

Earl Grey Parent Advisory Council AGM Agenda

Thursday Oct 26, 2023 6:15pm

Location: Earl Grey School

Present: Principal Tricia Penner, Vice Principal Colleen Heuchert-Hammell, Volunteer Coordinator W1SD Carmen Court, Co Chair Lindsay Enns, Co Chair Jane Friesen, Lunch program coordinator Tanya Sigurdson, Tim Enns, Lisa Gilmour, Melissa Rodriguez, Courtney Yendrowich, Sean Fields, Sandra Iyawe, Johan van Wyk, Virtually attendees: Arla Melgar, Cecilia Valle, Hong Xia Lei, Mike Keatch, Cheng Zhang
Regrets: Kristin Andrew

1. Call to Order, request for a notetaker, Tim Enns agreed to be notetaker for this meeting, Introductions of attendees. - Everyone went around the table and introduced themselves.
2. Approval of Agenda - **Motion** to approve (**Lisa/Jane/Carried**)
3. Approval of Minutes from previous meeting (no minutes available, they will be sent out or posted on the website)
4. Presentation by Carmen Court - Volunteer Coordinator for WSD -Carmen talked to us about volunteering at the school and the requirements that are required to volunteer with the school and for field trips. Documents can be obtained from school office administrative staff.
5. Reports
 - Principal - 389 students at the present, many exciting events, field trips, tournaments, display and assemblies. There are some new practicum students from another school helping out. There are some exciting things happening and a great snapshot of what is happening. Principal Penner looked at Staff learning for PD day, Safe school, assessments and goals.
 - Parents suggestion was to include more sports for students to participate in after school. Principal Penner mention that Mr. Armstrong has been working on trying to develop a basketball program
 - Lunch Program - no report this meeting
 - Treasurer - Jane Friesen mentioned there was very little change, with one cheque out and a closing balance of 1788.04. An audit is being done this year and will go back for a couple years. **Motion** to approve the treasurer report - (**Sean/Courtney/Carried**)
 - Chairperson - Lindsay said looking forward to the coming year. Hoping there would be some parents that would step up for positions. Lindsay and Jane gave an overview of what is involved and shared some upcoming dates. Also, what is involved with the different executive positions and coordinator positions.
6. Election of Executive
 - a. Secretary - takes minutes and sends out emails - **no nominations**

- b. Treasurer - keeps track of all finances and gives report - **Sean Fields/Johan van Wyk/ Carried** nominated Jane Friesen
- c. Co Chair -leads meetings, puts together agenda, meets with principal
- **Tim Enns/Jane Friesen/Carried** nominated Courtney Yendrowich
- d. Co Chair - leads meetings, puts together agenda, meets with principal - Lindsay Enns will stay on by affirmation

7. Other roles

South District Advisory Rep (application to be submitted to WSD) Lisa Gilmore is willing to stay on and will stay on by affirmation.

South District Advisory Rep (back up) - no one volunteered

Fundraising lead - Arla volunteered to help with this

Volunteer Coordinator -Arla volunteered to say in this role

Note takers (in case secretary position remains unfilled)

- Note: Other possible roles could include classroom representatives, grants coordinator, fundraising team, and casual volunteers.
- Possible Winter concert committee

8. Finances

a. Review of Annual financial report

b. 2023/24 Budget Proposal

Jane Friesen presented the Financial report looking at the expenditures, funding and supports. She presented some comparables from past years. Jane handed in the copy of the bank statement to Principle Penner. After some discussion around what is needed as far as a goal, the budget approval was **deferred to the November meeting**.

- 9. Fundraising - looked at different options for fundraising: possibilities: Chocolates, Gift Cards. Poinsettias... Easiest ones to pursue right now are Chocolates and Shelmardines

10. Approval of setting up a PAC Volunteer coordinator email address.

11. Constitution review and amendments deferred to November with new PAC in place and after those present have opportunity to review the constitution.

12. Adjournment and submittal of Attendance sheet. Adjourned at 7:38pm

Next meeting November 30th.