



Port Moody Secondary School
Parent Advisory Council – Meeting Minutes
Date: October 7, 2025

ATTENDANCE

Alicia Purvis	Chair & After Grad Chair
Miwa Aoki	Treasurer
Sonya Burdett	Secretary
Alex Chauran	Co-DPAC
Andrew Lloyd	Principal
Colin Cameron	VP

Regrets
Charles Yeh Co-DPAC regrets

1. Meeting called to Order at: 7:02pm

Land Acknowledgements:

“We acknowledge we are on the unceded traditional territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh, Katzie Musqueam, Qayqayt, Squamish, and Sto’lo Nations”

2. Adoption of Agenda

Motion 1st: Sonya Motion 2nd: Miwa Motion passed.

3. Adoption of September 2025 meeting minutes:

Motion 1st: Alicia Motion 2nd: Miwa Motion passed.

(Baseball game update: bottom of 5th Yankees are losing 6/3)

4. Colin Cameron, VP

Fundraising: Did raffle at previous school. Teacher’s ask students to find donations or a gift card. To hold the raffle, an application to the BC Gaming License would be completed. Colin explained how some other schools have done it.

A 50/50 draw was done online at another school. Monies would be divvied up depending on what club sells, ie basketball sells 30% of the tickets, they get 30% of the funds. After Grad could also piggyback on the raffle as well as any group in the school.

Colin said last time it raised up to \$35,000.

It was discussed that getting the application can take up to 10 weeks and for the most part, prizes need to be secured ahead of time. There was discussion around the current strikes with government employees as this may affect things, timing etc

Discussion was had around using Rafflebox for the online portion as they work with BC Gaming Grants/ License.

Unfortunately, no teachers were able to attend the meeting this evening. It was asked what things might be purchased with any of the monies earned. Colin will ask and get some ideas.

Quorum was met for voting.

Sonya motioned for Colin and PAC to start the application for the BC Gaming License now:

Motion 1st: Alicia Motion 2nd: Alex Motion passed.

Miwa motioned to repurpose the Starbucks gift cards from couple of years ago to use as prizes in the raffle.

Motion 1st: Alicia Motion 2nd: Sonya Motion passed.

ADDENDUM:

Via email from Colin Cameron:

I am going to apply for the "Class A" license. From my understanding, this license allows a group to fundraise to a maximum amount - and there are no minimums. So, with a "Class A" license - if \$10,000 was raised, but the initial license allow the group to fundraise up to 100,000, there are no penalties. Having the "Class A", allows you to have more tickets available, with the ability to raise more funds.

Highlighted below is what Mark Landry from RaffleBox stated in the email on this chain. He mentioned to me on the phone that he would drop raffle box's fee from 7% to 5%. He did not correct this on his email that I included here, but will follow up with him to confirm that this is the case. If he drops the fee to this point, there is a further fee of 2.9%+\$0.30 for credit card processing. This would bring the total school service charge to 7.9% plus \$0.30 per credit card transaction... So, this would be paid from the proceeds of the raffle.

Fee Structure: We charge 7% of total funds raised and a \$250 annual fee, charged once your first raffle is complete. We also use Stripe as the credit card processing system, and they charge a per transaction fee of 2.9%+\$0.30.

5. Principal Reports

September events: Senior Sail was a big hit. Club were able to advertise and seek out people to join the clubs; energy levels were high and successfully. Sporting events have started. Musical performance has started.

Building structural: a lot of work around the portables, ie ramps and safety issues. Tennis courts will be painted in the Spring (need temperature above 10). Excellence breakfast will be done in April.

Staff development: focusing on academic authenticity; having a voice in your own work versus going to Chat GTP.

Overall, it has been a good start.

6. Treasure Update:

General account \$ 146

Gaming account \$26444.97

- The \$5.03 has been returned from the bank (discussed at last meeting and thank you Alecia and Miwa for all the extra work in sorting this out). Gaming Account is being closed as it has been 3 months of same withdrawal trying to go through. With opening a new account, we will need to obtain new cheques, which will cost money. This can come out of the gaming account, however, will be trying to have bank pay for all or portion due to reasonings of requiring new cheques.

Miwa met with the school accountant last week and sorted out finances from the donation account. Updated balance should be \$6698.28 after all corrections are completed.

