



Meeting Minutes - **Tuesday, Nov 9, 2021 - 6:00pm Learning Commons**

Meeting dates - 2021 - Dec 14 / 2022 - Jan 11, Feb 8, Mar 8, Apr 12, May 10

Chair Report (*Tanya Pomaranski*)

- Welcome back/intros
- **Executive Positions**
 - vote; ratify new members. Address NCU new signers forms
- **PAC Framework - 2021/2022**
 - In-person meetings - could be in a classroom depending on attendance
 - Volunteer form/CAR checks - Execs pickup at office
 - Annual Planning Follow Up
 - Student Leadership attendance - tbc
 - Grad Parent Committee rep - email contact to build PAC/Grad Parent relationship
- **Governance**
 - AGM Prep - Constitution review; sign and present to Admin for posting
 - Policies - review; sign off for in-year startup
 - Handbooks / Event Plans - build as required

Principal's Report (*Kimberley Funk*)

- Presented and reviewed at each meeting - beginning October
 - outlines school events - high level review; address questions or key topics
 - continue with principal emails

Financial Report (*TBD*)

- Draft Budget 2021-2022 - AGM review
 - Include known costs (e.g. awards); discuss unknowns and plan

Communication Report (*Tanya Pomaranski*)

- **PAC Web Page updates**
 - Chair will work with Karin Koop for in-year startup
- **Monthly PAC News** - Bright Arrow Email (Tanya)
 - Exec call out and Grade 9 welcome distributed in Sept.
 - Review/approve distribution frequency with NHS Administration
- **Social Media** (Tanya)
 - Managed for volunteer shout outs and key program support
- **Parent Resources** (PAC Web Page) - working on Drivers Z document; others follow in-year

Fundraising Report (*Event Leads*)

- **Lotteries/Raffle** - (Lesley Reimer)
 - Prepare NHS PAC application and event
 - Sponsorship - Science Lab - revisit? (Lesley Reimer)
- **Canteen** - revisit in Nov. No volunteers allowed in school at present



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Program Support (Executive)

- Grant research/writing (including HSD \$2500), planning and budget #s
- Review Priority Wish List:

Short-term 1= 1-2 yrs	Short-term 2 = 2-3 yrs	Long term 3+
Grad Support <ul style="list-style-type: none"> • Awards, signage, keepsake, dinner tix 3D Printer Staff/Student Appreciations BBQ	Outdoor Classroom Outdoor Benches/Seating Science Lab <ul style="list-style-type: none"> • stands, water system, indoor garden 2nd Shed	Paved Oval Track Outdoor Canopy

- **Food Committee**
 - Canteen closed - on hold with Covid regulations. Revisit in Nov
- **Staff & Student Appreciation**
 - Discuss options with NHS Admin
- **Grade 9 Welcome**
 - Welcome pkg emailed in Sept
- **Grad Support**
 - Parent Committee Champion-tbc
 - Awards/Scholarships
 - Dinner tix /other top-up support?