

**Terry Fox Secondary School  
PAC Meeting Minutes  
November 17, 2022 | 7:00pm  
Held in Library, TFSS**



**Attendance: PAC Executive & Committee Members**

<b>Chair</b>	Andrea Howorth	Present
<b>Vice-Chair</b>	Kelly Cooper	Present
<b>Treasurer</b>	Karen Last	Present
<b>Secretary</b>	Andrea Jabour	Present
<b>Fundraising Coordinator</b>	Lisa Currier	Absent
<b>After Grad Liaison</b>	Nancy Fernandes	Present
<b>DPAC Representative</b>	Shannon Leadbeater	Absent
<b>Members at Large</b>	Dee Asmund	Absent
	Jimmy Fung	Present
<b>School Administration</b>	David Starr, Principal	Present
<b>Members Present</b>	Gabi Green, Michelle Lahti, Jamie Manchester	

Contact Email:

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Meeting called to order by Andrea Howorth at 7:02 pm.

- 1. Welcome to New and Returning Members**
- 2. Additions to Agenda**

None

**Approval of Agenda**

<b>MOTION:</b>	Andrea Howorth	<b>SECOND:</b>	Kelly Cooper	<b>CARRIED</b>
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**3. Review and Approval of Minutes from October 20, 2022 meeting**  
Change Andrea Jackson to Nancy Hernandez, Dry Grad Liaison.

<b>Approval of Minutes</b>				
<b>MOTION:</b>	Andrea Howorth	<b>SECOND:</b>	Michelle Lahti	<b>CARRIED</b>

**4. Committee Reports**

**a. PRINCIPAL’S REPORT: David Starr**

- i. Review of school goals
- ii. Busy with University visits to the school over the past few weeks. Total \$1.1 – 1.3million / year in scholarships from all schools.
- iii. UBC alumni coming to meet with kids re: assisting with scholarship applications
- iv. Numeracy and literacy assessments – grade 10 and 12 – how to sit assessments (practice exams) to be completed by end of November.
- v. Assessment scores can be found under MyEd under student accounts.
- vi. Report cards available next week via MyEd.
- vii. Spirit Assembly Nov. 17 – students wore colors according to grade. Series of talent shows, music performances, magician.
- viii. Remembrance Day assembly – great in-person events for kids – building community after two years of no assemblies.
- ix. Grade 10 - SFU and RCMP End Gang Life program talking to small groups has been more impactful. SHARE substance abuse presentations to small groups also ongoing.
- x. Indigenous - District youth summit. Group attended meeting. Help to inform indigenous goals for the year.

**b. BUDGET PRESENTATION – Karen Last / Jamie Manchester**

- i. Karen, Jamie, Kelly, Andrea and David met to draft budget.
- ii. \$88k requests from teachers – needed to be paired down to meet budget funds available and limitations due to Gaming restrictions.
- iii. A 1/3 overall budget to the athletic program - \$35K requested, \$12,500 allocated as department deems fit.
- iv. Club funds allocation similar to last year. Clubs that have the opportunity to fundraise may not receive PAC funds. i.e. yearbook club
- v. Opportunity for additional funds through Student and Family Affordability Fund. Could also be used to reduce overall costs for programs for all students. Principal can allocate some budget shortfalls through this fund.

- vi. New in 2023 year. Current scholarships (\$2K) can come out of gaming funds. Next year must come from the General account.
- vii. Hardship – youth worker request hardship funds will be approved through general funds.

**Motion to approve the 2022-2023 budget as presented and distributed.**

<b>MOTION:</b>	Karen Last	<b>SECOND:</b>	All approved	<b>CARRIED</b>
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**c. PAC EXECUTIVE REPORTS**

**Chair:** Andrea Howorth

- i. Nothing to report

**Vice Chair:** Kelly Cooper

- i. Nothing to report

**Treasurer:** Karen Last

- i. Gaming reports remain the same.
- ii. Signatory on PAC report. Andrea H., Jamie, Karen remain as signatories.
- iii. \$50K balance on all accounts
- iv. Request from Dry Grad - for a deposit for event to be reimbursed back to PAC at a later date in the new year (Jan 31)

**Motion to transfer \$4,500 to Terry Fox Dry Grad committee to pay deposit.**

<b>MOTION:</b>	Karen Last	<b>SECOND:</b>	Michelle Lahti	<b>CARRIED</b>
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**Secretary:** Andrea Jabour

- i. Meeting minutes have been posted to TF website
- ii. Minutes to be removed from website prior to last school year.
- iii. Can PAC approve minutes via email. Tabled for next meeting after review of bylaws
- iv. Review constitution & bylaws – next meeting agenda item

**DPAC:** Jimmy Fung

- i. DPAC encourages parents to review school goals.
- ii. Indigenous land acknowledgement for all meetings

**Fundraising:**

- i. No update

**Grad Liaison:** Nancy Fernandes

- i. Next Fundraising meeting – Tuesday November 22
- ii. Pub night is November 27

- iii. Other fundraisers – Meridian Meats

**Member at large:** Jimmy Fung

- i. Nothing to report

**5. Business Arising from Previous Minutes / Old Business**

**a. Craft Fair Summary**

- i. \$10K revenue from craft fair – Great Volunteers!!
- ii. @1300 attendees (counted from draw tix), kids were free
- iii. Bake sale proceeds to Leadership team, 50/50 proceeds to Dry Grad
- iv. Concession sales less than expected – move next year to different location. Leadership team to take left over inventory. Expect \$400 to be sold and given to PAC at later date.
- v. Hot chocolate, coffee, tea cart next year – especially for vendors.
- vi. Vendors donated a gift value \$10 for draw. Draw tickets to be made within hour next year.
- vii. Football team to take over concession next year, BBQ.
- viii. 122 vendors --- hope to grow to 140+ next year.
- ix. Caretakers need to keep eye on washrooms. David to follow up with custodians.

**6. New Business:**

- a. Land acknowledgement – to be added to meeting start. David to provide text at next meeting.
- b. Fundraising Ideas:
  - i. Trivia Night. Historically raised \$10K – to music department.
  - ii. Parking lot / Boot sale?
- c. Teacher appreciation lunch moved to December dinner. Requested by David. Funding approved in budget.

**7. Next meeting date:**

- a. No meeting in December.
- b. January 19 next scheduled meeting. Move to January 12 in the Library.

**8. Meeting Adjournment**

- a. Meeting adjourned at 8:17 pm by Andrea H.