

# **Dr. Knox Parent Advisory Council**

## **Meeting Minutes**

**November 17, 2021 (6:45 pm)**

Attendance: Susan Medynski, Scott Parker, Allison Goreas, Carlos Rockhill, Ainslie Gainer, Glen Kissmann, Mike Moore, Camila Biffard, Candace Henriques, Duncan (?), Leslie Atwell, Liza Magcale

### **1. Welcome & Introductions**

### **2. Approval of Agenda**

Glen moved to approve the agenda and Mike seconded. Motion carried.

### **3. Approval of Previous Meeting Minutes September 22,2021**

Glen moved to approve the minutes from Sept 22, 2021, Carlos seconded. Motion carried.

### **4. Administration Report**

Scott provided his update and highlighted the following points:

- Volleyball has ended. The damage to the highways has meant that teams which qualified to go to Vancouver could not make the trip
- Basketball is starting up
- Intra-murals - over 200 students have signed up
- Drama - 1950s version of a Christmas Carole
- 2022 course calendar/schedule - planning has started
- YMCA - new partnership to provide an alternative to traditional student suspensions. Range of 3 to 5 days long with support in the AM for homework and YMCA workshops in the PM
- Change of Lead Secretary

## 5. Treasurer's Report

Mike provided a quick overview of the status of transition as we are in the final steps of changing the signatories for the PAC bank accounts. Leslie, as previous treasurer, provided a detailed update:

- One cheque from the general account was issued to Cobbs (for the Cobbs bursary) for \$525. We have one more cheque to issue, for the remainder of our commitment , in the amount of \$525 once we have more funds in the general account
- She removed the Grade 8 Reptile request proposed funding from the gaming account budget. This was for \$1,000
- One outstanding cheque in the general account for \$XXX
- Discussed an additional item for the gaming account budget related to Omnikin ultra, soccer and poison balls. Requested amount is \$605.92. Mike moved to approve and Leslie seconded the motion.
- Ainslie, in reviewing materials in the dropbox, asked if we were missing \$\$ for grad in the budget. We will include in the budget for next meeting
  - Scott noted that historically we budgeted \$2,000 but wasn't sure what grad would look like this year
  - Glen noted that perhaps this should be a standing item in the budget as students graduate each year

## 6. COPAC Report

Camila provided an update.

- Tuesday November 23rd at 7:00PM, Dr. Katharine Smart (President of the Canadian Medical Association) was presenting on BC Kids & COVID-19

## 7. President/VP's Report

Ainslie provided the update with the following highlights:

- COPAC to put forth a parent engagement with digital awareness in January 2022 and emails to be sent out in December 2021
- She noted that preparation for her first board meeting was tough but a big thank you to Susan and Leslie
- She noted the email list she had included some errors so if you are not receiving email (or did not) receive one from her please email her to sort it out. Her email address is: [ainsliegainer@gmail.com](mailto:ainsliegainer@gmail.com)

## 8. Other Business:

- a. Umami opportunity - this was discussed in detail. The key points were:
- This opportunity is now very close to the holiday season. Not much time to prepare or to get organized (from a board and school perspective) in order to effectively execute
  - Hesitation to have an additional fundraiser as we currently do not require additional funding in our general banking account. The go fund me effort has been sufficient the last few years and takes minimal effort
  - Unclear as to what we would spend the additional \$\$ on at this time
  - Possible an opportunity in the future to consider

Concluded not to proceed with the opportunity.

- Discussed an additional item for the gaming account budget related to Omnikin ultra, soccer and poison balls. Requested amount is \$605.92. Mike moved to approve and Leslie seconded the motion.

b. Escape room idea

- Scott noted that we do have escape room boxes in the library that can be utilized
- It was noted that the idea is virtual in nature - but were a bit unsure how it played out
- General discussion of the idea ensued
- Leslie asked Scott if the school would consider running with the idea
  - Scott not he would check with a few teachers
- Board concluded it was not an idea to pursue at this time

c. Fundraiser Update (GoFundMe Launch - Nov)

- Ainslie discussed with the board what was required to get this going.
- Generally the President has worked on the letter and the planning and the Treasurer has managed the \$\$
- Camilla asked if there were alternatives to go fund me in order to avoid paying fees
- Leslie noted that this was considered when it was set up but that we cannot issue tax donation receipts as it is for the general account and also the school cannot receive the funds on our behalf (or issue a tax donation receipts for the same reason as noted above)
- She is going to action subsequent to the board meeting

d. Christmas gifts for staff

- Noted that did had not budgeted for staff gifts at Christmas

- Carlos noted this is an important effort to ensure the teachers and staff feel appreciated
- Approximately 100 staff (last year around 80). Scott to confirm the number
- Last year Tim Hortons gift cards were purchased - \$5 each
- \$500 was approved and Carlos will purchase them and provide to the school
- Carlos motioned to approve and Susan seconded the motion
- NOTE: we discussed approving a higher amount for the funds in our gaming account are low at the moment and we did not want to approve an amount to be spent which was greater than available funds.

Meeting adjourned at 7:35pm (motion by Liza and seconded by Glenn)

**Next Meeting at January 19, 2022 at 6:45pm**