

Dunsmuir Middle School PAC Meeting Minutes
October 22, 2024

1. Meeting called to order by Stephanie at 6:32
2. Stephanie called for a motion to approve the agenda, Kara seconds this.
3. Last month's meeting minutes have not been added to the school website, nor sent out to attendees from last month. There was discussion about whether minutes should be posted on the school website before they have been approved at the next month's meeting. It could be posted as a draft and then once approved at next meeting, draft taken down and approved minutes posted. No consensus reached.
**(as I am typing up the minutes, i will say that I will speak with Kelly Easton in the office about her preferred method and report back at next meeting)

4. Principal's Report

- Lisa has sent out an invitation for a school staff member to join our PAC meeting each month. It can be nice to have a secondary opinion from within the school.
- We had a student vote last Friday at the school. Most of the gr 8's participated and probably 2/3 of school population cast a vote. Staff did speak to students about the issues in politics right now, but did not talk about personal view points, they bring different perspectives into the classroom and let the kids talk it out and debate it and the hope is that engaging dialogue in school the kids may come home and open discussions with family. Study has shown that if you vote in the first election after you turn 18 that you are much more likely to continue voting throughout your life. Proper ballots and everything, spoiled ballots were a thing too! So at our school we had:
NDP 157
Conservatives 110
Green 155
29 spoiled ballots
This was for our representatives in our riding.

Officially the province's election results so far are

NDP 44
Conservatives 40
Green 9

Pretty close as a percentage!

- Good news about Grade 8 leaving Celebration! It was going to come to about \$6000, but now it will come in at roughly \$5000. The Legion is offering us their space and not charging the rental fee (!!!), AMAZING!! and Chris (VP) knows a DJ and he reached out to them and the DJ has offered his services also without charge, they will think about an honorarium as that's very generous. The meal will come to about \$18-19/ student and includes a burger, fries and 2 refills of pop. Tea and coffee are unlimited (don't expect many coffee drinkers?). So comes out to 20-25 per student, could maybe get a photo booth or have really nice decorations. There are 224 gr 8's this year.
- Our school was invited by Spencer Middle School to participate in a trip to Thailand. It's very expensive, about \$5000/student through EFT Tours. There are 5 students and 1 parent going on the trip. It is possible Dunsmuir may plan a big trip like that sometime in the future, but it needs to be explored at a board level. Learn through Spencer's experience. This group is looking to do some fundraising, suggested Purdy's. PAC members brought up that the

school usually run a Purdy's order for Christmas (either Dance or Library), and PAC does one at Easter. So that's probably enough Purdy's, we'll tell them to try another avenue for raising funds.

- Grade 6 Immunizations 29th and 30th
Kelly will donate juice boxes and cookies that were going to expire by xmas break. If we had 4 parents could come and help out, that would be amazing. Stephanie and Candice volunteered, Lisa will put it out to the gr 6 parent population, and have 2 parents per day. Tara offered, despite not having a gr 6 if they are in need.
- Photo retakes on October 24.
- Tomorrow the gr 8's and only the gr 8's will see a play put on by Holocaust Theatre. It meets the curriculum. There have been rave reviews from Spencer. It is also free, which it will be during period 2. There is nothing about the Mid-East conflict, it is an anti discrimination message, second world war. Lisa may send something out to gr 8 parents afterwards.
- Halloween guidelines came out. Nothing new compared to years past
- November 8th Remembrance Day assembly in block 3. Parents are generally not invited to come because of seating capacity in the gym. 3 vets will be coming, not to speak. Stephanie mentioned she has come to this in the past and her husband has spoken to the school about his experiences. Lisa said she may ask Stephanie and husband if that is something they would be open to this year, she will look things over and be in contact. We have a challenge for the largest group doing a choral reading of In Flanders Fields. School band will do music. Legion will still be doing poster and writing contest

Presidents Report

- Reach out if you need help, aside from that Stephanie will assume you are doing okay with PAC duties If you can't be at a meeting in person contact Stephanie and she will communicate the info to the larger group.
- If you bring up something that needs to be voted on, and we get off track and miss it, please be responsible for making sure we come back to it and vote on it.
- Bring all fundraising ideas to the table. Stephanie is pro fundraising so if you have an idea, please share.

