

## **SJD PAC Meeting**

PAC MEETING

DATE: 25 October 2021

TIME: 6:30 pm - 8:00 pm

LOCATION: Zoom

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### **Join Zoom Meeting**

<https://gvsd61.zoom.us/j/69004387492?pwd=RU1DdGUwcThoWHdvM1U0MURtVXNUUT09>

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**Attendees - Listed Separately**

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## **Meeting Minutes**

### **1. PAC Executive Roles + Adoption (See Roles + Responsibilities Below)**

- Treasurer - **Roxanna (appointed at the 27 September 2021 PAC Meeting) co-signer**
- Communications - **Jenny (appointed at the 27 September 2021 PAC Meeting)**
  
- **Chair**
  - Casey Austin - co-chair
  - Natalie Tokgoz - co-chair; **co-signer**
  
  - Chair Vote
    - All in favour - **ALL**
    - All opposed - NONE
  
- **Vice Chair**
  - Sarah Petresc
  
  - Vice Chair Vote
    - All in favour - **ALL**
    - All opposed - NONE
  
- **Secretary**
  - Katherine Davies
  
  - Secretary Vote
    - All in favour - **ALL**
    - All opposed - NONE

- **Members At Large**
  - Julia Hudson
  - Adam Taylor
  - Andrea Fritz
  - Lou Horan
  - Angelika Koch
  - Maylyn Elliot - [co-signer](#)
  
  - Members at Large Vote
    - All in favour - **ALL**
    - All opposed - NONE

### **2021/2022 PAC Executive Summary**

1. Casey Austin (Co-Chair)
2. Natalie Tokgoz (Co-Chair)
3. Sarah Petrescu (Vice Chair)
4. Roxanna Mohtadi (Treasurer)
5. Katherine Davies (Secretary)
6. Maylyn Elliot (Member at Large)
7. Adam Taylor (Member at Large)
8. Andrea Fritz (Member at Large)
9. Lou Horan (Member at Large)
10. Angelika Koch (Member at Large)
11. Julia Hudson (Member at Large)

*Please note contacts summarized in separate, non-published pdf.*

## 2. Budget Review + Adoption

- Reviewed budget line by line - **Roxanna**
- **Katherine/Roxanna** to follow up with Community Association re: Crossing Guard Supplement
- **Katherine** to follow up with Julia - Gaming Grant application
  
- 2021/2022 Budget Adoption
  - All in favour - **ALL**
  - All opposed - NONE

	<b>BUDGET</b>
	<b>2021/22</b>
<b>TOTAL FUNDS (Operating + Gaming)</b>	<b>\$28,791.60</b>
<b>OPERATING TOTAL</b>	<b>\$18,777.39</b>
<i>PAC Administration</i>	
PAC Meetings: Child Care + Food	\$0.00
PAC Admin Fees	\$500.00
Benevolent	\$1,500.00
Benevolent-Camp Pringle Fees	\$0.00
Staff Appreciation	\$1,280.00
Misc Appreciation	\$500.00
Parent Education	\$200.00
<i>School's Discretionary Spending</i>	
Gr 5 Celebration	\$1,500.00
Classroom Supplement	\$9,040.00
Healthy Snacks	\$500.00
Crossing Guard Supplement	\$2,000.00
<b>TOTAL</b>	<b>\$17,020.00</b>
<b>GAMING</b>	<b>\$10,014.21</b>
Field Trips	\$6,780.00
Library Supplies / Home Reading	\$1,000.00
Clubs / Societies	\$500.00
Athletic Equipment	\$1,800.00
School Beautification	
Playground	
<b>TOTAL</b>	<b>\$10,080.00</b>

### 3. Fundraisers (Key ones)

- School Cash Online
  - SJD PAC Added; will look to fundraise for playground
- Purdy's Chocolate - **Roxanna**
  - 27 Nov 2021 for delivery 02-08 Dec 2021
- Fernwood Coffee - **Maylyn Elliot**
  - Maylyn has decided to not do hotlunch.net; need to finalize the logistics of getting funds
  - Google Form and E-Transfer to be set up with Roxanna monthly
- Hot Lunch
  - Not happening for the 2021/2022 school year

### 5. School Street Safety Committee

- Per Casey, how do we start a committee?
- **Katherine** to send an executive email for Casey

### 6. Murray

- Thank you to the new PAC and executive members who are stepping into vacant roles!
- Only 1 COVID exposure since the last meeting!!!
- Mural is completed (thank you Andrea Fritz!) and ready for install on the large exterior wall facing Fairfield on the exterior of the building; coming soon!
- **Playground:** installation coming in the next few months: just outside the kindergarten door (large netted area)
  - Murray to coordinate a meeting with himself, Laura, PAC Executive
- **Garden Steering Committee:** 20 parents, 5 teachers, 2 childcare centres; Meeting Wednesday 27 October 2021 to narrow vision

Every PAC meeting last Monday of the month; next PAC meeting: **29 November 2021 @ 6:30 pm**

## **PAC EXECUTIVE RESPONSIBILITIES**

### **President/ Chair**

- Shall speak on behalf of the PAC
- Shall act as direct liaison from the Principal/ Vice Principal to the PAC
- Shall consult with the PAC Executive and Members at Large
- Shall attend and preside over all membership and executive meetings
- Shall ensure the agenda is prepared and presented
- Shall allow input from membership
- Shall appoint committees where authorized by the membership or executive
- Shall ensure that the school is represented in school and district activities
- Shall ensure that the PAC activities are aimed at achieving the purposes set out in the constitution
- Shall ensure that the PAC Bulletin in the foyer is maintained and up to date
- Shall produce and disperse monthly PAC newsletter in coordination with the

