

**ACSS PAC General Meeting Minutes  
February 12, 2024 @ 7:00PM**

**Attendance:** Jodi S., Tara S., Valerie F., Adeana Z., Glenna O.

**Guests:** Virinder Braich

**Call to Order:** 7:04 pm

**Land Acknowledgement:** We would like to acknowledge that our school and meeting are on the unceded traditional territories of the Matsqui, Katzie, Kwantlen, and Semiahmoo First Nations.

**Approval of Agenda:** February 12, 2024 - Motion: Jodi; Second: Adeana

**Approval of Minutes:** January 22, 2024 General Meeting– Motion: Tara; Second: Jodi

**PRINCIPAL/VICE PRINCIPAL'S REPORT:**

- Now into Semester 2, 1 math position still needs to be filled
- Course Planning assemblies were held last week, as well as the Grade 8 (students coming into grade 9) parent info night.
- Course planning this week, started with grade 9's and will finish all grades by the end of the week.
- Grad assembly was held, discussed grad, dry grad, scholarships, and an RCMP Constable attended encouraging students to stay safe with all the grad activities
- Office admin assistant has been away lately so the office is behind in the funding/finance department, help has been provided by the district now

**Community School Coordinator Report:**

- Not present - no report given
- Mr. Braich confirmed that Stephanie Eby is working to support the Feeding Futures, Breakfast and Lunch programs

**EXECUTIVE REPORTS:**

**President: Tara Sutherland**

- Nothing to report

**Vice-President: Nicole Chadwick**

- Absent - No report given

**Secretary: Valerie Friess**

- Nothing to report

**Treasurer: Jodi Stiglic**

- Bank Balances: as of January 31, 2024
  - Main: \$11,916.23
  - Gaming \$21,476.58
- all written cheques have cleared
- Request received from Athletics department for \$450 to help cover some of the costs for the curling team attending the Kelowna provincials - see motion below.

**Emergency Response Preparedness: Tara Sutherland**

- See under New Business

**Bursary Coordinator: Valerie Friess**

- No applications received yet

**DPAC: Position remains vacant**

- The GSR team is holding a Meet & Greet type of event later this spring for all Langley schools
- Minutes of monthly DPAC meetings can be found online at <https://langleydpac.ca/monthly-meetings-agendas-minutes/>

**OLD BUSINESS:**

- Bank change - New accounts with Gulf & Fraser are in the works, waiting for the paperwork for the new signers to sign
- Gaming Licenses - any parent can apply to BC Gaming on behalf of a parent group for License 'D' for raffles, winnings cannot be over \$500 per event, total \$5,000.

**NEW BUSINESS:**

- Gaming updates - Following the self assessment previously submitted to BC PAC Gaming, several recommendations have been made.
  - Recommendation: Ensure Gaming Account cheques are printed with the organization's full name and the words "Gaming Account" at the next printing.
  - Recommendation: The organization should ensure it implements effective internal controls that safeguard the organization's assets and provide for appropriate segregation of duties. Signing authorities should not exercise approval in circumstances where potential conflicts of interest exist or could be seen to exist.
  - Recommendation: Records should be stored in a place accessible to members of the Board. The financial information and supporting documentation must be available to the Board when requested, and available to members within a reasonable time frame. Financial information should be presented to, and reviewed by, the board/ executive committee on a regular basis (e.g., board/executive committee meetings, on a monthly basis, etc.). This may include a review of the budget and year-to-date spending. All questions or significant discrepancies should be resolved in a timely manner. Records can be stored physically or digitally; appropriate safeguarding measures should be in place to protect gaming records.
- Emergency Response Preparedness - After speaking with Mrs. Allen, the top 3 items requested are a wagon for transport of info from the office; pop-up tents, preferably with 2 sides; pop-up privacy shelter for washroom purposes. It was suggested that we ask if someone in the community might have a wagon they are no longer using that they could donate. Tabled until the next meeting while a quote for these items is worked out.

**MOTIONS:** Motion by Jodi to approve the Athletics department's request for \$450 to help cover some of the costs for the curling team attending the Kelowna provincials - seconded by Glenna. All approved, motion carried.

**Next meeting date: February 12, 2024 @ 7:00pm**

**Meeting Adjourned: 7:58 pm**