

Annual General Meeting – June 20, 2019

Minutes

Executive Present: Michele T., Cintia M., Azadeh F., Toktam R., Kristina S., Naz E.,

Executive Absent: Kelly L., Leila G., Corrine H., Lyndsay

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Alma, Mark, Johnson, Erika, Leanne, Felicia, Jasmine, Cali, Megan, Dorian, Frank, Sherry, Arissa, +2

Administrator: Michelle LaBounty

Call to Order, Approval of the Minutes and Adoption of the Agenda

The meeting was called to order at 8:35 a.m.

Approval of the Minutes from the May 24, 2019 PAC Meeting. Motion to approve by Toktam seconded by Alma. Approved unanimously.

Motion to adopt the amended Agenda for today's meeting. Motion by Damien and seconded by Felicia. Approved unanimously.

Amended Agenda

Treasurer's Update

Q&A on changes to Bylaws

Vote on Bylaws

Vote for ExecPAC members for 2019/2020

DPAC Update

Adjournment

Treasurer's Update - Naz

A Draft Budget was presented. It is a snapshot of all information Naz has to date. Several vendors have not provided their invoices yet. The budget is expected to be completed mid-July. The Draft Budget is a snapshot of fundraiser initiatives and expenses funded by PAC.

Q&A on changes to the Bylaws - Mark B.

Question regarding portions of and interplay between section 3.4 (Lack of Notice) and 3.7 (Notice of Special Meeting).

Mark advised that the provisions were not inconsistent and were in fact protective measures to provide balance between competing goals of ensuring notice is sent while not holding the PAC in stasis in case of inadvertent mistakes in delivery or receipt of that notice that only affect a limited number of members. The reality is that with notice being posted online and in the newsletter, there is almost no way for the invalidity clause to even be operational, but it should be included in case for some reason someone decides to deliver notice in another way permitted in the bylaws which could give rise to issues of receipt. The concepts of inadvertence and the minimum threshold are also important to moderate the clauses. Mark agrees that in an ideal world the clauses can be revised to ensure better interplay and more focus on the lack of receipt instead of the method of delivery. This would need to be for another year, as the purpose of the special motion is to approve the amendments put forward in the notice of this meeting.

Proposal to bring forth a motion to change section 3.4 to be omitted from further revisions. As long as notice was sent, we are fine. This revision will put on the agenda for next year (2019-20).

Question regarding School Planning Council ("SPC"). SPC was a government created role and then it was a government eliminated role. SPC was eliminated about 5 or 6 years ago.

Vote on Bylaws

Motion to adopt the Amended Bylaws. Moved by Mark and seconded by Michele. Approved unanimously.

Secondary Motion re Constitution and Bylaws

Mark advised that the PAC was described as the "Parent Advisory Council" in its titles, letterhead and numerous other documents. He only just noticed that the actual name of the PAC in the defined terms within the Constitution and Bylaws was "Parents' Advisory Council". He suggested that this would classify as an administrative amendment which would not need a special resolution, and that the name could be corrected to "Parent Advisory Council" concurrent with the above amendments passed by special resolution.

Motion to amend accordingly. Moved by Mark and seconded by Frank. Approved unanimously.

DPAC Update - Toktam

The DPAC just had their Annual General Meeting on June 5. If anyone is interested in what happened with the DPAC in 2018/2019 year, the minutes can be found on their website.

There is a wealth of info in the DPAC website, found at:

<https://westvancouver.schools.ca/dpac/>

The next general meeting is scheduled for Wednesday, October 2.

The meetings are worthwhile attending and are always informative.

There is a push for donations towards the Place for Sport, see <https://www.wvpfs.org/>. Which would benefit not only all schools in our district but also the greater West Vancouver community.