### **Vice President/Co Chair**

- Shall assume the responsibilities of the President in the President's absence or upon request
- Shall assist the President in the performance of their duties
- Shall accept extra duties as required
- May be a signing officer
- Shall maintain an ongoing knowledge of materials in the SJD PAC Playbook

### **Treasurer**

- Shall be responsible for and report on the financial accounts of the organization
- Shall maintain good record keeping of all financial activities of the PAC using acceptable book keeping standards
- Shall ensure the funds of the PAC are properly accounted for
- Shall prepare and provide floats for planned fundraising events 1 day prior the scheduled date. In the event of the Treasurer's absence from an event, the Treasurer shall appoint an executive member with signing authority to provide for the floats.
- Shall report on all receipts and disbursements at general and executive meetings
- Shall report monthly on expenditures vs profits from ongoing fundraisers ie. Fernwood

## **Secretary**

- Shall ensure that members are notified of meetings
- Shall record, prepare, and distribute copy of minutes of all membership, special and executive meetings or shall organize an alternate to do so
- Shall post meeting minutes to the PAC Playbook (located on the SJD Google account)
- Shall keep and maintain an accurate copy of the constitution and bylaws
- Shall submit a copy of any amended bylaws to the school office and the school board office
- Shall prepare and maintain other documentation as requested by the membership or executive
- Shall ensure that all records of the PAC, including financial records, are kept in a designated and accessible area on school premises
- Shall keep an accurate record, including contact info, of PAC executive and committee members
- Shall gather and ensure that copies of any marketing materials and or communications are copied to the SJD PAC Playbook on the SJD PAC google drive
- May be a signing officer
- Shall submit an annual report to the membership
- Shall maintain an ongoing knowledge of materials in the SJD PAC Playbook

## **Communications Manager**

- Shall oversee all PAC activities
- May be a signing officer
- Shall submit an annual report to the membership each year in the September meeting
- Shall receive and read PAC email and manage or distribute to appropriate committee/member/executive
- Shall maintain an ongoing knowledge of materials in the SJD PAC Playbook
- Shall put together monthly PAC newsletter in coordination with the Chair/President
- Shall compose letters/ imaging to distribute to PAC Representative to share with
- parents
- Shall manage Sir James Douglas PAC social media accounts
- Shall approve all posts made to SJD social media accounts
- Shall ensure that no images of children/students/parents are posted online without consent
- Shall ensure that all posts are inline with the PAC constitution and SJD posting principles. Shall not allow bias, opinion, politic or parenting advice on any social media posts
- Shall compile a monthly social media post outline as per the input and approval of the membership/executive/Principal
- Shall liaise with SJD administration to make sure any upcoming or ongoing messages are delivered through social media account
- Shall design event posters, or when appropriate assign someone from executive or membership to the task
- Shall ensure that we maintain cohesive and recognizable messaging in both newsletters and social media posts to create more cohesive and engaging messaging.

- Shall create and submit campaign imagery for large fundraising events and ongoing fundraisers and present to executive for approval
- Shall contribute any/all marketing material to the SJD PAC Playbook on the SJD Google Drive
- Shall maintain an ongoing knowledge of materials in the SJD PAC Playbook
- Website Coordinator/ Google account manager
- Website:
  - Shall be responsible for all PAC website data and the file structures in which it is kept
  - Shall update website content monthly or more frequently based on events and news that needs to be communicated.
  - Shall keep current on PAC social media and PAC newsletters and ensure information is consistent on the website.
  - Shall perform website backups
  - Shall pay for annual Wordpress.com domain mapping and submit for reimbursement to the treasurer.
  - Shall ensure website functionality and perform software updates.
  - Shall ensure domain registration and hosting are current.
  - Shall deal with requests for website content and ensure information is posted to website in a timely manner i.e. swim club, fundraisers, hot lunch club, holiday emporium etc.
- Google account:
  - Shall facilitate/manage invites to membership for access to the SJD PAC Playbook
  - Shall forward email messages that need to be addressed by executive- fundraisers, parent education, requests and questions that need to be dealt with by specific people.
  - Shall respond to general emails.
  - Shall manage SJD PAC email inbox clean and file emails into folder structure.
  - Shall update google calendar with important dates for each school year.
- The PAC Google calendar is embedded into the PAC website and links to the SJD School Calendar.

### **Coffee, Fun Lunch**

- Shall reporting in depth on expenditures versus profit at meeting immediately following a large fundraising event ie. Halloween Dance, Holiday Emporium, Pancake Breakfast etc.
- Shall make financial records and books of account available to membership upon
- written request
- Shall have financial records and books of account ready for inspection or audit annually
- Shall assist in the annual draft budget and tentative plan of expenditures
- Shall be one of the three signing officers of the executive
- Shall ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence
- Shall prepare and submit a Year End Financial Statement and submit such to the President for submission to the membership
- Shall submit annual report to the membership

- Shall maintain an ongoing knowledge of materials in the SJD PAC Playbook

**MEMBER AT LARGE - PAC Classroom Representative Liaison**

- Shall attend general and executive meetings
- Shall be responsible for the Classroom Representative List, keeping on ongoing list emails addresses and parent contact names for each teacher/division
- Shall provide ongoing communication monthly and as needed between the PAC and the Class reps throughout the school year in regard to PAC events and news.
- Fun Lunch Co-ordinator
  - Shall select menu and negotiate with vendors for the following school year
  - Shall act as the liaison with the vendors for the school year
  - Shall coordinate with the PAC Rep Liaison to source Fun Lunch Volunteers on Fun Lunch days
  - Shall set up/maintain online ordering system on PAC HOTLUCHES.net system prior to the yearly session opening