coordinator's continued service

c. Executive Members, are eligible to undertake the additional role of [Name of Committee] Coordinator(s) in parallel with their executive mandates within the PAC but should not take precedence over their executive responsibilities

Original nr.3 to be replaced with new nr.3 A,B & C

~~3. Members may be appointed annually to committees by the president(s) (after consultation with the Executive).~~

3. The responsibilities of the [Name of Committee] Coordinator(s) shall include but are not limited to:

a. Developing a strategic plan for the committee's initiatives while consistently adhering to PAC constitution and bylaws.

b. Overseeing the successful execution of tasks and projects assigned to the committee.

c. Reporting on the committee's progress and outcomes to the executive body.

Nr.4 is a proposed addition

4. The Executives, through a vote where no less than 75% of the votes cast concur, possess the authority to remove an appointed [Name of Committee] Coordinator(s) from their position before the conclusion of their term.

a. Following the removal, the PAC shall proceed to elect a qualified and eligible member to fulfill the remaining term of the vacated position.

b. Prior to conducting the vote for the removal of a [Name of Committee] Coordinator(s) written notice must be provided to the [Name of Committee] Coordinator(s), specifying the intention to propose the motion for removal. This notice shall be dispatched no less than 14 days before the scheduled vote.

c. The written notice may be delivered through hand-delivery or electronic means.

SECTION 10: FINANCIAL MATTERS

1. The Committee may raise and spend money to further its purposes. Fundraising should have a purpose. Clear communication with members what funds are being raised for.

2..Budget:

The Executive will prepare a budget and present it for approval before the current budget is set to end at **a general meeting prior to the end of May of each year** the annual general meeting.

a. Budget may be amended at any general meeting by a vote.

b. If the budget has a surplus members shall be notified and asked for input on how to spend surplus at a general meeting.

c. If less revenue comes in than expected; Members shall be notified and asked for input on any budgetary cuts needed to balance the budget.

Meeting Adjourned at 1:56pm

**Next Meeting
May 23, 2024**

Respectfully submitted by Heather Neilson