



Semiahmoo Trail Parent Advisory Council

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PAC General Meeting Minutes Thursday June 20, 2024

Attendees: Sara Block, Rachael Marples, Fiona Fu, Sheri Hardcastle, Heather Neilson, Nina Hemmes, Zita Wang

Meeting called to order at 9:06am

Motion to Approve Agenda

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

Motion to Approve Previous Month's Meeting Minutes

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

Treasurer's Report - Nina Hemmes

- 🌱 **General Assets: \$75,038.65**
- 🌱 **Gaming: \$11,485.19**
- 🌱 **Total Assets: \$28,712.34**

DPAC Report - Sheri Hardcastle

🌱 **Digital Device Usage & Updated Code of Conduct**

- Ministry Guidelines are changing, language schools are using about devices/ technology should be a reflection of the new code of conduct - effective September 2024
- Elementary Schools - eg. devices not allowed outside, consent must be given before recording. Expect Karen to be adding new language to our Code of Conduct for device usage in our school
- Secondary Schools - Teachers have new Code of Conduct to back them up in order to follow through with consequences

🌱 **DPAC AGM**

- DPAC had AGM, but is struggling with positions still needing to be filled. Possible follow up election in the fall

🌱 **Fall DPAC startup**

- Usually PAC 101 starts in October

Old Business

🌿 **Teacher Appreciation Lunch**

- Everyone seemed please with the change in format to a more causal experience in the teacher's lounge. Came in under budget. Next year, more sushi and sandwiches would be a recommendation as they were the most popular

🌿 **Fundraisers**

- Pizza Fundraiser went well, raised over \$500 - Easy one, should do this again in the Fall

🌿 **Yearbook**

- 7 leftovers so far and they are up for sale on the hot lunch website, Sheri will ask specific teachers if parents in their class are interested

🌿 **Games Day**

- Went very well - all went smoothly, kids liked their snack items and freezies

New Business

🌿 **Jog-a-thon Spend Vote**

- All present members voted **YES** to the spend of \$18,000 of the raised funds from this year's Jog-a-thon to go to building a Gaga Ball Pit and the rest of the funds to be spent on MacBooks as requested by the school. Up to \$22,500

🌿 **Fall PAC Startup**

- PAC Introduction table on first day of school - Welcome Back Newsletter, Nina will use template from last year

🌿 **Inclusion/Anti-bullying/Anti-racism**

- What can PAC do to assist the school? Potential support for Social Justice club, promote and/or support youth who want to make positive changes, maybe supply snacks for meetings
- Share more resources. We can help make the school a safe space for all children

🌿 **Constitution and Bylaw Amendment Vote - Sections 10-12**

- 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 10 to 12 were voted on and **APPROVED (Changes appear in green)** at today's meeting

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.

Nr.3 is a proposed addition

3. Year end Review: An annual review of the organization's financial books and records is highly recommended to be conducted by 2-3 members who do not have signing authority on the organization's bank accounts. The team of reviewers are to be appointed by a motion passed by the membership at a general meeting. The review is to be handed in to PAC executives by October 1st each year.

3. 4. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.

Nr.5 is a proposed addition

5. All cash or cheque funds collected through fundraising or other PAC initiatives must be deposited to the bank or financial institution within 3 business days of possession.

Nr.6 is a proposed addition

6. All cash or cheque funds must be counted at school premises and kept at Semiahmoo Trail Elementary's office safe until deposited in a bank or financial establishment.

Nr.4 to become new nr.7

4. 7. The Executive shall name at least three signing officers (~~one of whom will be the treasurer~~), for banking and legal documents. Two signatures will be required for these documents.

Nr. 5 to become new Nr.8

5. 8. The Executive may authorize expenses up to \$200.00 without approval from the membership. Any amount spent outside of the approved budget must be brought to members' attention at the next general meeting.

