

## **SD40 New Westminster DPAC Executive**

May 24, 2015 9:30 am

Minutes of Meeting

**Attendees:** Beth Ott (Chair), Colette Mondin (Treasurer), Andrea Mears (Vice-Chair), Cheryl Greenhalgh (Secretary)

### **1. Agenda:**

- Approval of agenda as circulated. m/s/c

### **2. Nominations:**

- Discussion about June election and advertising for nominations.

### **3. Website:**

- Discussion about finding someone to look after the DPAC website. Beth knows of a parent with skills in this area and will approach her to see if she is interested.

### **4. Parent Education:**

- Event dates and locations need to be booked with the school district ASAP.
- Will proceed with a Cyber Citizen/Technology talk in September and in October book the HELP (Human Early Learning Partnership) presentation regarding the MDI (Middle Development Inventory) results.
- Ideas for other parent education are:
  - Sports and fitness
  - Grief to Action – dealing with addiction issues
  - Environmental concerns

### **5. Budget:**

- We have budgeted approximately \$7,000 and we will likely spend about \$6,500. Colette will propose an \$8,000 budget for next year.
- Discussion about whether DPAC should continue to pay for the printing costs for the Special Education Booklets.
- **Action: Cheryl to investigate the cost of the DPAC renting a PO Box.**

### **6. General Meeting Dates 2015/16:**

- Suggestion to continue with the 3<sup>rd</sup> Monday of the month where possible.
- **Action: Beth to map out suggested dates.**

### **7. NWSS Awards Night:**

- To be held June 4<sup>th</sup> at Massey Theatre. Beth to attend on behalf of DAPC.

### **8. Minutes:**

- **Action: Cheryl to get caught up on outstanding Executive minutes.**
- There was no quorum at past general meeting so will bring two sets minutes to June meeting.

### **9. Executive Binders:**

- Colette wrote a draft job description in anticipation of creating a Treasurer's job manual. She has divided into 3 sections – budget, grant application and Gaming Account summary.
- The other Executive members are to create similar job descriptions. All will be formatted in a consistent manner and posted on the DPAC website.

### **10. Adjourn**

- noon