VP Report

- nothing to report

Treasurer's Report

- ** Treasurer's report will be attached to this
- Financial's weren't approved at the last meeting and so we did this via email, incase anyone wondering.
- 50/50 was also not approved
April puts forth a motion to do a 50/50 at the Night Market
Kara seconds it

In future we need to be specific about what 50/50 funds will be going to - strict rules with gaming. You can be purposefully vague, but it is better to be specific where you can. Funds for this are just going to the general gaming account. Generic operating is what we've out on the application this time. and it will need to be reported on annual report.

- Banking. We have had many issues with Coast Capital and have spoken about moving to Van City. Lana made a judgement call at the bank last week as she needed to get Rebecca off the Coast Capital Account. There have been lots of issues. So Candice and Lana are both sponsors still. Van city, pretty much like any other credit union - no fees for non profit. Just need copy of constitution and by-laws, meeting minutes where the motion was passed, listing the approved signors. Lana has done research, is prepared and understands what it would take to move bank accounts mid-year.

Mary-Anne made a motion to switch banking institutions from Coast Capital to Van City April approved it. This is pending approval of constitution and by-laws.

In order to do that we need to get the constitution approved. Theresa is working on it and thinks she could have a final copy ready by end of next week.

Gaming Commission and Bambora would be switched over, make sure all cheques cashed which Lana would be on top of. There's nothing saying we can't have 2 accounts open at same time while we do transition.

We probably need to have sponsors both sign to close out coast capital account.

Who will be signors, according to constitution? It will come down to roles, not individual people.

Budget

In past month taken in \$6400 for Hot Lunch, so we got the Gaming Grant for \$14,500 for a total of \$20,911 come in this month. Expenses were \$57.37 to Stephanie for Rebecca's leaving gift, \$418 for Bambora fees, came out of hot lunch. And a cheque to Lana for the \$100 to BCCPAC which she paid in August. Hot lunch expenses were \$2656.05. We have a balance of \$17,194 in our Operating account.

SPEAC Report

- No notes at this time, will try to bring some for next meeting.

Communications

- Candice gave Kelly a blurb to put in the Weekly newsletter, thanking parents etc and talking about upcoming events
- In the past, newsletter has come out on Wednesday afternoon, noticed it came out on thursday morning last time. This is Kelly's call to make.

Emergency Prep

- Donna not in attendance but she gave Stephanie her report. Donna has not had a chance to source out all the emergency prep stuff, but will have it for next month. She has \$609 to use, which is left over from last year's donation line on school cash on line.

Fundraising

- Tara has offered to run some bake sales in order to offset the gr 8 celebration cost for families. She is thinking to do approx one/month and see where we're at. Need to reach out to Lisa with some date suggestions, perhaps for Wednesdays vs Fridays, and preferably not in a hot dog day week.
- Hot Lunch: There are 249 orders in for November's hot lunch. Had an issue with Cobs not separating the scones, Candice talked to teachers when she dropped them at classrooms, and will speak to Cobs about next time. On Hot Dog Day 5 parents came, 6 would be

perfect. There were 4 classes absent that day - on a field trip to Goldstream, so numbers weren't necessarily true as far as moving on is concerned. Sold 139 hot dogs, and since we bought extra not knowing how many kids would come, we have enough to last a few hot dog days. The next one is Nov 18. Will be good to have everyone on the same page for the next time. There were some issues from custodial about using the space, and it doesn't sound as if everyone was on the same page regarding where and how hot dog day would be handled, but hopefully moving forward we will be good. Candice brought a bag of cash, separated by denomination from Hot lunch for Lana and brought receipts for reimbursement. Reminder to use the cash procedures Lana has outlined moving forward. It is important for cash to be counted by 2 people and they must sign to say they have counted.

5. Old Business

- Constitution. Theresa has been working through an update for quite some time, looking at constitutions from other PAC's- it's been very interesting! Found even more discrepancies with ours. CML as a new school- thought we could use there's as template, but it doesn't necessarily fit our school and needs tweeks. Discussion about what happens with PAC money if a PAC is dissolved. Issues surrounding who can have a vote, ie with parents who are also staff, that kind of thing. We NEED to have constitution approved for Van City, will be working on it next week, have a final copy ready for next Friday potentially, that we can approve via email.