7. DPAC Report

See DPAC website for full meeting minute reports: <https://dpac43.ca/documents/meetings>

First meeting is October 1, 2025

October 29, 2025 is next DPAC meeting.

8. After Grad

It is coming along. They are requesting money from PAC again this year in the sum of \$4,000 (same as last year). After Grad will be at Science World. This and buses are confirmed.

Vintage Fair will be at the end of October (fundraiser).

9. Open Discussion

Student Bursaries: as there were struggles for the recipient last year getting a long list of information, it was felt that PAC's treasurer had to approve all the personal student information. School accountant and administrators will be validating all the student's personal information and any other information going forward, like a SIN number. In addition, any personal information not wanting to be sent via email, ie SIN numbers, can be called into the school.

In the case of a student not claiming, PAC thought there should be an expire date to having all the documents in March of the following year of Graduation. This gives them time in case they enrol in the 2nd semester.

(Baseball game update: bottom of 6th Yankees are up 9/6)

Next PAC Meeting Date: November 4, 2025 at 7pm .

Meeting Adjourned: 7:53 pm



Principal's Report – October 2025

GENERAL HIGHLIGHTS – WHAT WAS AND WHAT'S COMING UP.

- Like all school start ups, time flies. September was no different.
- Senior Sail took place for our Grade 12s on a stunning September 24th evening. Our graduating Grade 12s knock it out of the park with their behaviour and appreciative attitude.
- All our many sports' teams are well into league play and improving with each practice and game.
- We have Informal Reports going home the week of October 13th due to a MyEd maintenance period to address some technical issues.
- Our Performing Arts Department has it's Fall Music Concert on Tuesday, October 21st followed by our Rock Concerts on Tuesday and Wednesday, October 28th and 29th, respectively.
- Preparations are well underway for our Spring 2026 musical, Mama Mia.

STAFF DEVELOPMENT

- Academic Integrity Committee. Helping navigate the world of AI and empowering students. We are digging deeply into this across our academic classes.
- Digital footprint. How is cell phone use given much discussed Ministry mandate of cell phone policies.
- Staff involved in a growing number of committees to support the growth of teacher leaders.



MANAGERIAL / INFRASTRUCTURE

- Tennis court remodel continues with painting scheduling for the Spring so there's a guarantee of weather above 10 degrees Celsius.
- Portables continue to have ramps replaced for safety reasons.

CALENDAR

- Lots of stuff can be [found here](#).

Yours in education,

Andrew Lloyd – Principal – Port Moody Secondary School

PORT MOODY SS PAC

FINANCIAL STATUS -- SCHOOL YEAR 2025/2026

Prepared for meeting on Oct 7

	Opening Balance	- Withdrawals	+ Deposits	Closing Balance
Account	1-Jul-25			
General PAC Vancity	676.74	(30.00)	-	646.74
Gaming Vancity	-	(85.03)	26,530.00	26,444.97
PAC Donation #14000	3,335.14	(1,094.11)	2,983.00	5,224.03
TOTALS	4,011.88	(1,209.14)	29,513.00	32,315.74

Summary	Income	Expense	Net
Gaming grant (Gaming)	\$ 26,420.00		\$ 26,420.00
Donations (#14000)	\$ 2,983.00		\$ 2,983.00
Robotics club from 2024/2025 (Donation)		\$ (1,094.11)	\$ (1,094.11)
Club Expenses (Gaming)			\$ -
Athletic Banquet (#14000)			\$ -
Academic Awards (#14000)			\$ -
Student Bursury (#14000)			\$ -
			\$ -

Gaming Vancity - Account Details

DATE	DEPOSIT WITHDRAWAL EFT/CASH	DESCRIPTION	PROGRAM	Activity	Deposit	Withdrawal
		BALANCE FORWARD			\$ -	
July 18	Withdraw	BAM CC JUL 15	?	Other reference #700		(25.00)
12-Aug-25	Fee	Overdraft fee	Bank			(5.00)
13-Aug-25	Deposit	From General account		To cover for unknown withdraw + fee	30.00	
20-Aug-25	Withdraw	BAM CC AUG 15	?	Other reference #700		(25.00)
20-Aug-25	Fee	Overdraft fee	Bank			(5.00)
21-Aug-25	Refund	Reversal of withdrawl	Bank	Bank reverses BAM CC AUG 15 withdraw	25.00	
20-Aug-25	Refund	Reversal of fee	Bank	Bank reverses Overdraft fee from AUG 15	5.00	
31-Aug-25	Interest	Interest	Bank	Bank charges interest for overdraft status		(0.03)
17-Sep-25	Refund	Reveral of withdrawl	Bank	Bank reverses BAM CC JUL 15 withdraw	25.00	
18-Sep-25	Withdraw	BAM CC SEP 15	?	Other reference #700		(25.00)
19-Sep-25	Refund	Reversal of withdrawl	Bank	Bank reverses BAM CC SEP 15 withdraw	25.00	
3-Oct-25	Depost	Gaming grant	Grant	Gaming grant for 2025-2026 year	26,420.00	
					26,530.00	(85.03)

