

PAC Meeting Minutes

November 29th, 2011

PAC Committee in attendance: Petra Marinkovic, Michael Negus, Ms. Churton, and Nawpreet Nijjar.
Absent: Sonia Grewal and Angela Chiu

Plasma Cars: Inventory count will be conducted on Friday morning. The count was not done the prior week because everyone was busy with the book fair.

Bank Account Update: On Wednesday morning Petra and Angela will meet at the bank to add Petra to the account and remove Lisa. After reviewing the rule guidelines from bcpac.gov.ca website it was determined that at the end of the school year PAC must be dissolved and the funds collected by PAC must be handed over to the school. PAC will discuss with Mr. Leo about adding him to the bank account. It was also determined that the two people from PAC who must have signing authority on the account are treasurer and chairperson. Currently the bank account is at TD bank and is a community bank account. Petty cash will be locked at school. It was also determined that PAC votes cannot be collected via email.

Email Protocol: When writing emails regarding PAC among PAC committee members please try to keep it professional and not personal. We are all on the same team and are here for the same reasons – the best interest of students and the school. All emails will be sent from the PAC committee email regarding any issues. Emails will no longer be accepted as a way to vote. A handwritten letter needs to be delivered with any concerns regarding PAC issues, they cannot be sent to a member's private email. PAC email can be used as well as a way to communicate any issues a "parent" may have. A PAC member or a representative of the member needs to be present in order to make their vote count. No more votes via proxy. Agenda's and minutes will be posted on the website and on the PAC board. Agenda's will be posted two weeks in advance.

Book drive Fundraiser: We all voted to have the scholastic proceeds in the form of books rather than cash. We will receive 50% in the form of product rather than 25% in the form of cash. Everyone agreed that the library will benefit from the books. The winner for the door prize of \$25 gift certificate for student and \$25 for classroom was Dayal Grewal – congratulations!

December Bake Sale: We all agreed that the bake sale should be cancelled because there will be a bake sale at the senior centre held by the seniors during the Christmas concert.

\$500 Christmas concert commitment: The funds for the costumes have been given to Ms. Roberts. Currently the payment for the theatre is outstanding.

Pizza Money: Payment for pizza will be done by cheque. PAC needs to determine how many students will be doing the pizza option in January.

New Business:

- Code of ethics need to be signed by PAC members.
- Need to look at other banks who do not charge bank fees.
- PAC needs to advocate and delegate to parents about PAC.
- Parent sponsorship for their businesses needs to be looked into to make sure we are not breaking any rules relating to PAC.
- Suggestion box has been posted on PAC board now in use. Box will be checked a day before the scheduled meeting.

DECEMBER 13th meeting has been cancelled.

Next meeting is on January 10th 2012 at 6:30 pm in the school library.