

SD40 New Westminster DPAC

Jun. 15, 2015

Minutes of Annual General Meeting

Attendees: Beth Ott (Chair), Andrea Mears (Vice-Chair), Cheryl Greenhalgh (Secretary), Naomi Perks (Herbert Spencer Rep), Lynsay Orozco (Lord Kelvin Rep), Kelvin Leong (Herbert Spencer), Heather Lynch (YAC), Susie Smith (NWSS), Tekla Fulton (EGMS & Qayqayt Rep), Sloane Drennan (Lord Tweedsmuir), Deborah Garrity, John Gaipman (SD40 Superintendent), Kevin Lorenz (SD40 Secretary Treasurer), Ken Millard (Lord Kelvin Principal)

1. Welcome and Introductions

2. Agenda:

- Adopt agenda m/s/c

3. Guest Presentations:

- **Kevin Lorenz (Secretary Treasurer SD40)**
 - Discussed memo dated Feb 10/15 and the process for making charitable gifts to SD40. SD40 now has charitable status and Royal City Education Fund (RCEF) will be wrapping up over next few months.
 - Taxable receipts can be attained for cash gifts of \$20 or more and in-kind donations of \$50 or more.
 - Donations must be made to SD40 to be eligible for a tax receipt.
- **John Gaipman (Superintendent SD40)**
 - Sup't Gaipman gave a brief overview of Bill 11, describing the 3 parts of the bill:
 - Shared services
 - Professional Development, and the
 - Changing role of the Minister and his relationship to School Boards.

4. Minutes, General Meeting:

- Adopt General Meeting minutes of Apr. 20, 2015. m/s/c
- Adopt General Meeting minutes of May 11, 2015. m/s/c

5. Minutes, Executive Meeting:

- Receive Executive Meeting minutes of Jan. 26, 2015

6. Updates from Schools:

- No reports

7. Report from Superintendent: John Gaipman

- Superintendent Gaipman's written report was received.
 - **Q** – Is there an update on the NWSS replacement project?
 - **A** – The District Project Report (DPR) has been accepted and no new work is required. It is hoped that the project will be in front of the Treasury Branch by the end of July or early September at the latest. Treasury review will take about 1.5 months.
 - **Q** – Will parents be involved in the selection of a project manager?
 - **A** – Not likely. Expertise and experience needed to make that selection.

8. Chair's Report: Beth Ott

- The Chair's written report was received.

9. Treasurer's Report: Beth Ott for Colette Mondin

- Beth presented the 2014-2015 year to date statements and the prepared budget.
Motion: to accept the 2014-2015 year to date statements as prepared by Colette Mondin. m/s/c
Motion: to accept the 2015-2016 proposed budget as prepared by Colette Mondin. m/s/c

- The bank balance was not available.

10. Committee Reports:

- **Youth Advisory Committee (YAC): Heather Lynch**
 - Heather advised that she will circulate the 2014/2015 annual report. The chair of the committee is Councilor Johnstone
 - The committee will be recruiting new members in October
- **Neighborhood Traffic Advisory Committee (NTAC): Cheryl Greenhalgh**
 - Cheryl reported that at the recent NTAC, it was observed that young people are often guilty of walking with distractions (mobile devices and earphones). A suggestion was made that students might benefit from “safe walking” education (pedestrian awareness) – perhaps partnering ICBC and PACs or DPAC.

11. New Business:

- **Meeting Dates:**
 - Meetings will continue to be held on the third Monday of every month.
- **Constitution & Bylaws** – the task of updating the Constitution and Bylaws has been started this year. The two sections tackled this year were membership and finance. Other sections will be updated next year.

- **Membership:**

Motion: to accept the first paragraph in Article II Membership as amended m/s/c

Article II. Membership

Membership in the Council may be granted in accordance with the following guidelines:

Motion: to accept the section a) in Article II Membership as amended m/s/c

a) Voting:

The Executive and one representative from each local school P.A.C. shall be recognized as voting members. A voting member is the parent or guardian of a student in SD40.

- **Finance:**

Motion: to amend the prepared Article X Finances section d) to remove the naming of the Chairperson and Vice Chairperson m/s/c

Motion: to capitalize Executive in section h) m/s/c

Motion: to accept the changes to the Article X Finances as amended m/s/c

Article X. Finances

a) The financial year shall be from July 1st through June 30th.

b) All financial records are the property of the DPAC and must be kept for a minimum period of seven (7) years and turned over to the Executive on demand.

c) All funds of the Council will be on deposit in a Chartered Bank or Credit Union or any other financial establishment registered under the Bank Act or the Credit Union Incorporation Act.

- d) *The Executive shall name three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required on these documents.*
- e) *All monies paid out from the DPAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the payee is left blank, nor for payments to self. All cheques must bear the signatures of two of the three authorized signatories.*
- f) *A draft budget shall be drawn up by the Treasurer/Executive for discussion at the AGM in May or June. A finalized budget will be presented for approval by the membership at the first General Meeting of the fiscal year.*
- g) *The general membership must approve all expenditures by the Executive or Committee members that go over the budget.*
- h) *The Executive shall have the authority to pay accounts as approved in the annual budget. The Executive shall have the authority to spend up to \$100.00 for items not allocated in the budget, provided that the projects or items support the Purpose of the New Westminster DPAC. Following the expenditure, a report must be presented to the DPAC and recorded in the minutes of the next general meeting convened.*
- i) *For programs that have been approved by the membership but cannot be financed through the annual budget, the Executive shall have authority to:*
 - a. *initiate specific fundraising projects;*
 - b. *seek grants that may be available from governments, charitable foundations and similar sources, provided only that neither constitutes or implies support of a political party or endorsement of a commercial product*
- j) *The Executive will set aside at least \$500.00 for start-up operating costs for the following fiscal year.*

- **Election of Executive:**

- Chair – Beth Ott was nominated and acclaimed
- Vice-Chair – Cheryl Greenhalgh was nominated and acclaimed
- Secretary – Andrea Mears was nominated and acclaimed
- Treasurer – Sandra Coll was nominated and acclaimed

12. Adjourn:

- Next meeting September 21, 2015
- Motion to adjourn m/s/c