

# MEETING MINUTES

## SOUTH RUTLAND ELEMENTARY PARENT ADVISORY COUNCIL

Thursday, January 17th, 2019 @ 6:10 pm

Meeting called to order by Sarah Shakespeare, CO-PAC President

### ATTENDANCE

|                      |                 |                     |                  |                   |
|----------------------|-----------------|---------------------|------------------|-------------------|
| Matt & Lindsay Gerk  | Jeanie Thibert  | Christine Lassen    | Alex Beyerle     | Jody Alaric       |
| Jenny Houchen        | Danielle Farr   | Ceilidh Soroka      | Darcee Kirnbauer | Cherylee Morrison |
| Jolene Tregileges    | Kerri Braway    | Eric & Donna Pinion | Corinne Herman   | Ashley Power      |
| Sarah Shakespeare    | Jennifer Larson | Heather Johnson     | Petra Thyte      | Victoria Cooper   |
| Shawn & Lisa Fennell | Amanda Kraft    | Andrew Fredrick     | Luisa Jesson     | Julie Thibert     |
| Bob Hayes            | Leigh Wallace   | Derek Thomas        | Lana Stachnick   | Tray Stachnik     |
| Mark Watson          | Karl Peters     |                     |                  |                   |

Toni Koryakuss - President & Signing Authority  
Sue Miles - Vice-President & Signing Authority                      Sally McLaren - Secretary & Signing Authority

### AGENDA APPROVAL

Agenda amendments: Add Lisa Fennell as Grade 5 representative, Motion to remove Hot Lunch Coordinator off PAC bank account.

Ashley P. made the motion to adopt the amended January 17th, 2019 agenda. Jennifer L. seconded.

**Motion carried by majority vote.**

### CO-PAC PRESIDENT: SARAH SHAKESPEARE

Welcomed everyone to the meeting and had everyone present introduce themselves.

In regards to the media, there is nothing more being said to the media regarding SRE PAC and the ongoing investigation.

### APPROVAL OF MINUTES

Cherylee M. made the motion to approve the December 6th, 2018 minutes. Ashley P. seconded. **Motion carried by majority vote.**

### PRESIDENT & VICE PRESIDENT'S REPORT: TONI KORYAKUSS & SUE MILES Update on Accounts & Investigation

We had been trying to gain access to bank statements since last school year when voted into our current Executive positions. As of September 2018 we started the process again to gain access to our PAC's bank statements. When we finally gained access discrepancies in our bank accounts were discovered in December. A letter was sent out to parents to make them aware of what was going on.

We started the process of an investigation with the police and COPAC. The money was slowly being siphoned away, it wasn't taken out as a large sum. A lot of hours have been put in to get the information to the police. We needed financial information and minutes from the last four years and had to prove at least \$5,000 worth of fraud to be able to file a report.

Police have indicated it is now in full investigation, it will take some time to receive answers and an outcome, as it isn't a cut and dry case.

## **TEMPORARY TREASURER'S REPORT: SUE MILES, (since Dec. 6th, 2018)**

The Bank Statements as of January 15th, 2019 were presented and balances match our records. We currently have \$14.34 in our Gaming account, \$275.15 in our Grade 5 account and \$1,838.59 in our General account. We have outstanding cheques to still come out of our General account, our balance after will be closer to \$950.00.

The Gaming Grant is given to help out with field trips and is required to go towards specific things. This account was also compromised and we may not receive our grant for the next school year. The Gaming Commission is also doing a full investigation, but we won't find out until the end of September if we will receive it or not.

The Gaming Grant is solely for the student's benefit. There were concerns expressed about already approved field trips not happening, the field trips will still be going forward.

### **In regards to the money that we need to have in our account by the end of the year it is as follows:**

- We need \$1,050 for 2 COBBS Bursaries of \$525 each as we have done in the past, we want to try to do award one for sure if we can raise the money.
- We will owe \$1,500 to accountant who is doing the cross referencing of documents and working with the police. They will be continuing through the end of June, and it is an hourly fee.
- Interior Savings did give us back \$200 that we had paid to get copies of bank statements & deposits.

### **Update on protocol changes:**

- Hired bookkeeper to go through all accounting/discrepancies through bank statements and accounts.
- New cheques have been ordered for bank accounts
- Online access to accounts is view only to those with signing authority
- Started using Deposit slips with all details for depositing cash from events etc.
- We now have a separate Grade 5 account, easier to keep track of Grade 5 specific spending
- Blank Cheques no longer leave the school premises, they are on school property locked up
- Cheque signing is only done at the school on school property
- Two people count the money & initial the deposit slip at the same time after an event finishes
- Deposits are to be done within 72 hours, if unable to deposit right away, money stays locked up at the school until able to be deposited.
- The locks have been changed and the signing authorities
- No one under the age of 18 is to count money

The investigation is ongoing and we needed all the executives help to be able to prove fraud. Also asked the Bank to review all information. Toni K., Sue M. & current executive team are determined to keep bank accounts secured and follow this through while on the executive.

