



Meeting Minutes: Monday, January 8, 2024 - 6:00pm Learning Commons

2024 Meeting dates: Feb 12, March 11, April 8, May 13, June TBA

Attendees: Jenn Elliot, Kimberley Funk, Miranda Huppe, Sabrina Loewen, Corrie Neil, Tanya Pomaranski, Krista Shidel, Joanne, and Teresa

Chair Report (*Tanya Pomaranski / Krista Shidel*)

- Governance review: Tanya asked for additions or changes to the constitution. One was recommended and made prior to the meeting. No further additions or changes recommended. The Chair and Secretary signed the constitution. Constitution passed to the Principal for scanning and posting to the PAC webpage.
- Discussion about policies: These can be reviewed and updated at any time during the year. There are four policies (Fundraising & Gift, Financial Controls, Executive Committee, and Communication). These will be distributed via email for member's review prior to the February PAC meeting.
- PAC should have a presence at school events and in social media to recruit members and maintain visibility.

Principal's Report (*Kimberley Funk*)

- Monthly NHS News update: These are sent monthly. Kimberley is open to feedback from parents about how much and what kind of information they would find useful. She will attach PAC information to each month's update.
- Upcoming PAC Meeting dates: Kimberley is no longer available Tuesday evenings. Members agreed to hold all PAC meetings on the second Monday of every month. The dates for the remainder of the 23/24 school year are: February 12, March 11, April 8, May 13, and June TBD. This will be updated on the PAC information page to be sent in January.
- Staff meeting: This takes place January 9. Kimberley will ask for feedback from staff on how PAC can support school needs and what they would like to see from PAC.

Financial Report (*Jenn Elliott*)

- Jenn signed papers at the bank and has access to online banking. Any person who subscribes to online banking will receive a login unique to them.
- Sabrina and Krista need to go to the bank to sign papers. Bring two pieces of ID.
- NHS will return funds to PAC (~\$400, earmarked for Grad Awards) when signage is complete.



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- Financial reports are usually due in November, February, and May. Karin Koop will send an email closer to the deadline to prompt for report submission.

Communication Report (*Tanya Pomaranski / Krista Shidel*)

- Tanya currently does all communication and social media for PAC and requested a volunteer to assume this role. This would involve posting updates and communication on social media such as meeting reminders, volunteer requests, and fundraising efforts. No one committed to this yet; we will revisit next month.
- PAC webpage: Corrie will provide monthly updates to Karin (webpage webmaster) when minutes are distributed.

Fundraising Report (*Executive*)

- Pancake breakfast: Kimberley will check on the date for the pancake fundraiser and communicate via email. PAC will be in charge of finding parent volunteers and griddles.
 - Last year's pancake breakfast took place on February 21, 2023. PAC contributed 11 parent volunteers and 12 griddles.
- Grants: In the past PAC secured grants through MB Liquor & Lotteries and HSD. We could receive a grant of up to \$2500 through HSD - this must be used within the school year toward something purposeful and tangible.
- Fundraising discussion: Some parents offered ideas for future fundraising including fun activities and incentives for desired behavior (e.g., reduced tardiness and cell phone use). Historically, PAC fundraising has relied mostly on parent contribution as it can be challenging to engage students in the process. Kimberley will speak with staff about potential fundraising directions and communicate to PAC.

Program Support (*Executive/ Sub-Committee Leads*)

- More discussion, planning, and follow up in these areas is necessary.
- Staff & Student Appreciation: PAC usually does something for both groups.
- Snack Program: This may come back to PAC oversight. Program is funded by the MB Nutrition Council.
- Grade 9 Welcome: In the past PAC was involved with helping with set up, organizing volunteers, serving lunch, and securing donations from local businesses.

Next Meeting: Monday, February 12, 2024