

Date: Nov 21, 2024

Location: Queensborough Middle School and online

Time: 7-9 pm

GENERAL MEETING MINUTES

Chair: Laura Kwong (Chair, Qayqayt)

Minute Taker: Heather Kamitakahara (Secretary, Connaught)

DPAC Executive: Shawn Sorensen (Vice-chair, Qayqayt), Krista Macaulay (Treasurer, Tweedsmuir), Cyrus Sy (MAL, NWSS DPAC Rep), Sue Kenny (MAL, QMS), Alison Ytsma (MAL, Qayqayt), Heather Kamitakahara (Secretary, Connaught)

Guests: Superintendent Mark Davidson

Regrets: Cheryl Sluis, School Board Trustee

Attendees: Angelina Rose (Hume Park), Carline Alon (Tweedsmuir), Cyrus Sy (NWSS), Jen Knight (Skwo:wech), Neely Yuda, Shawn Riberdy (Howay), Marti Longstaff (EGMS), Joana Henery (Skwo:wech), Natalie Taha (Herbert Spencer), Alison Ytsma (Qayqayt), Grebel Cardenas (Connaught Heights), Krista Macaulay (Tweedsmuir), Heather Kamitakahara (Connaught)

Meeting called to order at 7:10 pm

Time	Item	Owner
7:12	Welcome, Call to Order & Territory Acknowledgement, Attendance	Laura
	Adoption of November 2024 Agenda MOTION TO APPROVE by Laura K SECOND by Shawn Sorensen CARRIED	Laura
	Approval of October 2024 Meeting Minutes MOTION TO APPROVE Laura K CARRIED	Laura
7:16	Standing Reports <ul style="list-style-type: none"> ● Chair Report <ul style="list-style-type: none"> ○ DPAC has been invited to participate in the Strategic Plan development that is being run by Roots and Rivers. <ul style="list-style-type: none"> ■ There was a survey sent out. Please fill out the survey and sign up for the Town Hall. ■ DPAC was asked to give targeted feedback so we have a meeting set up next week. ○ On Monday night, Laura sits on a Provincial committee that started out as a BCCPAC Committee but were unable to get anything done, so have been doing their own thing this past year. Now called the BC Education Facilities Committee. 	Laura Krista

- On Monday night we hosted a public town hall with 80 attendees. New BC poli cabinet announcements made on Monday as well.
- Sent a last-minute invitation to the new Minister of Education & Minister of Infrastructure. School construction now falls under this new Ministry of Infrastructure.
- New advocacy on school construction should be going to the new Ministry. School construction is the term that was used in the Ministry briefing describing what that new office will do.
- Committees were sent - Bowinn Ma sent her regrets right away.
- Going to do what we can to build a relationship with her.
- Shawn - voiced enthusiastic support. Attended first BCCPAC conference this past year. Was a big eye-opener to see the lack of functionality in the leadership group. The advocacy that this coalition is doing and the legwork going on, is really great.
- **MOTION: that the SD40 DPAC support and join the DPAC Coalition until such time that we no longer wish to be a part of it. Natalie T - motioned, Krista seconded. CARRIED. (none opposed)**

Treasurer's Report & PAC Treasurer 101

- Account update given.
- Treasurer 101
 - Don't forget you are a volunteer, doing unpaid work.
 - What you should know as treasurer:
 - Basic understanding of budgeting/book keeping
 - Know PAC's bylaws, relevant policies, gaming rules and regulations
 - How to keep good records.
 - Have a "risk aware" mindset
 - Be open and transparent
 - Okay, but what do I have to do?
 - Maintain up to date and accurate financial records.
 - Develop and monitor budgets.
 - Implement strong financial controls. In particular, write (co-sign) or send (co-approve) cheques and e-transfers.
 - What is gaming?
 - GPEB manages gambling activities and administers Community Gaming Grants.
 - PACs receive annual grants to enhance extracurricular opportunities for K-12 students.
 - The grant amounts are determined based on student enrollment. \$20 per student, with a minimum grant of \$2,000 for schools with fewer than 100 students.