Fundraising to be done by appointed committees or one person as appointed by President per specific events.

Toni K. indicated that we have appointed an **SRE PAC Donations Coordinator, Christine Lassen** to be in contact with our business contacts etc in the community. Donations need to be by cheque for legal reasons. We have had some businesses start collecting cash on our behalf that will be donated to us via cheque or deposit.

Donations can be dropped off at the school and will be locked in a secure place. We do need to present a letter to businesses that we are asking for donations from. Cheques are to be made out to SRE PAC.

## **COPAC PRESIDENT - SARAH SHAKESPEARE & SRE PAC PRESIDENT - TONI KORYAKUSS REPORT:**

Sarah S. reviewed the Executive PAC positions and roles. They are described in our Bylaws, which are accessible on the school's website. There needs to be a months notice to hold any Elections of Executive positions.

Sarah S. noted that for the new school year we should have a budget in place by October's PAC meeting.

**Sarah S. made the motion to change the Constitution & Bylaws at the February 7th, 2019 PAC meeting. Sally M. seconded. Motion carried by majority vote.**

Sarah S. noted that we should have an adjustment written out of the changes being made to the PAC Constitution & Bylaws that is accessible to the PAC.

**Sue M. made the motion to change Bylaws 9, 10, & 11 at our February 7th, 2019 PAC meeting. Jennifer L. seconded. Motion carried by majority vote.**

**Sue M. made the motion to remove Bylaw 13 from the Constitution & Bylaws at our February 7th, 2019 PAC meeting. Seconded by Cori H. Motion carried by majority vote.**

**Sue M. made the motion to add Member at Large to Section 10 Executive Committee of the Bylaws at our February 7th, 2019 PAC meeting. Jennifer L. seconded. Motion carried by majority vote.**

## **PRINCIPAL'S REPORT: MARK WATSON**

**PAC Investigation:** I appreciate all the work undertaken by parents and the community to support extra programs for students at SRE. I share the dismay felt by our parent community and was disheartened to hear that there has been an issue with the PAC fundraising accounts. It is my hope and expectation the RCMP investigation will be successful in bringing justice to the situation.

Commitment is to make sure our students have an amazing year, field trips and extras continue to happen in working with School District #23.

**Celebrations of Learning:** I am looking forward to turning the focus back to learning at next week's Celebration of Learning. I would like to remind parents that Thursday, January 24 and Friday, January 25th are early dismissal days. (Dismissal at 12:30 pm)

**Washroom repair:** Our intermediate boys washroom will be closed for 2 weeks for upgrades.

### **On the Horizon....**

|                            |  |
|----------------------------|--|
| <b>January 23</b>          | <b>Grade 3, 4 &amp; 5's Ice Skating</b>    |
| <b>January 24 &amp; 25</b> | <b>Celebration of Learning Conferences</b> |
| <b>January 30</b>          | <b>Dionne's class Food Bank donations</b>  |
| <b>January 31</b>          | <b>Grade 5's Snowshoeing</b>               |
| <b>February 1</b>          | <b>Family Active Night</b>                 |

**Request for Funds:** no requests at this meeting.

## **COPAC REPORT: CHERYLEE MORRISON**

The COPAC meetings happen the first Monday of the month and are held at the Hollywood Road Educational Centre at 7:00 pm. There is a representative from every school in the district who attends.

Every month there are educational events happening that are put on by the CO-PAC, for more information check their website <http://www.copac.sd23.bc.ca/Pages/default.aspx>.

## **DONATIONS COORDINATOR: CHRISTINE LASSEN**

Excited to be part of the PAC & working closely with the Executive team. I have a background in Administration and Sales.

## **COMMITTEE REPORTS:**

**FUNDRAISING - Toni K. & Sue M.:** Please if you have any questions or ideas in regards to Fundraising, email PAC President at [sre.pacpresident@sd23.bc.ca](mailto:sre.pacpresident@sd23.bc.ca) and the executive team will review.

Sue M. indicated that without a Bridge Loan from School District #23 for Field Trips we need to raise \$14,725 by school year end to break even and have no debts going into the next school year. This includes paying back the Gaming Grant for two years and is the worst case scenario.

We need to have a minimum of \$6,625 in account to start the next school year with. This includes account fees, COBBS grant, banking fees & gaming grant.

## **FUNDRAISERS/UPCOMING COMMUNITY EVENTS:**

- A) We have three Comedy for a Cause shows scheduled, February 9th, 7 pm & 9 pm & March 23rd, 7 pm. We have confirmed \$300 sponsorships per event for all three events. \$20 a ticket up to 80 people per show. We can also do a silent auction at each show to raise additional funds. This fundraising opportunity presented itself and the Executive Team voted on going ahead.
- B) February 23rd Trivia Night at Post Haus Pub - the owner approached us saying they wanted to do a fundraiser for us. The owner is doing the organizing of the event.
- C) Spring Read-A-Thon - Sue M. is gathering information from local authors. This would be school based and get the students involved.
- D) June 7th Community BBQ & more - We've changed the date to a Friday, the event is being opened up to spread joy to the community. We've applied for a \$750 grant from the City to book the Movie in the Park theatre which is tentatively booked at a discounted rate. We need three sponsors for this event, gold, silver & bronze to run it with no cost to us. The Park N' Play is also already booked for 2 hours for the event.

