



**Ecole Pitt River Middle School
Parent Advisory Council – General Meeting Minutes
September 13th, 2021**

ATTENDANCE (via Teams)

Chairperson: Summer Wright
Vice Chairperson: Phil Sinnott
Treasurer: May Luong
Secretary: Bruce Catterall
DPAC Representative: Jeremy Bauman
Pitt River Principal: Darren Stewart
Members at Large: Virgilio Buniao, Robin Clarke, Y Chan, Yvette Hong, Valentine Kitamura, James McPhail, Rhea Miguel, Nahal Namdari, Nicole Owen, Candelaria Segovia, Marlene Wou

REGRETS Lindsay Goodridge (Vice Principal)

1. CALL TO ORDER

Summer called the meeting to order at 7:05pm, 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. 2. Bruce. Approved.

3. APPROVAL OF MINUTES

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the June 9th, 2021 General Meeting, as circulated. **MOTION CARRIED.**

- 1. May. 2. Jeremy. Approved.

4. CHAIRPERSON / VICE CHAIRPERSON REPORTS

As this is the first meeting of the year, Summer and Phil have nothing to report at this time.

5. TREASURER'S REPORT

Balance Sheet:

- the balances at the end of August were:
 - operating account balance 6,087.90
 - gaming account balance 9,821.38
 - accounts payable balance -3,750.00
 - netted together, the total assets 12,159.28

Accounts Receivable / Payable:

- the balances at the end of August were:
 - accounts receivable balance 0.00
 - accounts payable balance 3,750.00
 - netted together, the total AR/AP 3,750.00

Gaming Grant:

- the application for the gaming grant for 2021-2022 was submitted in June 2021
- notification of the status of the grant should be received by Sep 30

- information on the gaming grant program can be viewed at:
 - <https://bccpac.bc.ca/index.php/resources/16-dpac-pac/960-gg-2021>
 - <http://gov.bc.ca/gaminggrants>

Budget Committee:

May suggested that we form a budget committee that would oversee PRPAC's budgetary process, and refine the budget for 2021-2022

It was determined that such a committee is not necessary at this time; and the established budget is sufficient, with the understanding that we will have to be flexible with it in light of the pandemic environment

6. DPAC REPORT

PAC101:

The PAC 101 session is to be held on Wed Oct 6, 2021. This orientation seminar is an opportunity for all parents, grandparents, caregivers and other stakeholders, and especially PAC Executive members, to learn how to operate a PAC. Topics to be covered will include Constitutions & Bylaws; Meetings, Minutes & Record Keeping; and Finances. Details for this online seminar will be released shortly

Meeting Schedule:

The DPAC meeting schedule for 2021-2022 has been released:

Oct 27, 2021	Mar 30, 2022
Nov 24, 2021	Apr 27, 2022
Jan 16, 2022	May 25, 2022 – Annual General Meeting, Elections
Feb 23, 2022	

7. ADMINISTRATIVE REPORT

Covid 19:

Health protocols (masks, hand-washing, daily health checks, etc.) are in place and working well. The school has reduced the before- & after-school crowds, & the lunchtime crowds, by staggering the students' start/end times between two separate time periods. Unlike last year's separation of the students into cohorts, this year students are permitted to intermingle. Unlike last year, Fraser Health will only issue Covid 19 exposure letters to those parties that may be impacted, not the entire school community.

Registrations:

We have approximately 20 new registrations this year; as such, a new division has been added (19 divisions in total). Mr. Mulholland starts on Sep 21, and will be joining the Bears team.

Extracurricular Activities:

Band & choir will begin next week (Sep 2) with Mr. Lambert. Athletics intramurals are to begin in October – to reduce crowding, no spectators will be allowed at these events.

Administration:

KEV forms will be sent to parents on Sep 14. Fri Sep 24 is a Professional Development Day & Thu Sep 30 is Truth & Reconciliation Day – school will not be in session these days.

Pollinator Garden:

12 raised garden beds have been installed long Pitt River Road – these planters contain water reservoirs for watering. Vegetables & herbs have been planted & are growing well. The week of Sep 20th, students will be participating in garden workshops with Earth Bites, an organization that works with schools to establish school-based gardens and deliver seasonal workshops for the students; their programming is student-led, hands-on, & connected to the curriculum. <https://www.earthbites.ca/> Future plans for outdoor classrooms and farmers' markets are to be determined.

8. ELECTION FOR FUNDRAISING COORDINATOR FOR 2021-2022 SCHOOL YEAR

We are currently looking for a volunteer to act as the Fundraising Coordinator for the PAC this year. If anybody is interested in the position, please contact the PAC at pitrivermiddlepac@gmail.com. In the meantime, the PAC will continue to manage fundraising by committee.

9. FUNDRAISING DISCUSSION

Ideas for fundraising this year include restaurant nights (e.g. Me-n-Ed’s, Pasta Polo, etc.), bottle drives, gift cards & gift baskets (especially around the holidays), Neufeld Farms, a virtual bingo night, etc. Valentine Kitamura would like to be involved in the fundraising with the PAC, and is open to having her business, Eden West Gourmet, collaborate with the PAC. If any other families have a business that would like to collaborate with the PAC, please email the PAC at pitrivermiddlepac@gmail.com

A motion was made to set up the KEV system for parents to be able to donate funds directly to the PAC. The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

- 1. May 2. Phil. Approved.

10. NEW BUSINESS

AirTable Mobile App:

This free app is an online system where a group of collaborators can store, share, and collaboratively edit information; it can be used to manage work, track and organize inventories, plan an event, etc. May will look further into this app to see if it might be useful for the PAC

Communication with the Community:

It was determined that a FaceBook page might be the best way to communicate with the parent on a regular basis

A motion was made to have Summer, Phil and James McPhail establish a FaceBook page for the PAC. The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

- 1. Summer 2. Phil. Approved.

Constitution & Bylaws:

The Constitution & Bylaws were reviewed last year, but due to Covid, it perhaps did not receive the full attention it requires

A motion was made to have Bruce establish a committee to review the Constitution & Bylaws. The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

- 1. Bruce 2. Phil. Approved.

11. NEXT MEETINGS

The remaining PAC meetings for the year will be held over Teams until further notice, will begin at 7pm, & are tentatively scheduled for:

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| Oct 18, 2021 | Mar 7, 2022 |
| Nov 15, 2021 | Apr 11, 2022 |
| Dec 13, 2021 | May 16, 2022 – Annual General Meeting, Elections |
| Jan 17, 2022 | Jun 13, 2022 – 2022-2023 Budget |
| Feb 14, 2022 | |

12. ADJOURNMENT

The meeting was adjourned at 8:20pm.