



MINNEKHADA PAC MEETING MINUTES

Sep 24, 2024

7:00 pm ONLINE

1. Welcome

1.1. Call to Order & Territory Acknowledgment

- Virtual meeting call to order at 7:07pm by PAC Chair Anita Wilson
- 43 in attendance with Jill Reid and Kirsten Patterson (45 in total)

1.2. Regrets – Heather So, Emil Sundberg, Joanna Moss

1.3. Housekeeping – general introduction to meeting structure (guided by Roberts Rules of Order), DPAC governance and C&Bs, etc.

2. Approval of Agenda

2.1. Motion by Hamid Moghaddam, 2nd Mariah (Kevin Div 5)

3. Approval of Past Minutes

3.1. Approval of June 18, 2024, Minutes - Motioned by Stacey Gokool, 2nd by Kristy Dastur

4. President's Report

Anita Wilson

4.1. Intro to PAC

- Anita shares screen presentation about PAC Mission & Objectives, role, and update of PAC positions. Clarification about autonomy of PAC from the school
- Introduce Principal & VP (Jill Reid, Kirsten Paterson)

4.2. PAC use of email vs Msgr Chat

- Msgr Chat will be used to for small informally day-to-day chat amongst the execs but will not be used for formal discussion or official business or decision making. All official business will be conducted as per the bylaws.

4.3. Communication to Parents – discussed use of Newsletters, Facebook (FB), PAC email

4.4. Communication with the school – Emphasis on the main form of communication being the school & Principal's emails. All school/district related matters should first be directed to the school whenever possible.

4.5. Role of PAC – discussion about what PAC can / cannot do, involve in.

4.6. PAC FB page – discussion on purpose and guidelines. Highlights include:

- Any requests to post info that are not directly related to the students at the Minnehada community will be denied (ie. no community posts)
- PAC FB will not permit any discussions of staff and faculty of the school

5. Principal's Report (MMS Admin Report) Jill Reid and Kirsten Patterson

5.1. Jill and Kirsten give an intro about themselves

5.2. Jill suggested renaming this from "Principals Report" to "Admin Report"

5.3. Jill: Screen Share and detailed discussion about Emergency Preparedness

- Parents to be prepared for good possibility of a "practice run" at some point
- In the event of an emergency, the plan is for children to stay at the school as long as possible; Alt Location #1 is Hyde Creek; Alt Location #2 is Birchland Elementary as per protocol

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- Authorized adult for Emergency Contact must be someone who can get to the school in timely manner, who is available nearby and within walking distance. Discussed reasons and considerations about traffic, bridges, rivers/flooding, emergency vehicle access, etc..
- Emergency pickup can be 1 person picking up a group of students (ie. doesn't have to be 1 adult per student)

5.4. Jill: TransLink

- Doug McCloud is the TransLink correspondent
- TransLink has already made adjustments to bus route times, but have not added more busses yet
- Encouraged all parents, significantly Burke Mountain residents, that they NEED to make their plea (and more of it) to TransLink directly, coming from the parents/families.
- **ACTION:** Jill will send out a survey to parents about how many kids are taking the bus, which bus etc so that there will be some hard data to present TransLink.
- TransLink would then send someone to audit/monitor how many kids are missing the bus to adjust bus route times and if there's any need to add more busses.

5.5. Kirsten: Overview of start of the year thus far

- Delivery of the daily announcements over the PA include visuals on the TVs.
- Successful Hot Dog Lunch on Sep 6th with over 1000 hotdogs prepared – Thank you for all the help from parents that filled up all the volunteer slots on Sign-up Genius within 5 minutes of call out
- Musical theater (Feb 2025) – Rehearsals are happening!
- Extra-curricular Activities: Please always check with school and/or read Mustang Minute Email (information was recently circulated prior the PAC meeting). Field Hockey and Cross Country has started, Swim Team and Volleyball starting soon – Students are super enthusiastic about it all and some have signed up for all events, but in the end may naturally gravitate towards only the one(s) that interest them most.
- Emphasis on encouraging grade 6's to try/participate in extracurricular activities – no pressure for long-term commitment

5.6. Kirsten: Education Assessments

- Reading and Math Skills assessments have started with the Faye Brownlie experts
- FSAs (Grade 7's) will start in October/November
- MDIs will be in the new year

5.7. Call out for fabric

- Home Economics teacher is needing donations for fabric (call out to parents). Pieces should be at least 1 meter in length / Fleece & casual material is ideal

6. Committees Reports / Introductions

6.1. Treasurer

Emil Sundberg (Regrets) – Anita presenting report

- Emil is sitting Interim Treasurer from last year until position is filled but has graduated out and requests replacement
- Budget shared via screen share, acknowledged budget from June 2024
Current year budget is based on \$29,135 /\$19,117.58 of this is in the gaming account
- Discussion re. Jersey funding from last year's budget.
ACTION: Need to confirm allocation for Jersey funding is and where it is allocated
- Signing Authorities (3) – dual signature required on deposits and expenses (Treasurer, Chair, Fundraising chair [should be default assistant]) See Section 6.4 below

