

# Dr. Knox Parent Advisory Council

## Meeting Agenda

**January 19, 2022 (6:45 pm)**

**Attendance:** Mike Moore, Ainslie Gainer (Chair), Allison Goreas, Scott Parker, Camila Biffard, Cheryl Kuyvenhoven, Candice Henriques, Carlos Rockhill, Glenn Kissmann (secretary - acting)

1. Welcome & Introductions – meeting called to order at 6:45
2. Approval of Agenda – approved as circulated
3. Approval of Previous Meeting Minutes October 20, 2021 – moved and approved as circulated
4. Administration Report – Presented by Scott Parker
  - a. Covid 19 update – mask mandate in place unless a student has an approved exemption. With almost a 1000 students, congestion is the main challenge i.e. hallways. Scheduling strategies are in place to help to reduce congestion i.e. rotating kids through the gym, early dismissal, and as possible keeping students in classrooms. Sports, practices and games, continue but spectators are not allowed.
  - b. Absenteeism is typical of past years
5. Treasurer’s Report – presented by Mike Moore
  - a. Signing authority is transferred. Compared to last year, fundraisers are falling a little short. Gaming funds after liabilities is \$3,116.
  - b. Moving money from the GoFundMe account is a challenge. Last year’s approach was to move the money from the GoFundMe account to a personal account before being deposited in the PAC account. A proposed process, which mimics last year’s approach was moved and carried. Camila Biffard has volunteered to support the new approved process.
6. COPAC Report – presented by Camila Biffard
  - a. COPAC continues to discuss implications of Covid 19.
7. President/VP’s Report – Presented by Ainslie Gainer
  - a. Many thanks were received for the Tim Horton gift cards. A thank you was also received for the funding directed towards ‘drum making’.

8. Other Business:

- a. Treasurer proposal for withdrawal of funds from GoFundMe (see attachment pages 1-2) – see treasures report
- b. ReturnIt Fundraiser
  - i. Via the DRK Newsletter, Allison will disseminate a ReturnIt reminder
- c. Funding request from teacher (attached request below, page 3)
  - i. The Sustainability Club has requested funding for prizes, which are intend to increase the profile of the club. A \$100 for the Sustainability Club was moved and carried.
- d. Upcoming Pink Shirt Day order form (page 4)
  - i. On Harmony Day, students are encouraged to wear a pink or red t-shirt. Pink t-shirts are available from London Drugs and Shoppers Drug Mart
- e. Tim Hortons gift cards
  - i. The final costs was \$545. A motion to approve the increase was carried.

Meeting adjourned at 7:38

Next Meeting at February 16, 2022 at 6:45pm

To: Dr Knox PAC  
From: Mike Moore, Treasurer  
Date: January 19, 2022

**Issue**

As we are all aware the Dr Knox PAC (“PAC”) s engaged in a fundraiser utilizing GoFundMe.

As of January 18th there is \$920.66 (gross donations of \$955 less fees of \$34.34) raised for the PAC. In order to withdraw the funds directly into the PAC bank account it requires one piece of data that the PAC does not have; a tax ID number (please see Appendix A for screenshot). It is a hard stop in the withdrawal process and we are unable to withdraw PAC funds.

### Proposed Solution

A non PAC bank signatory move the raised funds into their personal account and then write a cheque to the PAC. The President and Treasurer will monitor this process as they are both PAC signatories and have access to the GoFundMe fundraising website. In the prior year it was a PAC signatory who moved the \$\$ into their personal bank account (fully approved) and then back to the PAC bank account. The additional step of including a non bank signatory provides a broader segregation of duties and allows the bank signatories to monitor and control the process rather than monitoring and controlling their own tasks.

### Appendix A

The screenshot shows the GoFundMe interface for adding a charity beneficiary. At the top, there are navigation links for 'individuals' and 'For charities', the GoFundMe logo, and a link for 'Your fundrais'. The main form area is titled 'beneficiary.' and contains the following sections and fields:

- Company information**
- Company name**: An empty text input field.
- Company Tax ID**: A text input field containing the value '123456789'.
- Street address**: An empty text input field.
- Postal town or city**: An empty text input field.
- Province**: An empty text input field.
- Postal code**: An empty text input field.
- Country**: An empty text input field.

## **Request: Funding for prizes for students in environmental club**

Email Forwarded:

I'm a Grade 8 Math/Science/PE (and Grade 9 Science) teacher at Dr. Knox.

This fall I started an environmental club. Being that it's a start-up, we had no name and no logo per se. The almost 30 students that have been coming out to weekly meetings have been proud of being part of naming this club and organizing a school-wide "logo competition". We've officially named ourselves the "Climate Crew" and the logo is still TBD (see attached photos for some sampling of what we're choosing from).

Although I hope some groups of students start to take on bigger challenges, such as the Sustainable Development Challenge (<https://sustainabledevelopmentchallenge.com/>), we have actively started one initiative: weekly challenges put out to the entire school. We put a challenge on the TVs that are in the hallways and each classroom that encourage positive environmental change. The students then need to email a picture to show they've completed the challenge to prove they've participated, and then they are entered in a draw for a prize. Here's where we need help with funding. We are reaching out to local shops that might be interested in sponsoring some of these prizes, but I want them to be decent, and of course, sustainable, prizes! Hopefully this will stir more interest and in turn create more positive change and impact amongst our student body and community.

Please consider us for some funding if this permits for the rest of your annual budget. We're a small, but important, group of students would have a lot of passion and interest and I would personally love to see this club thrive!

## **Pink Shirt Orders**

Due to the high demand, some important changes on the Pink Shirt Program 2022 have been applied:

### **1) Program Deadline - EXTENDED**

January 28<sup>th</sup> – Greater areas

January 22<sup>nd</sup> – Remote locations

### **2) Sizes 2XL – 4XL**

The extra charge was cancelled. All sizes of Shirts and Hoodies have the SAME PRICE.

If you placed an order and paid the additional charge on those sizes, please contact me for more details.

### **3) Minimum order**

12 pieces of T-shirts OR 12 pieces of Hoodies, but NOT COMBINED.

### **4) Shipping**

Free of charge!

On February 23<sup>rd</sup> 2022, Canadians will take a stand against bullying and wear **Pink Shirts** to show their support for safe and inclusive schools.

**All proceeds from every shirt purchased will be donated to Kids Help Phone.**

Please let me know the sizes x quantities that you need, and I will place the order for you.

Your School District has an open account for Print & Marketing division (a different account from the Office Supplies division), and the payment can be made with PO # or credit card.