Year-End Summary of ExecPAC - Michele

Goals:

- Increase community relationships at school with the increasing enrolment numbers

Initiatives:

Increase Volunteer contributions in the school - did this by creating various initiatives focused in areas that people were passionate about

- Created cultural celebrations:
 - Lunar New Year

- Nowruz Celebration
- Festival Latino
- Created a family-oriented fundraiser that was not on school grounds
- Pixar Event

Increasing Marketing with focus on increasing PAC awareness and making it more accessible to membership:

- Experiment with various times of General Meetings
- Use of social media and technology such as Wechat/Kaizala/CodeREADR/Formsite/Zoom
- Re-introduce ECPAC Newsletter
- Change format style of the GM meetings to increase feeling of comfort of attendees w/ changing to round-table format, use of name Tags

Introduction of changes as the school evolves

- Proposal to change format of Christmas Concert venue for 2019/2020 year by booking the Kay Meek so it is more comfortable and can accommodate a greater number of attendees
- Use of questionnaires to poll the Membership to see what they would like for future PAC initiatives
- Modernize the *Constitution and Bylaws*
- Worked with Mark Baron, Partner at RBS LLP for legal consultation
- Creation of a Planned Expenditure Committee to use cumulated fundraised monies towards a project that would complement school initiatives and curriculum

Committees and Sub-Committees

Cultural Education Committee

Lunar New Year (Ivy Ding)

Nowruz (Toktam/Azadeh)

Festival Latino (Erika)

Community Building

Kindergarten Social Committee (Corrine)

Pixar Fundraising Committee

Corporate Sponsorship Committee (Michele)

Food and Beverage (Sherry)

Marketing and Communications Committee (Ana)

Ticket Sales Committee (Azadeh)

Silent auction committee (Cintia)

Fun Lunch Committee (Kristina/Lyndsay)

Traffic and Safety Committee (Christina)

Planned Expenditure Committee (Michelle L)

Focus for 2019/2020:

- Fun Lunch – succession plan for Kristina Szakaly
- Execution of Planned Expenditure Committee goals with Cheque Drive to support

Election for new ExecPAC members for 2019/2020 school year – presented by Azadeh

The current ExecPAC membership are 10 members.

Chair – Michele

Treasurer – Naz

Secretary – Leila/Kelly

DPAC Rep – Toktam

Member-at-Large – Lyndsay/Kristina/Azadeh/Cintia/Corrine

As there is a maximum 3 year term for these positions, the positions remain filled. There are 2 members that will no longer be eligible to be ExecPAC members in the next school year because their children will be graduating this year. We thank them very much for everything they've done. Our 2 Outgoing ExecPAC members are:

Treasurer – Nazanin Emami

Co-Secretary – Kelly Linn

New Nominations for the ExecPAC membership are:

Damien Clapa for Co-Chair

Alma Lizarraga for Treasurer to replace Naz.

Vote for Exec PAC Members for 2019/2020

Damien Clapa - running for Co-Chair

Alma Lizarraga - running for Treasurer

All in favour for Damien.

All in favour of Alma.

Call from the floor for anyone who would like to join ExecPAC. No one came forward and no names were put forward.

Discussion around building improvements - i.e. siding around school. Michelle L. confirmed Cedardale is not scheduled for any building improvements for the next year. Cedardale used up all of the available funds when it did the classroom expansion and addition of the elevator. What we are seeing done are essential upgrades and repairs, for example the chemical pit (acid from the science labs) that needs to be replaced. HVAC systems are being updated. Building envelope at Irwin Park has just been redone (had rot and windows were no longer stable). The funds are going to the most needy schools first - priorities have been established by the District.

Are we allowed to suggest an improvement for the school as members of the school PAC? Suggestions can be made but the District facilities are always involved in school building improvements.

We have connections with Squamish Nation - not sure how much longer that will take place - that has changed with the new policies and procedures that have been put in place. We have

two amazing people who appear to be elders but the decisions are made by few - inequity in division of resources. Many complications exist.

Michelle L. recently presented to the Board on school initiatives around how parents and children are taking action. Cedardale is very lucky to have good leadership, which is established and based on a shared leadership model.

Suggestion that we have an international day where all cultures are represented in the school gym. Questions arose around the individual festivals which have taken place this year - are they too much effort with little reward? Is it distraction from the curriculum? Some of the under represented cultures may be feeling marginalized.

Michelle L. is concerned that a single multicultural day in the gym might not be sufficiently respectful of the various cultures. The current model has some limitations, but it can be improved upon and we are learning and adapting as we go along.

Concern was raised about if there was only one day to celebrate the cultures that it would take away from the individual events. For example, Lunar New Year is celebrated at a very specific date. The timing would be wrong and items would be difficult to source if it is not held at the correct time of year.

Adjournment

Motion by Michele to adjourn the meeting. Seconded by Damien. Approved unanimously. The meeting was adjourned at 9:49 am.

Next general PAC meeting:

September _____, 2019 @ 9:00 a.m. in the school library