**Gilpin PAC**

**Meeting minutes**

**Date**  **Location**  **Called to order**

Tuesday October 29, 2024 Gilpin Library 7:17pm

**Chair** **Secretary** **Adjourned**

Matthew Sands Jennifer Ryan 8:21pm

**Attendees:** Matthew (Chair), Linda (Co-Chair) Jen Ryan (Secretary), Brenda (Treasurer), Eva Young (Principal), Tara Militech (Head Teacher), Amber (DPAC Rep), Lauren (DPAC Rep), Aaron, Heather, Celina, Peter, Krista

| **Action** | **Discussion** | **Action Item** |
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| Call to order  | The meeting was called to order at 7:17pm |  |
| MOTION[1] Celina[2] LaurenCarried | The agenda items were approved by attendees as circulated. |  |
| MOTION[1] Krista[2] AaronCarried | The minutes from the September 17thth meeting were approved as circulated. |  |
| **PRINCIPALS REPORT**Eva Young | * Cross country was a big success- thanks to the parent coach and Ms. Handa for being the sponsor teacher
* Volleyball continues with a great turn out.
	+ Thanks to the teacher who stepped up to coach.
	+ Games for 6-7’s
	+ Intramurals for 4-5’s
* The last Pro-D day that had great workshops & conferences
* Shake Out drill was held October 17th
* Lockdown drill will be held on November 6th
* They will have a Hold & secure drill coming up as well
* FSA’s are finishing up
* K-7 Digital Literacy Citizenship is ongoing and will cover:
	+ Digital identity & relationships
	+ Privacy & security
	+ Mental health & awareness
	+ Media literacy
* Halloween COLA will be held on October 31st at 11:00am
* Remembrance Day Assembly will be held on Nov 8th
* November 22nd is the next PRO-D day
	+ Teachers will learn about Equity, Diversity & Inclusion (EDI)
* Parks & Rec programs continue
	+ Babysitters Course (11 kids attending)
	+ Crafts & Games
	+ Mulit-Sports
	+ What other things do parents want to see coming up?
* 1st Term report cards will go out the last day of school before the break
 |  |  | The minutes from the April 23rd meeting were approved as circulated. |  |
| **TREASURERS REPORT**Brenda | * Budget Approval Meeting
* Review of the general account proposed budget
* Questions:
	+ Why is there nothing next to the silent auction?
		- We did a small silent auction during the welcome back event last year and it wasn’t a huge money maker
		- It is a lot of work to put on one of a large scale
		- We can look at bringing it back if we have a larger project we want to fundraise for
	+ How did the first apple fundraiser do?
		- Made roughly $900
		- We will be doing another one in November
		- There was some feedback about some browning on the Honey Crisp apples- this was due to the apples being stored too cold. The supplier is aware and it won’t happen again
	+ Is it possible to provide swimming lessons like the skating lessons previous classes have had?
		- Swimming is a life lesson and is cost prohibitive for some and really hard to get into classes
		- Can be a short set (4 classes)
		- Ms Young to bring it up at next Teachers meeting
	+ Is the Teachers Wish List a complete list or did the PAC leave anything off the budget?
		- Nothing was left off the budget
	+ What is the process of the teachers wish list?
		- The teachers work together to decide what they want to add to the list
	+ Drumming workshop
		- The drumming workshop will be led by the same person as last year
		- The school applied for a grant and the rest is being subsidized by the PAC
		- There will be 7 days of workshops with a parent performance at the end
	+ Are we able to utilize non-profits for workshops/additional classes/programs?
		- Currently the school goes through Art Start who vets the different programs
		- Parks & Rec has been unreliable in the past due to staff shortages
		- The school will be mindful in the future and understands the preference for using non-profits
	+ Last year some money was not spent and those line items have been budgeted for again. Is there a way those can be lumped together and to make sure that money is spent?
		- Brenda would prefer not to lump them together as MISC as there are too many items
		- Better communication will help getting that money spent- reminding teachers etc that the money is there
	+ Is the Emergency Preparedness Supplies different that the comfort kits that parents put together for last year?
		- Yes, these are supplies for the emergency bin by the gaga ball pit
		- The school plans on sending an example of the comfort kit home so that parents can redo them as some were too big and didn’t fit in the bin
* Review of the gaming account proposed budget
* Questions:
	+ What is the process for booking buses?
		- Teachers book the buses but they need to know of the program well in advance so they can book them as availability can be an issue
		- PAC will be having the budget meeting in June next year so that can help teachers plan ahead and book buses in advance
	+ So we need any additional small jersey sizes?
		- The mesh ones seem to be quite large still and would be a good option in the hotter months
		- Something we could look at budgeting for next year
 |  |
| **MOTION**ALLCarried | The General Account budget was approved as circulated. |  |
| **MOTION**ALLCarried | The Gaming Account budget was approved as circulated. |  |
| **DPAC REPORT**Amber & Lauren | * The latest DPAC meeting was held on October 21st
* Trisha Soliva, Brian Ho and Rahim Hussein talked about Finance Control and Practices for PAC’s
* PAC and DPAC insurance coverage
	+ SPP coverage extends to cover PAC/DPAC members with respect to authorized activities connected to the school district
	+ Coverage only for general liabilities (no equipment or cash assets)
* What activities are sanctioned by the school district?
	+ PAC’s must ensure that the school Principial and/or school district supports and has sanctioned the event
	+ PAC events such as fundraisers, workshops, and student events should be jointly plans with the school/school district
* What activities are not supported?
	+ No events with alcohol off site
	+ School carnivals (pony rides, bouncy castles, trampoline parks)
* Should PAC members be signing contracts on behalf of the PAC?
	+ PAC members should not be signing contracts on behalf of the PAC. For contracts or agreements related to a sanctioned event, they should be reviewed and signed by an authorized district administrator
		- PAC members signing contracts make them personally liable
* All PAC’s should have an annual budget voted on by PAC members
	+ All money raised should have a purpose
* Community Gaming Grant is $20 per student
* Donations:
	+ Donation tax receipts can only be issued by the district (min %20)
	+ Donations via School Cash Online (recommended)
	+ If a tax receipt is required, donations received must remain with the school and can be used at the direction of the PAC
* District and schools can make purchases for the PAC and be reimbursed
	+ This allows PAC to take advantage of volume discounts and a professional procurement department
	+ PST/GST rebates when applicable
 |  |
| **New Business**  |   |  |
| **PAC Website**LAUREN | * Celina will be working on a PAC website that will help with PAC communication to parents
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| **Field Trips**PETER | * How come parents who drive for field trips don’t need to do a drivers abstract or criminal record check?
	+ Some parents have expressed concern about random parents driving their kids on field trips
	+ Ms. Young will check with the district to see if there are any best practices or if the school should be doing anything differently
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| **MOTION**ALLCarried | To increase the Discretionary fund amount to $300* It was originally motioned to raise the discretionary fund to $250 but then it was motioned to raise it more to $500
* After some discussion, it was then agreed upon to increase the discretionary fund amount to $300
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| **Next Meeting** | Tuesday January 21st 7:15pm |  |

***There being no further business, the meeting was adjourned at 8:21pm***