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- Suggested Fundraising Chair (Breanna Cook) to be 3rd signing officer - Motioned 1st Luisa and 2nd Kristy Dastur. Voted in with none opposing.
ACTION: Need to authorize and change signing authorities with bank
- Suggested & Discussed some basic protocols for finances: Use of cheques for payments; use of Expense submission Forms by execs and staff; any expense over budget must be approved; etc.
- Yearly review of banking/chequing & audit by non-PAC exec.
ACTION: seek non-executive Parent to review finances
- Anita recommends a Contingency Fund as noted in bylaws (suggested, not required) – Will continue further discussion with PAC Exec
- Clarification of Gaming Account - only certain things can be allocated for gaming –there is a more detailed document available but summary is that criteria to be met must be used for initiatives that potentially accessible &/or benefit to all students, and not be used for curriculum or school-specific needs, especially those to be covered already by the school &/or district.
- Bulk of funding goes to classroom support, team funding, and events.

6.2. DPAC

Kristy Dastur

- Kristy liaises MMS PAC with the district PAC
- “Kick-Off” meeting Oct 2nd – DPAC 101 how a PAC can run etc. Join by registration
- Oct 30th is the first actual DPAC meeting (in person)

6.3. Secretary

Michelle Lam

- Michelle is Interim Secretary until position is filled, requests replacement
- **ACTION:** once replacement of Secretary is established, **PAC to initiate review and signing of understanding of C&Bs** for district filing (coordinate with DPAC rep)
- **ACTION:** clarify & initiate protocol for storage of minutes & posting on PAC webpage

6.4. Fundraising

Breanna Cook

- Discussion with explanation of requirements for Gym rental space (community school), purpose of fundraising, C&Bs
- Discussion re. new fundraising ideas or proposals, should be presented to fundraising chair to determine feasibility, protocol (as per C&Bs), and if approved, to coordinate the same. Requirement to outline budget & plan for each event if not already covered under current budget/plan, and to provide basic summary report after
- Discussed suggestion in C&Bs of Fundraising Chair as assistant to Treasurer – ie. “Money counter” and naturally, another signing authority if needed.
- Upcoming: Coffee fundraising for 2 weeks coming up soon / Poco Bowl Event – Cosmic Bowling for Hallowe’en on Oct 23 – Watch for information in school emails, PAC Newsletter and FB Page

6.5. Hot Lunch

Heather So (Regrets) – Anita presenting report

- (as per C&Bs), most hot lunch and treat days are “self-supporting”
- Hot Lunch and Treat Days will typically be scheduled on Wednesdays
- Upcoming scheduled dates: Oct 30th, Nov 20th, Dec 11th – TBA
Possible Menus may include: Sushi, pizza, cookies & cupcakes, frozen treats, etc.

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- Online Ordering will be through Munch-a-Lunch – login and account information to be circulated to parents.

ACTION: add munch-a-lunch Login Info to school email & PAC Newsletter

6.6. Communications Stacey Gokool

- Assists in all communications for various committees and the school as needed
- Will be administrator/moderator on the Email accounts, any FB/social media accounts, newsletters, etc.
- Will be main contact for & assist in any photocopying needs for PAC
- Reiteration of communication guidelines and requests for parents

6.7. Members at Large Luisa Martin, Joanna Moss (Regrets)

6.8. Vice President (vacant)

7. Other Programs

7.1. Munch-a-Lunch (administered by Hot Lunch & Fundraising Chairs)

- This program is to replace KEV as much as possible for PAC initiatives, as it is understood that the district does not encourage/allow fundraising via KEV
- Some families have an account already and can just add their MMS student
- New families are encouraged to sign-up for an account or to transfer their account if coming from another school

8. New Business

8.1. Next Meeting date confirmed – October 15th, 2024 (Online)

8.2. Jessie Mason has stepped up for the Secretary position

- Motioned by Brittany Quirolo, 2nd by Louisa Martin
- **ACTION:** Jill (or school) to provide Anita with parent's contact information, and then Anita will be in touch with Jess to help introduce and onboard to PAC Secretary Position.

8.3. Breanna Cook to be 3rd signing officer (This is a repeat from section 6.1)

- Motioned 1st Luisa / 2nd Kristy Dastur / Passed with no opposing
- **ACTION:** (as noted in 6.1) **bank authorization for signatories needs updating**

9. Meeting Adjournment – Meeting adjourned at 8:25PM by Anita

- Motioned by Parent of Nathan Lapp, 2nd by Stacey Gokoo

10. Next Meeting – Tuesday October 15th, 2024 (Online)

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