

Carson Graham PAC meeting

AGENDA

April 15th, 2015 at 7pm

Attendance:

Greg Tweed, Sandra Tweed, Mark Heieis, Doug Mackay, Lynne Mackay, Lucinda Pentin, Judy Clarke, Susan Fitzgerald, Lindsay Dawkins, Chena Binns, Laurie Oseen, Emma Tymn-Nash, Dianna Wilson, Monica Saxer, Todd Spooner, Joanne Wooldridge, Julian Wooldridge, Lesley Heieis, Fahima Mirlohi

Staff: Karim Hachlaf, Pam Craven

1 **Approval of tonight's agenda--accepted**

2 **Approval of last meeting's minutes (Feb 18th)**

MOTION to accept-- Lynn Mackay

Carried

3 **Administrative Report - Karim Hachlaf (see attached "principal's report")**

4 **Action Items from previous meetings:**

ACTION-Doug Mackay will look into whether previous wishlist funds that haven't been spent by teachers by January 31st will be cancelled. The principal will notify those pending approved requests—**UPDATE: Will be finalized this week or next week, Doug will follow up and report back at the next meeting.**

ACTION-Suggestion Box update—Judy—**UPDATE:** we have a box made by woodworking dept students; need to put a name and instructions on it; it will probably go in the library; can we get the marketing class involved to help us promote it? (Mr. J. Grant) ; Name for box: Students Suggestions for PAC

5 **Treasurer's report - Doug Mackay—(see attachment); report doesn't include gala funds**

Changes since January:

1. **Revenue** - donations from computers and bursaries came in

2. **Expenditures** - annual fee for website and one bursary paid

Have received a number of invoices for committed wishlist items and will be processing these this month.

MOTION made by Mark Heieis—to approve \$250 to register the society;
Seconded by Lindsay Dawkins

Carried

- 6 **Gala Report:** - Emma Tymm-Nash and Laurie Oseen—the event was a HUGE success; the most important thing we wanted was for people to be “wowed” when they walked in and have a great time and that was definitely achieved; this year we didn’t limit the décor budget as much as we usually do because of wanting that wow factor;

We raised **\$22,000!!**

Message from Laurie and Emma:

We are very thankful to have such great parents at our school. I would like to take the opportunity to thank those who stepped up to help with the incredibly successful Denim & Diamonds Spring Gala we had on April 11th.

The main committee put in several hours of planning and brainstorming. This consisted of Michelle Dunn, Robin Leskiw, Gill Case, Chris Duggan, Amy Maier, Jen Curleigh, Faith Mellenger, Mary Charleson, Sandra Tweed, Patricia Howie and Trish Scott. We are also thankful for those parents (Rob Olson, Christie Sacre, Jamie Allan, Lindsay Dawkins, Greg Tweed, Mark Heieis, Julie Rogers, Lane Oseen, Ian Scott, and Debra Elliott) and the handfuls of students who helped out either before, during or after the event.

Over the past few years, Emma and I have been very blessed with having a great team to work with and this year was no different. From the beginning of the planning process right up to announcing the funds we raised, this team has been nothing but impressive to work alongside.

Thanks everyone, for making it fun. We are already looking forward to next year! □

*Laurie Oseen and Emma Tymm-Nash
Co-chairs, Carson Graham Fundraising Committee*

7 **Governance Committee Report** – Lucinda—we are now registered as a society; it has been a very tough process; we still have to adopt the bylaws and constitution at the AGM; we took examples from BCCPAC and other PACs from the most up-to-date bylaws; once we had that, we sent it to BCCPAC to review and listened to suggestions from the last general meeting; we need to give all PAC members 14 days notice, so we will vote it in at the next meeting. Here are a few important tidbits:

1. *Fiscal year has been set to July 1st to June 30th*---it is a good alignment with the school year and allows us to wrap up the financial year nicely

2. *quorum*—there needs to be 2 signing officers for quorum; gives us some protection against the lack of current banking protocols with respect to on—line banking; also we will try to limit how much money we hold in the account

3. *Exec positions elected for 1 year.* If we want to change to 2 years...we will talk about it later; can't be in the same position for more than 4 consecutive years; voting in of exec members (follows fiscal year)—vote in May, but will start on July 1st. that way the exec is ready to start at the very beginning of the school year; If there are open positions we can try to find people over the summer and we can have new parents join as well; Members-At-Large are capped at 5; has to be a function behind it; they don't all have to be filled though; all old bylaws will be extinguished and new bylaws will be adopted next meeting.

8 **Notice of Annual General Meeting (AGM)—May 20th**—after the vote of the bylaws and constitution, they will become effective immediately

9 Proposals for “spirit” and “scholarship” committees—many schools have alumni “**scholarship committees**” who ask alumni for support;

“**spirit committee**”-- it would start with the staff and students' ideas and then maybe a parent rep could get involved—Greg Tweed, Dianna Wilson, Monica Saxer said they are interested

10 **Year-End BBQ**—1. Proposal for a budget of up to \$2000 (last year they spent \$793); need consideration for non-pork and vegetarian diets.

