**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] Lauren  Carried | The agenda items were approved by attendees as circulated. |  |
| MOTION  [1] Krista  [2] Aaron  Carried | 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**  ALL  Carried | The General Account budget was approved as circulated. |  |
| **MOTION**  ALL  Carried | 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 |  |
| **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 |  |
| **MOTION**  ALL  Carried | 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 |  |
| **Next Meeting** | Tuesday January 21st 7:15pm |  |

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