

Meeting Minutes

Date: November 25, 2025

Location: Zoom

Time: Meeting began at 7:31 PM; adjourned at 7:48 PM

Attendees

- Christine Quan
- Miwa Aoki
- Teri Beauchemin
- Christie Taylor

Agenda & Discussion

1. Banking Update

- A phone conversation was held with the current bank (TD) last Friday.
- Switching banks requires permission from the previous executive; attempts to reach all six former members have been unsuccessful. Able to reach a few members who will sign.
- The group proposes moving the PAC bank account from **TD to Vancity**.

2. New Account Setup

- An appointment is scheduled for Thursday (via phone) to set up the new Vancity account.
- Teri and Christine will be added as the two additional signees.
- Once the account is created, Christine's profile will need to be validated.
- Cheques have already been prepared; one executive member has signed, and a second signature is pending.

3. Reasons for Switching to Vancity

- Improved online access and functionality.
- No fees for transfers between accounts.
- Cheque costs are comparable across all banks.
- Research was conducted on Prospera, RBC, and Bank of Montreal; Vancity is the most suitable choice.
- Proximity of Vancity is beneficial for future PAC members.

- Annual banking fees at TD were approximately \$50; switching banks will recover this cost within two years.
- Doing this now as waiting until January is not ideal.

4. **Cheques**

- Two sets of cheques will be required:
 - **General Account Cheques**
 - **Gaming Account Cheques** (paid from the gaming account)
- Approximately \$200 will need to be fronted from the general account for cheque costs; exact amount will be confirmed after the new account is opened.
- To reduce fees, PAC will prioritize writing cheques rather than using e-transfers.

5. **Gaming Grant Requirements**

- When applying for the gaming grant in February, a void cheque from the new Vancity account will be required.
- The gaming branch will need advance notice about the bank change to ensure proper deposit of next year's funds.

Motions

1. **Motion to Move PAC Banking from TD to Vancity. Authorizing the opening of a new bank account (both general and gaming account). Christine, Teri and Miwa, will be the signing officers for the accounts.**
 - **Moved by:** Miwa
 - **Outcome:** Passed unanimously
2. **Motion to Use General Account Funds to Purchase Cheques**
 - **Moved by:** Miwa
 - **Outcome:** Passed unanimously

Next Steps

- Finalize Vancity account setup on Thursday.
- Ensure all signatures and cheque orders are completed.
- Notify the gaming branch of the bank change before February.
- Review and approve these minutes at the next PAC meeting in **January 2026**.

Meeting adjourned at 7:48 PM.