



**Ecole Pitt River Middle School  
Parent Advisory Council – General Meeting Minutes  
June 13, 2022**

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**ATTENDANCE (via Zoom)**

**Chairperson:** Summer Wright  
**Treasurer:** May Luong  
 Pitt River Vice Principal: Lindsay Goodridge

**DPAC Representative:** Jeremy Bauman  
**Members at Large:** 2 members in attendance

**ATTENDANCE (in person)**

**Vice Chairperson:** Phil Sinnott  
**Pitt River Principal:** Darren Stewart  
**Pitt River Vice Principal:** Shawne Calihoo

**Secretary:** Bruce Catterall  
**Members at Large:** 7 members in attendance

**Regrets:** n/a

**1. CALL TO ORDER**

Summer called the meeting to order at 7:09pm, and read the Territory Acknowledgement. In accordance with the Constitution & Bylaws of the PAC, the quorum requirements had been achieved and the meeting proceeded.

**2. APPROVAL OF AGENDA**

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the agenda of the meeting, as circulated. **MOTION CARRIED.**

1. May Luong. 2. Phil Sinnott. Approved.

**3. APPROVAL OF MINUTES**

It was then **Moved** and **Seconded** to approve the minutes from the May 26th, 2022 General Meeting, as circulated. **MOTION CARRIED.**

1. Phil Sinnott. 2. Jeremy Bauman. Approved.

**4. CHAIRPERSON / VICE CHAIRPERSON REPORTS**

PRPAC Email & Facebook page:

Our Facebook page continues to be a key communication conduit between the PAC and the parent community. **Parents are encouraged to visit the PAC Facebook page, and to contact us via email at:**

[www.facebook.com/groups/375370090959171](http://www.facebook.com/groups/375370090959171)

[pitrivermiddlepac@gmail.com](mailto:pitrivermiddlepac@gmail.com)

**5. TREASURER'S REPORT**

**Balance Sheet:**

The balances as of June 11th were:

• general account balance	3,391.11
• gaming account balance	15,611.11
• accounts receivable / payable balance	
• RBC account balance	186.80
• netted together, the total assets	19,189.02

We still have to receive the Chipotle funds, and we still have to expense the teacher appreciation event. These will impact the final balances for the year.

**RBC Account status:**

This is our account that is held at the school. It is where the school deposits donations to the PAC through the KEV Online system. The current balance is \$186.80.

**Fundraisers:**

Despite the pandemic, we managed to raise \$2,965.81 in fundraising this year (including Neufeld Farms, Purdy’s Chocolate, Me n Eds, Sushi Fu, Pasta Polo, Purdy’s Chocolate, Dominos Pizza, and Chipotle Fundraising).

**Year-End Audit:**

May and Bruce will conduct the year end audit once the fiscal year concludes on Jun 30<sup>th</sup>.

**2022-2023 Budget Proposal Template:**

The budget is based on similar activities as this year. We are anticipating having Hot Lunches return next year, which will increase our revenue significantly.

<b>Pitt River Middle School</b> <b>Parent Advisory Committee</b> 2070 Tyner Street Port Coquitlam, BC, V3C 2Z1 Tel: (604) 942-0267		<b>2022-2023 Budget Proposal</b> Created: May 21, 2022	
<b>Operating Budget 2022-2023</b>		<b>Gaming Budget 2022-2023</b>	
2020-2021 Ending Balance	\$2,456.28	2020-2021 Ending Balance	\$15,625.31
<b>Revenues</b>		<b>Revenues</b>	
Hot Lunch	\$7,000.00 <sup>1</sup>	<b>Total Revenues</b>	<b>\$9,520.00 <sup>3</sup></b>
Fundraising	\$1,000.00	<b>Expenses</b>	
<b>Total Revenues</b>	<b>\$8,000.00</b>	Bank Fees	\$60.00
<b>Expenses</b>		Buses (Field Trips)	\$6,000.00
Bank Fees	\$60.00	Grade 8 Leaving Ceremony	\$1,000.00
BCCPAC Annual Fee	\$75.00	Performances	\$1,000.00
Classroom Consumables	\$2,700.00	Wishlist	\$3,000.00
Hot Lunch Expenses	\$5,000.00 <sup>2</sup>	<b>Total Expenses</b>	<b>\$11,060.00</b>
Staff Appreciation	\$800.00	2021-2022 Estimate Ending Balance	
Riverside Bursary	\$500.00		\$14,085.31
<b>Total Expenses</b>	<b>\$9,135.00</b>		
2021-2022 Estimate Ending Balance	\$1,321.28		

<sup>1</sup> Hot Lunch estimate calculation using the numbers from pre-COVID  
<sup>2</sup>  
<sup>3</sup> estimate total revenue from Community Gaming Grant; this number may change depending on the number of enrollment

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Jun 11th, as presented. **MOTION CARRIED.**

1. Jeremy Bauman. 2. Bruce Catterall. Approved.

## 6. DPAC REPRESENTATIVE'S REPORT

Apr 25 Annual General Meeting  
Election held.

The first meeting of the year will be the PAC 101 session, likely to be held on Wednesday Oct 5, 2022. Everyone is encouraged to attend this event, especially our new Chair, Treasurer & Secretary.