6. New Business

- is the biggest risk for any PAC and so we need to trim up our procedures. Little to no policies or procedures in the past to outline how we handle cash. Up until Candice started the hot lunch program 2 years ago we didn't really handle much cash, so didn't necessarily need the rules outlined. However, now we are handling lots of cash and it is VERY IMPORTANT that we have clear rules that we all adhere to. This is for everyone's protection, not just for PAC accounting.
- **Cash Handling Procedures** - Lana has drawn up a guideline for us regarding cash handling procedure (she has used this with other accounting clients). Please find attached. We now have a cash deposit slip made up and we will have copies in the PAC drawer the office.
- ****Tip** - if you write "ORIGINAL" in yellow highlighter, you can still photocopy and it won't show up.

Any cash, there must be a cash control sheet, counted by 2 people, signed off by 2 people. Preferably by exec, but not necessarily, that can't always happen. Then separate person depositing counts again, so total of 3 people count before depositing in bank. Because this is the area of biggest risk, even if there is not a ton of time, following the procedure is a priority. This should have been done last year, but that's okay, moving forward we need to have it done right. Can everyone commit to doing that please.

So, do we want to keep a float? a \$75 float that belongs to us, to be counted before and after each event. The school does have a float that they allow us to use, but Lana would prefer we keep our money separate. Therefore it would be in our best interests to purchase a safe for PAC's use.

Lana will keep \$75 of the hot lunch cash that Candice just handed in and use it to create a float. Keep the float at the school.

Cash disbursement - please fill out a form for disbursements. If submitting a receipt, it is attached to the form and that's how you'll get money back.

Timing of Disbursements: Lana feels she can turn it around within a week, and that's fair. So if you get disbursement form filled out and handed in on Tuesday, Lana will try to have a cheque to you by the following Tuesday.

Etransfers are a good idea moving forward, easier to use than cheques as far as disbursement. Cannot etransfer directly to vendors in most cases.

Emailing scanned receipts is fine, and then giving the original receipt in when you receive your cheque is okay.

Motion to adopt the following process put forward by Stephanie: if you want reimbursement, you must submit form by Tuesday at noon to get cheque by following Monday.

Kara approves the motion.

Stephanie proposed a motion to to create a Treasurer email account.

Kara seconds.

Lana will open a gmail account specifically for Treasurer.

****Secretary's note: Lana opened this email account the same night of the meeting and the address is dunsmuirpactreasurer@gmail.com**

- Tara asked about using school float vs pac float for bake sale proceeds, it is decided Tara will use school float for gr 8 bake sales.
- Candice offers to do hot dog day just through the school, give them the cash at the end of the day. We still think this sb deposited with the PAC funds and not go through the school.
- So we need coin rollers (for PAC or School)

Lana puts forward a motion to purchase a cash box, under \$100 will cover it, Lana will purchase that.

Lana will deposit the cash from hot dog day within the next 2 days.

- Motion by Stephanie to run Night of Lights fundraiser. We will get 24 books with 10 in each book.

Approved by Kara.

- 2024/2025 Budget and Staff Requests

We have \$3600 left in account. We asked questions of the school to help us make final decisions.

- \$250 for leadership, final approval
- \$1000 approved for Mathletics (they wanted \$3000, offered to split with us, but since the program hasn't been tried yet, we opted to pay a portion for a select number of students. We're also 2 months into the school year and they wouldn't pro-rate the amount. Also don't know if we would get all teachers buying in at this point in the school year. It made sense to try this out, and maybe next year look at it again.
- Learning Commons Weave. This MUST GO THROUGH OPERATING account because teacher mentioned it is for curricular activity, and gaming can't be used for that.
- Cultural Fair ELL We can give them \$500 but it can't cover custodial costs because it is coming from gaming account.
- \$1000 approved for 2 Post Secondary Bursaries
- \$609 approved for Emergency Prep (funds from last year, donated specifically for this purpose)
- Lana would like to put aside a bunch of money in savings. We have \$3600 left in gaming, \$1000 in operating.

April put forward a Motion to open up a savings account.

Kara Approved

April put forward a Motion to approve 2024-2025 Budget
Kara approves.

7. Meeting adjourned 8:22

In Attendance:

Stephanie- President

Candice- Fundraiser

Allison- SPEAC

Lana - Treasurer

Teresa

Mary-Anne- VP

April- Past President

Tara- Secretary

Kara- member at large