MOTION—to accept a budget of up to \$2000 for the bbq for Friday June 25th probably from 9am (Karim will get back to us on which date is better)

Seconded by Laurie Oseen

Carried

- Suggestion have muffins and other breakfast food for the early shift instead of hot dogs?

-Volunteers: Mark Heieis, Todd Spooner, Greg Tweed, Sandra Tweed, and Lucinda Pentin. A call for more parent helpers will be made.

-at least one volunteer must have Food Safe

- Todd Spooner will see if he can get some of the food donated

11 **Communications report**--Susan—please send any news or updates to the communications email address: events@carsongrahampac.ca

12 **Adjournment**—8:10pm

13 Next meeting is our annual AGM—Wed May 20th at 7pm. See you there!

If you have any questions or comments regarding the minutes, please feel free to contact the secretary at: secretary@carsongrahampac.ca

Principal Update to PAC - April 15, 2015

Denim & Diamonds Gala

Thank you to Laurie Oseen and Emma Tymm-Nash and the entire parent group of volunteers for making our annual gala a great success.

Aboriginal Week Celebration

We kicked off our week with a school wide assembly and had Darrell Dennis as our keynote. Darrell Dennis has become an award winning First Nations actor, writer and comedian who will share his thoughts and insights with us today in breaking down the stereotypes from the past to help youth prepare for the future with courage and confidence.

The assembly ended with our students performing a First Nations dance. For the remainder of the week, classes will have the opportunity to participate in a number of cultural workshops and presentations. Chief Ian Campbell spoke to our IB Diploma and History 12 students on Tuesday, April 14.

April 17 School Professional Development Day

Our staff will be participating in a number of workshops throughout the day - some of the topics include:

- Approaches to Differentiation
- Interdisciplinary Planning
- Academic Honesty
- Flipped Classroom

Carson Restaurant Open for Business

Our dinner service is now open on Wednesday and Thursday and 5:30pm - 6:30pm. Please join us for a fantastic meal at a fantastic price!

Upcoming Dates

Grad Events will all be posted on our website in one easy to find location. Our Grad Ceremony has been confirmed for June 14 at 7pm at the Orpheum.

Exit Interviews for our Grade 12's will take place on May 14. We will have a shortened school day with exit interviews taking place from 1 to 3pm.

DP Programme Evaluation

Our Diploma Programme is now due for an external programme evaluation for 2016 and we are preparing for our self-study.

Staffing

The District will need to make budgetary cuts but right now, there is no indication if layoffs will be required. Our enrollment projections remain strong bringing Carson Graham to capacity next year.

2015-16 School Calendar

I will speak to calendar at the May PAC meeting regarding staff development time and late starts.

Awards & Student Recognition

Pam Craven, vice principal, spoke to PAC on upcoming changes with our Awards ceremony. More information can be found on our website under *Programs & Services > Awards & Recognition*:

<http://www.sd44.ca/school/carson/ProgramsServices/AwardsRecognition/Pages/default.aspx>

CARSON GRAHAM PAC
FINANCIAL REPORT
PAC Meeting – April 15, 2015

Statement of Revenues and Expenditures – January 1, 2015 to March 31, 2015

	Fund / Account (In \$)				
	General Account	Gaming Account	Computers (NVSD)	Scholarship (NVSD)	Total
Fund Balance – January 1, 2015	19,259.42	41,382.85	15,776.68	5,727.00	82,145.95
<u>Revenue</u>					
Interest/Dividends Earned	4.97	10.44			15.41
Donations – Computers & Bursaries			7,425.00	1,685.00	9,110.00
Total Revenues	4.97	10.44	7,425.00	1,685.00	9,125.41
<u>Expenditures</u>					
Web Hosting – CG PAC Website	142.34				142.34
2013/14 Wishlist Disbursements				500.00	500.00
Total Expenses	142.34	0.00	0.00	500.00	642.34
Fund Balance – March 31, 2015	19,122.05	41,393.29	23,201.68	6,912.00	90,629.02

Outstanding Wishlist Commitments – As at March 31, 2015 (Estimated)

2013/14 Wishlist		4,571.35		1,500.00	6,071.35
2014/15 Wishlist	5,000.00	23,927.50	4,359.40	5,500.00	38,786.90
Total	5,000.00	28,498.85	4,359.40	7,000.00	44,858.25
Fund Balance – After Commitments	14,122.05	12,894.44	18,842.28	(88.00)	45,770.77

Outstanding commitments reflect wishlist items approved but not yet paid. Amounts are estimated until final invoices are received.