## 7. ADMINISTRATIVE REPORT

### Performance Groups:

Ache Brasil

### Music:

Band concerts take place Tuesday, Thu & Fri. Choir performs next week.

### Field Trips:

Planetarium, bowling, swimming, Playland, etc.

### HUB Cycling:

Event for the Wolves.

### Staff & Student Basketball game:

Upcoming event on Jun 24. Kids vs. Staff.

### Last Days:

Jun 28 for grade 6-7. Jun 29 is grade 8 leaving ceremonies.

### Report Cards:

Continue to be sent out on the MyED application.

### Lockers:

Hoping to bring these back into use next year.

### Next Year:

Welcome to Grade 6. The Thursday before school starts, invite the students & parents in to visit the school.

Open House for everyone in late September.

## 8. ELECTION OF 2022-2023 PAC EXECUTIVE

The Elections Chairperson, Summer Wright, conducted the election.

Chairperson, Secretary & DPAC Representative:

Candidates. None at this time. Summer to have position descriptions distributed to the parent community. (See Appendix A)

Treasurer:

Elected. Andrew Shaw.

Vice Chairperson:

Elected. Phil Sinnott.

**9. NEW BUSINESS**

**Open Discussion:**

Budget. A discussion of the budgeting process & a high-level overview of the PAC accounts was held.

Playground Replacement. Due to limited fundraising this year, this has not been on the PAC's scope this year. To be revisited next year. The school district does not cover the replacement of playgrounds, as they are responsible for capital projects (i.e. buildings). The onus is on individual schools to replace & maintain their playgrounds & school grounds.

**10. NEXT MEETINGS**

The first meeting of 2022-2023 will be tentatively held on Monday, September 19, 2022.

**11. ADJOURNMENT**

Summer made a motion to adjourn the meeting. ***MOTION CARRIED.***

The meeting was adjourned at 7:52pm.

## APPENDIX A – PAC Executive Roles

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### Chairperson:

This position requires an individual with leadership qualities, who is well-versed about many of the specifics of the Pitt River community, & in the dynamics of leading effective meetings.

- convenes & presides at all PAC meetings – prepares & distributes the agenda, ensures quorum, maintains order, calls for votes on motions & announces outcomes
- oversees the activities of the PAC Executive & coordinators
- operates as an authority on the rules & documents governing the PAC
- acts as the official spokesperson & representative for the PAC, always acting on behalf of the majority of members
- liaises with Pitt River's administration & staff
- ensures the PAC is represented at school & district activities

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### Treasurer:

This is a critical position, with the Treasurer required to possess demonstrated ability & knowledge of bookkeeping procedures.

- maintains all PAC financial records as stipulated by the BCCPAC, ensuring they are both accurate & thorough
- prepares the annual budget & monthly financial statements
- reconciles monthly bank statements
- apprises the PAC of the financial position through regular reports of income & expenses
- responsible for the prompt deposit of all PAC income, & the prompt payment / reimbursement of all PAC expenses (including issuing receipts)
- assesses all financial undertakings to ensure they are within the annual budget
- applies for any Gaming Licenses that may be required for PAC fundraising activities
- applies for the annual Gaming Grant through the BC Gaming Branch
- reports to external parties as required to ensure the PAC remains in good standing & eligible for future financial opportunities

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### Secretary:

The Secretary is the PAC historian. They require strong organizational & note-taking skills, & are required to attend the majority of the PAC meetings.

- records accurate minutes of all PAC meetings
- prepares & distributes complete minutes within 2 weeks of any meeting
- issues, receives & distributes correspondence on behalf of the PAC
- ensures safekeeping of all PAC documents & records
- maintains a complete & current inventory of all PAC assets

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### District Parent Advisory Council (DPAC) Representative:

- maintains current registration & membership of the PAC at the DPAC & BCCPAC levels
  - represents the Pitt River PAC at DPAC & BCCPAC meetings, including conveying & voting the PAC's wishes
  - attends all monthly DPAC meetings (usually the last Wed of the month)
  - informs the PAC of all matters relating to the DPAC & BCCPAC
  - receives & acts upon all communications from the DPAC & BCCPAC
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**Vice Chairperson:**

- assumes the responsibilities of the Chairperson in the Chairperson’s absence or upon request
- assists the Chairperson in the performance of their duties
- accepts extra duties as needed

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**Community & Multicultural Liaison:**

- facilitates the welcoming of families new to the school, that have backgrounds in diverse cultures
- encourages the involvement of these new families in the PAC & school community & helps them understand their role in the education system

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**Fundraiser Coordinator:**

- proposes & submit fundraising projects to the PAC Executive for approval
- coordinates all activities related to a fundraising event
- works with the Treasurer to clearly & accurately record expenses & revenues
- reports the status of fundraising activities to the PAC at the General Meetings
- maintains a record of fundraising projects, suggestions for improvements, & ideas for future events to be submitted as a final report at the end of each fiscal year;

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**Parent Education Coordinator:**

- informs the PAC of any speakers, workshops, or conferences which may be of interest to parents
- arranges topics & guest speakers for assemblies where a parent education component is desired
- coordinates speakers for PAC meetings & arranges information sessions/workshops for parent education activities;

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**Communications Officer:**

- manages the Pitt River PAC Facebook page (and any other social media)
- posts relevant information to social media, as directed by the Executive
- creates & post fliers around the school for any PAC events

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