



**Meeting Minutes - Tuesday, Sep 17, 2019 - 6:00pm NHS Learning Commons**

**Meeting Dates - 2019 - Oct 8 (AGM), Nov 5, Dec 10 / 2020 - Jan 14, Feb 11, Mar 10, Apr 14, May 12**

*Meeting called to order at 6:05pm*

*Attendees: Lesley Reimer, Tanya Pomaranski, Christa Cooper and Mira Salter*

## **Chair Report** *(Tanya Pomaranski)*

- Welcome- reviewed how annual meeting is a review of our annual plans
- NCI PAC Wrap Up
  - Lesley shared that once Cheques have cleared we will close out and NCI and divide funds between the two schools
- Governance
  - Annual Planning Highlights
    - Logo update – We have new PAC logos a combined logo for joint information and single NHS which will have more color i.e. policies and letters
    - Web Page – is up and running with our Community Report, PAC Directory Minutes are included on the website,
    - New recruits - Parent Involvement form (Volunteer form/CAR checks) Bi weekly email and social media shout outs
    - Grade Reps @ mtgs - what's in it for me? Would definitely get more people out. We have had no responses to this and will try again. Do we cover fees to get people interested?
    - Online meetings? We decided to see how Kim feels regarding this Parents could watch and we could do both online and face to face
  - AGM Prep - Constitution and Policies waiting on PAC logo
- Parent Involvement
  - Not a lot of parent volunteering. We will be selling raffle tickets at volleyball tournaments NMS Sept 21 from 9-12 and NHS from 9-12 Will send a shout out to see if anyone is interested in selling or picking up books to sell on their own
- Student Involvement – StuCo we will check with rep for their involvement or at min having someone attend our meetings

## **Principal's Report** *(Kimberley Funk)*

- Presented and reviewed at each meeting
  - outlines school events - high level review; address questions or key topics

## **Financial Report** *(Mira Salter)*

- Draft Budget 2019-2020 Review - AGM prep
  - include tracking for large initiative fundraising accts; lotteries fundraising / use of profits
- Online Banking (Portal not programmed to accept donations for PAC)
- HSD Tax Receipt Plan – Mira understands how this system works and is prepared to deliver when needed
- Reviewed the importance of having separate accounting for monies that may need to be transferred to the school if we should have a higher balance than what HSD allows.
- Main budget along with raffle and bingo accounts



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**Communication Report** *(Leslie Bardal /Cyndi Wiebe / Tanya Pomaranski)*

- Bi-Wkly Bright Arrow Email
  - Regular PAC update; mindful of parent inbox volumes; school admin resources
  - Sep 9 and Sep 23
    - Meetings, Morning Snack Pgm, Bingo/Raffle, Web Page, Volunteers, Community Profile, Grade Reps
    - A did you know column to catch parents eyes and highlight useful facts
  - Follow up - Newsletter Readership stats from NCI (PAC web page hits)
- Social Media
  - FB (via Volunteer Parent); Twitter - School Account; Instagram School account
  - Continue with shout out as this is working for sale and donations
- Parent Resources (PAC Web Page) - documents to come Mira will do some research on drivers ed information, fee schedule. Looking at some different ideas that we could build on under this tab.

**Fundraising Report** *(Event Leads)*

- Bingo - Oct 19 (Lorinda Hubert/Lesley Reimer)
  - License approved
  - Event plan in progress; volunteers needed
- Raffle - Spirits of the Season Tickets - Sept-Dec 10 (Lesley Reimer)
  - License approved, tickets and posters ready;
  - Community Events (Nov-Dec)- sales plan in progress; 20 parents/grade sell Sep-Nov 15
  - Christa will contact the two venues for our ability to sell tickets at the craft sales
  - Lesley to contact Big Way to sell at the store

**Program Support** *(Executive)*

- **Green Space - Long term planning - tbd**
  - **Short term- 2-3yrs**
    - Shed -sponsor, benches - sponsor, trees/greenery - sponsor/grant, planters/plants, Outdoor classroom - tbd
  - **Long-term (3+yrs)**
    - Paved Oval Track, outdoor canopy, electronic signage
    - Grant writing (including HSD \$2500), planning and budget #s
- **Food Committee**
  - Morning Snack Pgm collecting items and Lesley will look into some different options for bread. Discussed when this should begin and will discuss with Kimberly
  - BBQ - Spring 2020
  - New B's cafe - hot lunch pgm Lesley will look into both of these items and report back
  - Freshii - hot lunch pgm
- **Staff Appreciation**
  - Fall - Confirm date with admin - Nov 14
  - Spring - TBD



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- **myBlueprint / Student of the Month**
  - myBlueprint - teacher champion; discuss support plan (Gr 9-12) Not sure if this is something NHS will participate in and how it would look
  
- **SWAT/SWAG**
  - TBD – need to determine support requirements
  
- **Grade 9 Welcome**
  - TBD - parent orientation/tour – discuss PAC involvement further with NHS Admin
  
- **Grad Support**
  - Awards/Scholarships – we plan to provide 2 @ \$250 each. Need criteria review.
  - Dinner tix / other top-up support? – could we support each grad ticket for dinner? If more \$\$ available additional support options?