6. 9. A Treasurer's report will be presented at each general meeting. Treasurer's report shall consist of the following; Bank statements with canceled cheques, Activity report reflecting full transparency of incoming and outgoing revenue, A year to date report. The Treasurer's year end summary shall be shared at the first general meeting of each fiscal year.

7. 10. If a need for audit is agreed upon by the members at any general meeting, an independent auditor will be appointed.

8. 11. Approval for individual expense items, and special project budgets, over \$10,000.00 shall be given additional considerations.

a. A focus group meeting, separate from any regular-general PAC meeting, shall be held at least 14 days prior to voting for approval. Notice of the focus group meeting shall be sent home with students or by electronic means 7 to 14 days in advance. It shall include a brief description of the expense under consideration as well as the date, time, and location of the focus group meeting.

b. At a focus group meeting, a member(s) of the PAC Executive shall present to attendees the size, nature, purpose, and timeline of the expense in question. All alternatives should be presented for consideration. Summary handouts are to be made available for attendees to keep.

c. Following the presentation, a member of the PAC Executive shall preside over an open question period. Minutes of the meeting, including the question period, are to be recorded. Copies of the summary handout and the minutes shall be sent home with students or by electronic means within 7 days.

d. If it is determined by the PAC Executive that multiple focus group meetings may be required, the notice period of each meeting will remain 7 to 14 days prior, and the final such meeting shall be at least 14 days prior to voting for approval.

9. 12. All PAC funds are to be used exclusively for Semiahmoo Trail Elementary School and not redirected to external causes.

13 IS A PROPOSED ADDITION

13. All cash handling procedures must be adhered to. (See Appendix 1).

SECTION 11: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Semiahmoo Trail Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members within 14 days. (can be either by notice sent home with students or by electronic means)

2. The notice of the meeting shall include details of the specific amendments proposed or provide access to such details.

3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

SECTION 12: PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the Semiahmoo Trail Parent Advisory Council shall be deemed to be the property of the Semiahmoo Trail Parent Advisory Council and shall be turned over to the President when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

2 IS A PROPOSED ADDITION

2. All property acquired with PAC funds for PAC purposes must be surrendered to the PAC President by PAC executives, committee members, and all members once the intended use of the purchased item(s) has concluded

APPENDIX 1 – Cash Handling Procedures

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from our various PAC events and it is very important that we deal in a consistent manner with these funds.

Cash Handling Policies

1. The deposit slip must be initiated by both parties prior to leaving the school property. No uncounted funds are to leave the school.

2. The returning deposit slip must be attached to the original cash tally sheet and filed in the financial books.

3. The PAC Treasurer or designate, is responsible for deposits and this individual must be present at the time the cash/cheques are tallied. The designate would be the event coordinator or event leader, whenever possible.

4. 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 or deposit, or for tallying and storage in the school admin office safe. The Administration (of Semiahmoo Trail Elementary) must be notified if there is money in the PAC safe.

5. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit an expense voucher to the PAC Executive for reimbursement by cheque or e-transfer. These expenses must be approved prior to the event whenever possible.

6. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, lost, or stolen monies.

7. Under “Special Circumstances”, the event Coordinator or Committee Chair may use funds from the event to pay for an expense on the night of the event, when all other payment options have been exhausted and/or rejected. An Executive member must sign their approval before this expense can be paid. The signed copy of the receipt shall be submitted with its pertaining voucher for bookkeeping and be reported at the next GM.

8. Funds collected from pre-orders for a specific event must be counted and reported together with sales from the same event/fundraiser. If cash, These funds may be kept in the safe until the event and used as float money. If pre-orders are online sales with online payments those sales are to be reported in our financial reports the same as cash sales during an event. The amount used must be recorded and signed by an Executive and the Event Coordinator/Committee Chair. The float amounts must be subtracted before counting and recording event sales, even though both pre-sales and day of event sales can be deposited as one deposit. This will ensure that the pre-order sales and day of event sales are properly recorded for the Event Reports.

Meeting Adjourned at 10:19am

**Next Meeting
TBD October, 2024**

Respectfully submitted by Heather Neilson