

**Terry Fox Secondary School
PAC Meeting Minutes
October 20, 2022 7:00pm
Held on Zoom**



Attendance: PAC Executive & Committee Members

Chair:	Andrea Howorth	Present
Vice-Chair:	Kelly Cooper	Present
Treasurer:	Karen Last	Present
Secretary:	Andrea Jabour	Present
Fundraising Coordinator:	Lisa Currier	Absent
After Grad Liaison:	Nancy Hernandes	Absent
DPAC Representative:	Shannon Leadbeater	Present
Members at Large:	(Dee) Asmund	Present
	Jimmy Fung	Present
	Myra Golab	Present
School Administration:	David Starr, Principal	Absent

Members Present: Gabi Green

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

MOTION:	Andrea H	SECOND:	Dee Asmund	CARRIED
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3. Review and Approval of Minutes from September 26, 2022 meeting

Change member from absent to present

Approval of Minutes

MOTION:	Andrea H	SECOND:	Shannon Leadbetter	CARRIED
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4. Committee Reports:

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

- i. Absent. No updates provided.

b. **PAC EXECUTIVE REPORTS:**

Chair: Andrea Howorth

- ii. For general correspondence please use PAC gmail and cc on all communication.
- iii. Email: terryfoxpac@gmail.com

Treasurer: Karen Last

- i. Vendor fees coming in for craft fair.
- ii. Gaming grant now deposited into account.
- iii. Teachers' wish lists - more meetings to come to prepare list and dispersal of funds.
- iv. Gaming license application done and submitted. 50/50 grad draw
- v. BCCPAC dues paid.
- vi. Signing authority adding Karen. Jamie to remain.

Secretary: Andea Jabour

- i. Using shared Google Drive and gmail.
- ii. Kelly to pass on USB and binder at the next in-person meeting.

DPAC: Shannon Leadbetter

- i. First meeting next Wednesday, October 26 - topics to include Indigenous education and territorial acknowledgement.
- ii. Shannon posting parent events on Facebook.

Fundraising: Andrea Howorth

- i. updates below on Craft Fair.

Grad Liaison: Andrea Howorth

- i. Christine Cumins will now Chair this committee
- ii. Meetings with Dan Wyper are continuing
- iii. 41 parents in attendance at the last meeting.
- iv. Kelly Cooper, Tanya Robichaud, Lindsay Ross and Tabitha McLaughlin to head up committee.
- v. Next committee meeting - November 7
- vi. Fundraising meeting - October 27
- vii. Email for all grad communication: terryfoxdrygrad@gmail.com

5. Business Arising from Previous Minutes / Old Business:

a. **Craft Fair: November 5, 2022**

- i. History: used to be part of dry grad committee

- ii. 118 vendors - SOLD OUT
- iii. 50/50, Bake sale to generate revenue.
- iv. Concession - PAC function for snacks addition of food truck
- v. online registration new this year - streamline process
- vi. e-transfers - tied to PAC gmail address for autodeposit
- vii. Social media, TCN ad, signs for advertising (14) + 15 additional to be ordered
- viii. Volunteer signup - 'signup genius' to be used for parents, student to sign up.

b. Banking:

- i. Karen still needs to be added. Needs paperwork.

6. New Business:

- a. **Elections** - the following have been added to the PAC

Motion for Kelly Cooper to be added as Vice Chair for Terry Fox PAC Executive Committee			
MOTION:	Dee Asmund	SECOND:	Karen Last
			CARRIED

Motion for Jimmy Fung to be added as Member at Large for Terry Fox PAC Executive Committee			
MOTION:	Dee Asmund	SECOND:	Kelly Cooper
			CARRIED

b. Budget/Teachers Wish List

- i. David collecting lists/budget. Meetings ongoing.

c. Social Media

- i. All PAC executive can be added to SM account. Please contact Andrea. It is a private group.

d. Zoom Account

- i. Zoom account under Andrea Howorth's name. Other committees also use this account.

Motion for PAC to continue using personal paid Zoom account at a cost of \$11.20/month until June 2023. To be a budget item.			
MOTION:	Karen Last	SECOND:	Jimmy Fung
			CARRIED

e. Minutes on TF Website

- i. Email minutes to school secretary for posting on website.

ii. Remove previous years

7. **Next meeting date:** November 17, 2022 @ 7pm in the LIBRARY.

8. **Meeting Adjournment**

a. Meeting adjourned at 8:03 pm