



**Central Community Elementary School
Parent Advisory Council – General Meeting Agenda
June 8, 2022 7:00pm**

PAC Executive

Chairperson: Bruce Catterall
Treasurer: Colleen Fee
Secretary: Leanne Francis

DPAC Representative: Jessica Ellam
Fundraising Coordinator: Daniella Munroe
Communications Officer: Carmen Zukewich

1. **Welcome & Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - from the May 11, 2022 annual general meeting and the May 24, 2022 Executive meeting
4. **Principal's Report**
5. **Chairperson's Report**
 - BCTF Presentations for Parents, PAC document repository, Body Science workshops – 2022-2023
 - Annual report
6. **Treasurer's Report**
 - Monthly & Annual reports
 - Gaming Account Summary Report (GASR)
 - 2022-2023 Budget (Appendix A)
 - Fundraising activities for 2022-2023
 - Motion to change the signers for the 2022-2023 year
7. **DPAC Representative's Report**
 - Monthly report – May 25 annual general meeting
 - BCCPAC registration – 2022-2023
8. **Fundraising Coordinator's Report**
 - Bottle Drive update
 - Meridian meats gift cards update
9. **Committee Reports**
 - Conflict & Bias Committee
 - Recycling Committee
10. **Old Business**
 - PAC email account & Facebook page
 - Grade 5 Leaving activities
 - Movie Night – Jun 10th – cancelled
11. **New Business**
 - New Executive roles and responsibilities (Appendix B)
 - Year-end transition activities
 - Open discussion
12. **DATE OF NEXT MEETING**
 - September 2022 (TBD)

13. ADJOURNMENT

APPENDIX A – 2022-2023 BUDGET

OPERATING ACCOUNT		2022-2023 Annual Budget	GAMING ACCOUNT		2022-2023 Annual Budget	COMBINED ACCOUNTS		2022-2023 Annual Budget
Cash on Hand at Beginning of Cycle		\$ 5,978.22	Cash on Hand at Beginning of Cycle		\$ 2,034.42	Cash on Hand at Beginning of Cycle		\$ 8,012.64
Revenue			Revenue					
Treat Days (4 per year)		\$ 500.00	Government Gaming Grant		\$ 6,500.00			
Movie Nights (4 per year)		\$ 800.00						
Winter Event - Santa Pancake Breakfast		\$ 500.00						
DFS Fundraisers		\$ 1,500.00						
Pizza Restaurant Nights		\$ 650.00						
Recycling - Bottle Depot		\$ 1,000.00						
Chipotle Restaurant Night		\$ 400.00						
Coffee Fundraiser		\$ 250.00						
Meridian Meats Gift Cards		\$ 250.00						
Event Floats - In		\$ 150.00						
Total Revenue:		\$ 6,000.00	Total Revenue:		\$ 6,500.00	Total Revenue:		\$ 12,500.00
Expenses			Expenses					
Contingency		\$ 500.00	BCCPAC Membership		\$ 75.00			
Event Floats - Out		\$ 150.00	Body Science - sex education		\$ 1,500.00			
Office Supplies		\$ 50.00	school arts-based activities		\$ 4,500.00			
Barbecues - Sep & Jun - supplies		\$ 200.00	Field Trip Transportation		\$ 500.00			
Treat Day Supplies (4 per year)		\$ 250.00						
Movie Night Supplies (4 per year)		\$ 700.00						
Winter Event - Santa Pancake Breakfast		\$ 500.00						
May Day Parade - supplies		\$ 100.00						
Teachers' WishList		\$ 2,000.00						
Field Trip Transportation		\$ 2,500.00						
Lions Park Day - freezies		\$ 50.00						
Grade 5 Grad - cupcakes		\$ 100.00						
Staff Gifts		\$ 200.00						
Bank Charges		\$ 50.00						
Total Expenses:		\$ 7,350.00	Total Expenses:		\$ 6,575.00	Total Expenses:		\$ 13,925.00
SURPLUS / (DEFICIT)		-\$ 1,350.00	SURPLUS / (DEFICIT)		-\$ 75.00	SURPLUS / (DEFICIT)		-\$ 1,425.00
Cash on Hand at End of Cycle		\$ 5,128.22	Cash on Hand at End of Cycle		\$ 1,959.42	Cash on Hand at End of Cycle		\$ 7,087.64

APPENDIX B – EXECUTIVE ROLES & RESPONSIBILITIES

The Chairperson shall:

- a) Convene & preside at all Executive, General & Special Meetings or notify the Chairperson Designate to assume this duty as necessary (see Appendix D for details of the process for Motions & Resolutions, & Appendix E for details of how to conduct a meeting);
- b) Be familiar with & follow the Constitution & Bylaws;
- c) Ensure that an agenda is prepared & distributed;
- d) Ensure members are notified of all meetings;
- e) Ensure a quorum is present before calling a meeting to order;
- f) Appoint committees where authorized to do so by the Executive or membership & be an ex-officio member to all committees except the Nominating Committee;
- g) Be the official spokesperson & representative for the PAC, always acting on behalf of the majority of members & not personally;
- h) Ensure that the PAC is represented at school & district activities;
- i) Ensure that PAC activities are aimed at achieving the purposes set out in the Constitution;
- j) Be one of the three (3) signing officers;
- k) Submit a written annual report of the year's proceedings to the membership at the Annual General Meeting;

