

**ACSS PAC General Meeting Minutes
March 11, 2024 @ 7:00PM**

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

Guests: VP Michelle Allen

Call to Order: 7:15 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: March 11, 2024 - Motion: Adeana; Second: Jodi

Approval of Minutes: February 12, 2024 General Meeting – Motion: Jodi; Second: Adeana

PRINCIPAL/VICE PRINCIPAL'S REPORT:

- Spring Break is approaching
- The ACSS warriors held a drum making session last week.
- Aldergrove Night of Music was held last week, it was a packed house and the performers were amazing. Bakesale that followed the concert was nearly sold out.
- The Curling Club placed 7th in the provincials.
- Rugby, Track & Field, and Badminton are going on right now.
- Some spirit days are coming this week
- Parent Teacher Interviews & early dismissal later this week.
- Looking into a few nights of spring theatre
- Continuing with Tough Totems obstacle course again this year.

Community School Coordinator Report:

- Not present - no report given
- Will be hosting some events over Spring Break for students. There will be tie dying, open gym, pool, basketball and more.

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 February 29th, 2024
 - Main: \$11,916.23
 - Gaming \$21,476.58
- Cheques have been written to complete the change in the Financial Institution PAC uses. This will be reflected on the March bank statements. We have 12 counter-cheques for each of the 3 accounts, but more cheques will need to be ordered. There will also be \$5 for member shares withdrawn for each account.

Emergency Response Preparedness: Tara Sutherland

- Nothing to report.

Bursary Coordinator: Valerie Friess

- 10 Bursary applications have been received. Waiting for some missing paperwork, then the essays will be provided to the judges.
- Will look at making changes and delaying the due date for next year.

DPAC: Position remains vacant

- 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 Credit Union are set up now.
- Gaming updates - Following the self assessment previously submitted to BC PAC Gaming, several recommendations have been made.
 - o *Recommendation: Ensure Gaming Account cheques are printed with the organization's full name and the words "Gaming Account" at the next printing.* This has been completed.
 - o *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.* No changes to the current cheque writing process. Each executive member will not sign any cheques written to themselves for reimbursements.
 - o *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.* No change to current documentation storage location. They are stored locally in Aldergrove and can be made available upon request in a reasonable time frame.
- 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.

NEW BUSINESS:

- A concern was brought up by a parent about the gaps in the bleachers in the main gym. Admin was asked what they are going to do about the dangerous condition - if there will be a fix, or an assessment of their safety. Admin will be checking if a maintenance work order has been submitted.
- A meeting date conflict has come up for the scheduled ACSS PAC AGM. We will be looking into changing the May meeting to May 6th, 2024.

MOTIONS:

Next meeting date: April 15, 2024 @ 7:00pm

Meeting Adjourned: 7:55 pm