- Gaming regulations
 - PACs must only use funds received to cover eligible costs received.
 - Receipt must be obtained to cover eligible costs outlined in the grant.
 - PACs and DPACs must retain management and control of the funds awarded to them.
 - It is good practice for the PAC to directly reimburse the vendor.
 - Unless approved by the Branch, grant funds must be fully disbursed within 12 months of receipt of the Community Gaming Grant for DPACs or 24 months of receipt of the Community Gaming Grant for PACs.
 - Can't be used for anything curricular.
- Gaming Requirements
 - Have a separate gaming account from your operating funds, and it must have gaming in the name.
- There are some things you have to do.
 - You have to submit a gaming report summary within 90 days of the year-end.
- Gaming requirements
 - Sometimes policies don't actually work on the ground.
 - Follow the rules set out as best you can.
- Budget
 - All PACs should have a budget. Any changes to the budget must be voted on by the entire membership.
 - Your budget should include how you plan to spend your operating funds and gaming funds. It should also forecast any revenue from your fundraising.
- Having specificity in the budget can be really helpful.
- Budget Reporting
 - Yes, you need to report on your budget.
- Besides gaming and accounting, are there other things you can do?
 - Yes, you can do as much or as little as you want.
 - If the PAC wants to apply for other grants you can do that. Be mindful of reporting the requirements of grants.
 - If your PAC wants to register as a non-profit/BC society there are things to be aware of. You would probably have to register as a non-profit. It is a lot of work and would establish the PAC as a legal entity and would have to get insurance policies yourself.
- What about SD40 APs
 - Generally it is a good practice to be aware of APs as a PAC.

	<ul style="list-style-type: none"> ■ For finances, any time PAC money moves into a school account, (eg School Cash) it is then subject to district policies and APs (and some of these APs allow for funds to be repurposed at the principal’s discretion if not spent at the end of the year). ■ Anything purchased with PAC funds that is given to a school is subject to policies with APs. ■ Be mindful if this would align or clash with gaming stipulations. ■ AP522 charitable donations - this is for donations to schools, not PACs. ○ TLDR <ul style="list-style-type: none"> ■ Create a budget ■ UPdate the budget ■ Makes sure you have separate gaming/operating accounts ■ Follow gaming rules and regulations. ■ Apply annually for gaming grant. The June 30th deadline is very strict. ■ Send in your gaming report annually, 90 days after your year end. ■ Know what bylaws and SD40 APs you need to follow. ■ You’re a volunteer. If our communities are so reliant on parent labour, perhaps we can advocate more broadly as a community to fund the reproductive labour that sustains us. 	
<p>8:20</p>	<p>School Reports → not enough time for everyone, just did questions</p> <ul style="list-style-type: none"> ● FRMS (Temitope) <ul style="list-style-type: none"> ○ ● Queen Elizabeth (Harinder) <ul style="list-style-type: none"> ○ ● EGMS (Marti) <ul style="list-style-type: none"> ○ Middle school transition, what do other districts do? Offer a summer school transition. ● Hume Park (Pamela) <ul style="list-style-type: none"> ○ ● Lord Kelvin (Eryne) <ul style="list-style-type: none"> ○ ● Skwo:wech (Joana) <ul style="list-style-type: none"> ○ Walking school Bus - want one!!! How to get one? -> DPAC is advocating to the city to increase funding for more routes. It hasn’t been successful so far. ○ Gradual entry process for middle school, challenges with the logistical transition, institutional knowledge missing. ○ Ideas - Buddies from current gr 6 class, gr 5s come for a day 	<p>DPAC Reps</p>

	<p>and get shown the ropes by gr 6s?</p> <ul style="list-style-type: none"> ○ Ask the board to send a survey to the current batch of gr 6's, what are the transition aspects that kids struggled with? Homework/lockers/physically navigating the hallways etc. Add this into the summer school course. ○ Mental health aspect - setting kids up for success ○ Burnaby model of summer school- free/no cost in the morning is summer school, in the same space Parks and Rec comes in and does programming with your kid (paid programming). <ul style="list-style-type: none"> ● QMS (Sue K) <ul style="list-style-type: none"> ○ ● Connaught (Heather K) <ul style="list-style-type: none"> ○ ● Howay (Shawn) <ul style="list-style-type: none"> ○ ● Tweedsmuir (Carline A) <ul style="list-style-type: none"> ○ ● Qayqayt (Laura) <ul style="list-style-type: none"> ○ ● NWSS (Cyrus S) <ul style="list-style-type: none"> ○ School district can provide a tax receipt - donation form on website, can pick school and purpose/program to donate directly to. The PAC could be a recipient. 	
<p>8:50</p>	<p>Old Business</p> <ul style="list-style-type: none"> ● Free transit for teens advocacy → deferred <p>New Business</p> <ul style="list-style-type: none"> ● Nov 30th BCCPAC membership summit <ul style="list-style-type: none"> ○ talked about the value of BCCPAC membership, issues at BCCPAC with transparency, accountability and whether they are actually working to represent members. ○ Laura, Shawn and Krista shared experiences from the last AGM where the current president said some alarming things accusing membership of racism and other unprofessional behaviour. 	<p>Laura Kwong</p>
<p>9:00</p>	<p>Adjournment: 9:05pm - MOTION by Laura, SECOND by Joana, CARRIED</p> <p>Next Meeting: January 16th 2025 in person at Skwo:wech Elementary, and online</p>	