



Building Strong PACs

Practical Skills • Modern Solutions • Shared Ideas

Understanding your PAC's roles and responsibilities

Best practices for meetings and decision-making

Budgeting and financial oversight

Fundraising and community engagement strategies

PACs are independent societies that work collaboratively with school admin to create the best learning environment for students. They follow best practices, good governance and are transparent and inclusive.

Collaboration + Transparency + Inclusivity = Successful Pac's

PAC Foundations and Governance

Constitution and Bylaws: Your “rulebook”

Understand your financial responsibilities: bank accounts,
signing officers, audits

PAC Roles & Responsibilities
Members at Large, Committees

Collaborate with administration and staff on shared goals

Lunar New Year Fair

2023 Lunar New Year Working Team



**WEST BAY
ELEMENTARY**
PARENT ADVISORY COUNCIL



Grad Committee

West Bay Grad Committee is a sub- committee of the West Bay PAC.

Try and get your committee started as early as you can in September. Decide on a lead that can be the liaison between the PAC and the principal.

In September/ October put together a budget

Start your fundraising early.

All fundraising and donations will be held in trust by the PAC Treasurer to ensure a paper trail.

Please count and roll all coins before submitting to Treasurer

The grad committee will give regular grad updates at PAC meetings.

Running Effective Meetings

Effective meetings are structured, respectful, and purposeful. They run on clear agendas, encourage broad participation, and result in decisions that are well-documented and shared.

- Create an Agenda
- Use simplified Robert's Rules:
Motion → Second → Discussion → Vote
- Managing conflict and tricky conversations respectfully
- Encourage broad parent participation
- Document decisions clearly & share minutes promptly



AGENDA - WEDNESDAY, April 2, 2025
Inglewood Learning Center

8:45 am	Coffee Meet & Greet	
9:00 am	Sign In	
9:15 am	Welcome & Call to Order	Tanja Imhoff
9:15 am	DPAC Business	
	Adoption of Agenda and Minutes Chair's Report Treasurer's Report	Tanja Imhoff Nessa van Bergen
9:25 am	Committee Reports	
	School Traffic & Safety Finance and Facilities Bylaws Committee	Shawn Lin Kelly Richter Kelly Richter
9:45	Board of Education Trustee's Report	Vice Chair Nicole Brown
9:50	Superintendent's Report	Deputy Superintendent Liz Hill
9:55	Question and Answer Period	Vice chair Nicole Brown Deputy Superintendent Liz Hill
10:00	New Business	Tanja Imhoff
10:05	DPAC General Meeting Adjourns	
10:05	Policing in West Vancouver Update	WVPD Chief John Lo
10:40	Annual FESL (Framework for Enhanced Student Learning) Update	Deputy Superintendent Liz Hill
11:10	Meeting Adjourns	
Next WV DPAC General Meeting, Wednesday May 7 2025		

***Times on this agenda are estimates

Fundraising in Today's Climate

Fundraising should feel meaningful, inclusive, manageable and align with school goals in consultation with school admin. When it's well-planned and transparent, it not only raises money but also strengthens the school community.

Fewer, bigger-impact initiatives → avoid “fundraising fatigue”

Inclusive, low/no-cost options

Gaming and community grants:

Leverage community & business partnerships

Use digital tools for convenience & transparency

Recruiting & Retaining Volunteers

Make it easy, meaningful, and fun. Parents won't sign up if it feels like a burden, but they will if they feel their time is valued, the job is manageable, and they can see the impact on their kids

Focus on quality over quantity — it's okay to do fewer things well.

Shifting from “we need help” to “we have opportunities”

Matching parents to roles that suit their skills and time

Avoiding burnout — micro-volunteering & event-based helpers

Appreciate volunteers often — recognition keeps people coming back.

Building Community & Supporting Students

PACs build more than funds — they build community, belonging, and a supportive environment where all students thrive

Events that connect, not just fundraise

Promote inclusion & cultural sensitivity

Partner with staff/admin positively

Support wellness & mental health initiatives

Key Takeaways

Today's PACs face real challenges, but with transparency, inclusion, and flexibility, they can stay strong, relevant, and welcoming for all families.

PAC's thrive with clarity, inclusion & teamwork

Healthy PAC–principal collaboration is essential

Equity & transparency build trust

DPAC is here as a resource & support

Collaboration + Transparency + Inclusivity =
Successful Pac's