January's movie night has been cancelled as we don't have anyone to run it on such short notice.

**Secret Cupid - February 12th, 13th & 14th**, usually brings in between \$700 to \$1,000 typically. The Valentine's candies have been purchased & are in the PAC kitchen. The grade 5 students would help & every student in the school receives a Secret Cupid. Jennifer Larsen is going to run Secret Cupid & organize volunteers etc.

**Popcorn Fundraiser** - Discussion regarding whether to pass on the Popcorn fundraiser to the Grade 5's as has been done in the past around this time of year. There is typically between \$60 to \$100 a week profit from popcorn sales. Letting the Grade 5's run the popcorn fundraiser gives them a chance to be in

charge of something and learn leadership etc. The Grade 5's have always raised what they would like to spend for year end activities in the past, with popcorn sales being one of their fundraisers.

**Heather J. made the motion to hand over popcorn fundraising to the Grade 5's starting on April 1st. Seconded by Sue M. Motion carried by majority vote.**

**HOT LUNCH - Jolene T.:** a) No report was presented.

b) Jolene T. gave 2 weeks written notice of resignation to step down as both hot lunch coordinator and social media coordinator and would continue to work both positions until January 31st, 2019 and provide any necessary training in the meantime.

c) **As of February 1st, 2019 the Hot Lunch Coordinator position is available.** A call was put out for a new Hot Lunch Coordinator.

**Cherylee M. made the motion to remove Jolene T. as a signing authority on the PAC General & PAC Gaming accounts. Cori H. seconded. Motion carried by majority vote.**

**GRADE 5 FUNDRAISING - Lisa F.:** The Grade 5's fundraising goal for this year is \$3,000. This is to cover their year-end field trips and events.

- a) The bake sale and coat check was successful, still confirming final numbers.
- b) The bottle drive is currently happening, have received a lot of bottles so far.
- c) March 7th possibility - Community Paint Night/Ladies Night, 50 tickets, \$500 profit possible.

**Toni K. made a motion for the Grade 5's to spend up to \$200 on organizing their paint night. Sue M. seconded. Motion carried by majority vote.**

**BC FRUIT AND VEGGIE PROGRAM - Julie T.:** We will be receiving pears for January 29th's morning snack. This is a free program through the BC Government that we have to apply for every year.

#### **OTHER/NEW BUSINESS:**

It was asked about possibly changing our PAC meeting day and time. There will be a survey regarding changing the day and time of the PAC meeting sent out to parents.

Ashley P. expressed concerns about what will happen if no one steps up to organize Hot Lunch. Hot lunch orders have already been done to the end of February. There will be a job description for the Hot Lunch Coordinator.

#### **QUESTIONS FOR THE EXECUTIVES:**

**Q)** Ashley P. asked what happened with the Raffle Baskets that were collected for the Winter Dance.

**A)** We didn't receive our Gaming License to be able to Raffle our baskets as we've done in the past. We did do the Christmas themed & perishable's as Silent Auction baskets at the Winter Dance. The remainder of the raffle baskets are locked up in PAC storage.

**Q)** There was a question as to why School District #23 isn't just replacing the funds that are gone.

**A)** Sarah S. responded, the School District is a separate entity from the school PAC's. The School District would be doing a bridging loan so that our students don't miss out. If it were to get out that the School District is just giving out money to PAC's, this might be more likely to happen again.

**Q)** Ashley P. asked about the man hours put into the binder that was handed over to police and why we aren't being given more specific information.

**A)** Toni K. responded, there is information that cannot be released to the public in order for the investigation to continue going forward.

**QUESTIONS FOR THE EXECUTIVES Cont:**

**Q)** Petre T. asked about whether the hiring of the entertainer for the Spaghetti Dinner was approved.

**A)** It was voted on by the Executive & members in attendance at a General PAC meeting.

**Q)** Petre T. asked about the conflict of interest regarding hiring specific entertainers for events if they are connected to the PAC.

**A)** This was also voted on by the Executive & members in attendance at a General PAC meeting. If we remove these entertainers, we may not have sponsors for our events in the future.

**Upcoming Events:**

**Comedy for a Cause - February 9th, 7 pm & 9 pm**

**PAC Secret Cupid - February 12th, 13th & 14th**

**Trivia Night at Post Haus Pub - February 23rd**

**NEXT MEETING SCHEDULED FOR - THURSDAY, February 7th, 2019 at 6:30 PM**

Motion to adjourn (10:15 p.m.)

Note: This was not a typical meeting, they don't usually last this long.