



Meeting Agenda - Monday, Dec 11, 2023 - 6:00pm Learning Commons

Attendees: Tanya Pomaranski, Krista Shidel, Kimberley Falk, Sabrina Loewen, Jenn Elliot, Corrie Neil

Regrets: Miranda Huppe

Chair Report (*Tanya Pomaranski / Krista Shidel*)

- Tanya Pomaranski provided new members with access to the PAC email/drive including information and documents to assume their roles. Tanya will stay on as past-chair and remain available to assist as needed. New executive members are ratified and include:
 - Krista Shidel - Chair
 - Sabrina Loewen - Vice-chair
 - Corrie Neil - Secretary
 - Jenn Elliot - Treasurer
- New PAC members determined dates for the remainder of the 2023/2024 school year. Meetings will occur the second week of every month, alternating bi-monthly on Mondays and Tuesdays. Upcoming meeting dates will occur as follows:
 - Monday, January 8, 2024
 - Tuesday, February 13, 2024
 - Monday, March 11, 2024
 - Tuesday, April 9, 2024
 - Monday, May 13, 2024
 - June - TBA
- Kimberley Falk may not be available for all meeting dates. Vice-principal Graham Sereda will attend in her absence.
- A governance review, including the constitution and policies, will take place at the January 2024 PAC meeting. Necessary amendments or changes will be made following the meeting, then signed by the chair and secretary. Updated documents will be forwarded to NHS to post on the PAC page of the school website.
 - PAC members are expected to review and be familiar with the constitution and policies prior to the January meeting.

Principal's Report (*Kimberley Funk*)

- No additional updates.



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Financial Report (*Jenn Elliott*)

- Tanya will send the December 2023 minutes and bank forms to Sandy Charette at NCU. New signers will then need to go in person to sign forms at the bank to be added to the account.
- New signers to be added to the NCU PAC account are: Krista Shidel, Sabrina Loewen, and Jenn Elliot.
- Previous signers to be removed from the NCU PAC account are: Tanya Pomaranski (will remain on PAC with no signing authority), Lesley Reimer, and Rhonda Kenning.
- NHS is holding PAC funds in the interim as banking details are sorted out (\$400~, earmarked for Grad Awards). Once the above steps are complete, Jenn Elliot will inform Karin Koop, who will return these funds to PAC via cheque.
- A new budget will be created for 2023/2024 in early 2024.
- HSD requires a report on account status three times per year (typically November, February, May). Karin initiates this by sending an email request to the PAC chair. The PAC Chair will coordinate with the Treasurer in response back to the school for submission to the division.
- Discussion about banking: HSD has restrictions on digital banking; we can accept etransfers but cannot send them.

Communication Report (*Tanya Pomaranski / Krista Shidel*)

- Kimberley is the primary contact for NHS. When PAC needs to coordinate news update; communication should be directed to her for review and Karin Koop for distribution coordination.
- Discussion about communication regarding new PAC members: Tanya will announce the new PAC on social media. Kimberley will advise HSD that PAC is reinstated. Karin is responsible for PAC updates on the website.
- There is a PAC liaison meeting on January 30, 2024 at HSD headquarters in Steinbach. These are typically held twice annually and are open to any PAC member. HSD will send an invitation for the meeting in January.

Fundraising Report (*Executive*)

- Discussion about fundraising: Any future fundraising ideas must be presented with appropriate lead time to work out details and obtain necessary permission.



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Fundraising should not be in opposition with any student leadership programs (e.g., lunch program - canteen sales).

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

- Staff & Student Appreciation
 - Student leadership hosts a pancake breakfast in February. In the past, PAC helped secure parent volunteers and may be asked to do so again.
 - Last year, PAC used email and social media shoutouts to secure the requirements.
- Grad Support / Awards
 - PAC typically provides funding and reviews/updates eligibility requirements for two Grad awards. NHS is in charge of selecting the student beneficiaries. Funds and the number of awards should be prepared by April 2024.
- Snack Program
 - NHS continues to oversee the snack program in a provisional role. In the future, PAC expects to reinstate oversight of financials, reporting and grant submission assistance and some details (e.g., volunteer shout-outs).
 - PAC will connect with NHS when account authorizations are in place. PAC will coordinate with Snack Program Coordinator to discuss reimbursement practices and monthly reporting for the program.
 - Kristy Peters will continue as parent volunteer in charge of running the snack program (Snack Program Coordinator).
- Grade 9 Welcome
 - NHS is in charge of this but may approach PAC for assistance (e.g., arranging volunteers). Planning should take place in March.

Next Meeting: Monday, January 8, 2024