

**Lord Tennyson Elementary School
PAC Executive Meeting
November 22nd, 2021
via Zoom**

Meeting called to order at 6:08

Meeting is being recorded on zoom

Attendees: Tai Scott, Julia Lemieux, Kateryna McNicol, Mandana Namazi, Yazmin Vazquez, Brenna Fraser, Barbara Arenson, Doug Roch, Maria Montano

Meeting agenda approved by unanimous consent

Previous meeting minutes (Oct 18th, 2021) approved by unanimous consent

Treasurer's Report

- Looking at budgeted expenditures for the year
- Sharing treasury information with the school community-
 - A parent asked to see PAC balance sheet
 - Each month a trial balance (includes balance and income) is completed, this shows assets and liabilities, however upcoming spending is not reflected so this does not give a complete picture
 - Need to decide (and get community feedback on) which information is most useful and how this can be clearly presented
 - Brenna created a list of commitments of payments owed
 - Goal for September/ October meeting to show reconciliation for previous year and rollover amount
 - PAC should be aware that there are funds that are unallocated, working towards a more streamlined system, amounts include a buffer that is unallocated, discussion to take place in January about how to spend these funds
 - Discussion needed on how to better track loans given to Quebec each year for Munchalunch startup, these loans are repaid via Munchalunch
 - There are many bank accounts to avoid paying fees (e-transfer fees), funds come into account from different sources (Munchalunch, pink t-shirts, fundraising, etc.)
 - PAC treasurer shared folder- everyone should have access to this

- At the beginning of the year there is \$30,000 in the PAC account, does it need to be this amount? Need at least \$10,000 loan for Quebec group to get Munchalunch started
- Barbara's payment to food vendors-
 - Usually bank account is set up by September and PAC loans \$10,000 to current Quebec year to get Munchalunch started until their fundraising starts, this amount is put back into Munchalunch
 - This year we were late and didn't have the funds so Barbara has spent \$7452.49 out of pocket
 - Barbara will submit reimbursement sheet, amount will be deducted from Munchalunch
- Need new treasurer's laptop if PAC wants to continue to use desktop quickbooks, however this is not being updated, can pay for online software (approx \$700 per year)
- Maintaining Vancity bank accounts-
 - 2 different logins, **1) general account** (e transfers, capital projects), new treasurers have been added as signatories to this account, **2) casino account**, this account has been set up to receive gaming grant, has separate set of signatories and access
 - Previous treasurers were not on the "casino" account so transfer over to current treasurers didn't happen
 - Need to change over signing authority, Vancity provided names of previous signing authorities (2 treasurers ago) that are still on account
 - **PAC exec is aware of the changes in signing authority for the Vancity TENNYSON PARENT ADVISORY COUNCIL 'CASINO' account to the current treasurers (Brenna Fraser & Maria Montano)**
 - Moving forward, both accounts will get appropriate form to ensure we can sign over signing authority to next treasurers
 - Note to add additional PAC signatories in case current treasurers move away
 - Several safeguards including requiring 2 signing authorities, are in place

Speaker Update

- Scheduling has been challenging, suggestion to go by the dates that speakers are available and then determine which months would work best
- 6:30 start time, max 1.5 hours per workshop
- Nicola Doughty will be coming back (Dec 8th), wanted more information from school community on self regulation specifics to be touched on workshop (\$400 fee)

- February- Safer Schools Together (\$1000) for anti bullying month, social media awareness, cyberbullying, digital citizenship, 2 hr session
- Nutritionist (\$200), you are what you eat, food and behaviour and wellness (date TBD)
- Elder Kat Noris, indigenous anti racism presentation (\$200), (date TBD 2022)

Funding Requests

Request for 3 more bikes, \$3000 would come out of \$15,000 school equipment line

Motion to approve \$3000 to purchase 3 more bikes from school equipment line passed by unanimous consent

Scoreboard installation- \$690.90 for install, picture hanging \$473.55, \$1000 was approved for these expenses at October meeting, remaining \$164.45 to come from discretionary funds

\$830 came back to Quebec 2020 for scoreboard, extra will go to hanging pictures

Motion to approve additional \$164.45 to come out of discretionary funds to put towards picture hanging, approved by unanimous consent

Playground expenses- \$9780 going to Quebec 2022 for coordinating playground install, they will pay for wood, nails and other supplies out of these funds

Jean Paul- has not made any purchases

Meeting Adjourned at 7:02pm