The Treasurer shall:

- a) Have demonstrated ability and/or understanding of bookkeeping procedures;
- b) Be one of the three (3) signing officers;
- c) Draft an annual budget with the assistance of the Executive (to be presented at the June General Meeting). This process involves determining the spending priorities, estimating the expenses, estimating & planning the revenue, gaining consensus & passing the budget via motion at a General Meeting;
- d) Assess all financial undertakings to ensure they are within the annual budget;
- e) Maintain all financial records in an orderly fashion as stipulated by the BCCPAC
- f) Keep an accurate & current record of all receipts & expenditures of the PAC. Bank statements must be reconciled monthly & made available for review if requested;
- g) Ensure expenditures have the proper authorization & are backed by detailed receipts & invoices, & pay, by cheque, all bills & accounts which have been approved by the PAC or Executive, ensuring that all bills are paid promptly;
- h) Prepare a written financial report for presentation at each General Meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report & all credits to & disbursements from the accounts, balance of funds on hand, outstanding accounts receivable & payable, & the net surplus or deficit;
- i) Ensure another financial signing officer has access to the books in case of the Treasurer's absence;
- j) Be responsible for issuing receipts & prompt deposit of all monies paid to the PAC;
- k) Be responsible for applying for any Gaming Licenses that may be required for PAC fundraising activities;
- l) With the assistance of the Chairperson, complete all paperwork required by funding organizations (e.g., BC Government's Community Gaming Grants Program) to ensure the PAC remains in good standing & eligible for future funding opportunities;
- m) Make all arrangements for the year-end financial statements review (July); present a reviewed annual report & budget for the ensuing year at the first General Meeting of the fiscal year (September); & present an annual financial statement at the Annual General Meeting (May);
- n) Refer to Section XIV, Finances for further details of Treasurer duties.

The Secretary shall:

- a) Record the minutes of all Executive, General & Special Meetings;
- b) Prepare & distribute complete minutes within two (2) weeks of any meeting: Minutes shall be posted on the PAC bulletin board & on the PAC website, distributed via email to the members of the PAC, & the original copy of the minutes shall be filed in the official PAC Minutes Binder;
- c) Issue, receive, & distribute correspondence on behalf of the PAC;
- d) Keep an accurate & current copy of the Constitution & Bylaws & Code of Ethics; submit updated copies to the DPAC for safe keeping & reference; ensure they are posted on the PAC webpage; & ensure they are available to any member upon request;
- e) Ensure safe keeping of all records of the PAC;
- f) Keep a complete & current inventory, including location, of all PAC assets;
- g) Ensure electronic access to PAC records is properly provided to incoming Executive at the end of each year;
- h) Monitor the PAC box in the school office & ensure incoming mail is distributed appropriately & promptly;
- i) May be one of the three (3) signing officers.

The District Parent Advisory Council (DPAC) Representative shall:

- a) Maintain current registration of the PAC at the DPAC;
- b) Work with the Executive to submit the annual membership application to the BCCPAC, including the related membership fees;
- c) Attend all DPAC meetings or designate another elected officer of the PAC to attend on their behalf;
- d) Seek input from the PAC for presentation at DPAC meetings;
- e) Based on the PAC's wishes, represent, speak, give input & vote on behalf of the PAC at DPAC & BCCPAC meetings;
- f) Report regularly to the membership & Executive on all matters relating to the DPAC & BCCPAC;
- g) Receive & act on all other communications from the DPAC & BCCPAC;
- h) Liaise with other parents & DPAC representatives;
- i) Act as the liaison between the PAC & BCCPAC;
- j) May be one of the three (3) signing officers.
- k) Maintain the PAC's information folders / binders with DPAC meeting minutes & materials provided from DPAC, BCCPAC, & the Ministry of Education; & receive, circulate, & post DPAC & BCCPAC newsletters, brochures, & announcements. Materials must be made available to members of the PAC;

The Community & Multicultural Liaison (Executive) shall:

- a) Facilitate the welcoming of families new to Central Community Elementary School that have backgrounds in other cultures;
- b) Encourage the involvement of these new families in the PAC & the school community & help them understand their role in the education system;
- c) Maintain a record of events or initiatives & provide suggestions for future efforts;
- d) Convene & act as Chairperson of a Community & Multicultural Committee, if necessary.

The Fundraising Coordinator (Executive) shall:

- a) Propose & submit fundraising projects to the PAC Executive for approval, ensuring that they meet the guidelines established in the Constitution & Bylaws & Code of Conduct (Section XII). This shall involve creating an outline of the event, including establishing if a gaming licence is required, estimating the expected expenses & revenues, & determining the number of volunteers required;
- b) Coordinate all activities related to a fundraising event & act as a liaison between the Fundraising Committee & the PAC Executive;
- c) Work with the Treasurer to clearly & accurately record expenses & revenues;
- d) Report the status of the fundraising activities at the General Meetings;
- e) Maintain 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;
- f) Convene & act as Chairperson of a Fundraising Committee, if necessary.

The Vice Chairperson (Executive) shall:

- a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- b) Assist the Chairperson in the performance of their duties;
- c) Accept extra duties as needed;
- d) May be one of the three (3) signing officers.