Balance 26,444.97

Donation Account (#14000)

Account Summary as of June 2025 - Updated

**Note: Two unauthorized withdraws made in June to be reversed/corrected in Oct 2025

DATE	DEPOSIT WITHDRAWAL EFT/CASH	DESCRIPTION	PROGRAM	Activity	Deposit	Withdrawal
		BALANCE FORWARD			3,192.24	
10/10/2024	Deposit	Donations		Update as of Oct 10	4,855.00	
11/1/2024	Deposit	Donations		Update as of Nov 18	455.00	
1/16/2025	Deposit	Donations		Update as of Jan 16	45.00	
2/4/2025	Deposit	Donations		Update as of Feb 4	145.00	
4/1/2025	Deposit	Donations		Update as of April 1	55.00	
4/3/2025	Withdraw	Student Bursary		Transferred to Student Scholarship acct (Tasha B)		(500.00)
5/2/2025	Deposit	Donations		Update as of May 2	110.00	
6/19/2025	Withdraw	Club Expenses		Portion of Inv# 2025-004		(277.06)
6/19/2025	Withdraw	Athletic Banquet		Invoice# 2025-003		(500.00)
6/19/2025	Withdraw	Academic Awards		Invoice# 2025-003		(500.00)
6/10/2025	Withdraw	Furniture project		UNAUTHORIZED WITHDRAW of Furniture project		(3,043.22)
6/11/2025	Withdraw	Unknown		UNAUTHORIZED WITHDRAW of unknown project		(781.82)
6/23/2025	Deposit	Donations			80.00	

5,745.00 (5,602.10)

Balance 3,335.14

PAC Accounts and Process Overview

October 3, 2025

PAC has 3 accounts:

1. Vancity General Account - Currently not being actively used. Main purpose is to maintain and carry over each year as contingency funds.
2. Vancity Gaming Account - Gaming grant gets deposited here. Main purpose currently is to support the Club activities. Each year's grant funds must be used in 3 years.
3. Donation Account - Any donations made by parents get deposited here. Main purpose currently is to support any additional projects that the school may request. Intention is to use the funds in the year they were donated.

Process for reimbursing the school:

1. Decisions on which projects the PAC will support, the amount (\$), and from which source (one of the 3 accounts above) will be determined and voted on during PAC meetings and documented in the meeting minutes.
2. Purchase is made by members of the school admin/staff. Accountant invoices the PAC referencing the project name.
 - a. All receipts must be sent to the Accountant by the beginning of May.
 - b. All invoices must be sent to PAC by no later than the last Friday of May. I.e. May 29, 2026. Invoices submitted after this date will not be paid using that year's budget.
3. PAC to approve invoices up to the voted amount (\$) and confirm the account source.
 - a. If the invoiced amount is higher by up to 10%, the PAC Executive can vote to cover the excess.
 - b. If the invoiced amount is higher by greater than 10%, then it will need to go to a general vote with the PAC.
 - c. For Club Expenses, PAC will only cover up to the allocated amount.
4. For reimbursement from the Donation account, the Accountant can make the transfer, referencing the invoice # and project name in the transaction.
5. For reimbursements from the Vancity accounts, PAC will deliver signed cheques to the school by mid-June. We ask that cheques get processed by the end of June, as our fiscal year ends on June 30.

Other requests:

Setting up Kev Online for donation requests

- At the beginning of the school year, PAC and After Grad to email the Accountant and the appropriate Admin with the request to set up an item in Kev Online. Include the following info:
 - Description of request
 - Start and end dates of when the item would appear in Kev Online. All items will expire and be removed from Kev Online by the end of June.
 - Account number to which the funds should be deposited.