

Dr Knox Parent Advisory Council

Meeting Minutes | April 15, 2026

PAC 2025/26 EXECUTIVE

PRESIDENT	KELLIE GARCIA (PRESENT)
VICE-PRESIDENT	TIFFANY THESEN-YEE (REGRETS)
TREASURER	LESLIE ATWELL (REGRETS)
SECRETARY	ERIKA LACHANCE (PRESENT)
CO-PAC REP	VACANT
MEMBERS AT LARGE	CANDICE HENRIQUES (REGRETS)
	CARLOS ROCKHILL (REGRETS)
	ERIN ODERMATT (REGRETS)

1. WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting began with a land acknowledgement, recognizing that we are gathering on the traditional and unceded territory of the Syilx Okanagan people.

2. APPROVAL OF MINUTES AND AGENDA

Motion to approve November minutes
Moved by: Kellie Garcia
Seconded by: Erika Lachance

Motion to approve February agenda
Moved by: Kellie Garcia
Seconded by: Erika Lachance

3. PAC FINANCIAL UPDATE

Presented by: Kellie Garcia, on behalf of Leslie Atwell, Treasurer

- The PAC has received funding from the school, including cheque #432980.

- A total of \$37,775 has been allocated, with just over half of this amount already billed by the school.
- We have not received requests for reimbursement for the majority of the items, however this timing is consistent with the previous year's pattern. Leslie will be tasked to follow up with Nina to review any outstanding items and provide clarity on remaining balances.
- Overall, the PAC remains in a strong financial position.

Financial Statements (as of March 31, 2026) (Attachment 2)

- The only update from the March financials is a cheque issued to the school.
- A breakdown of the items covered by this cheque is included at the bottom of the financial statement.

Fundraising Discussion

- Deferred to the next PAC meeting

Communications Update

- The PAC recommended revising the newsletter wording to clearly reflect recent changes to processes.

Next PAC Meeting

- Leslie will attend the May AGM meeting to present and discuss a proposed budget for the 2026–27 school year.
- Given that funding requests may total approximately \$40,000 while the PAC typically receives around \$20,000 from the gaming grant, the group will need to discuss the need to:
 - Identify and prioritize essential (“must-have”) expenditures
 - Determine opportunities for additional fundraising to support larger initiatives

4. PAC BUSINESS

Planning for AGM

- Date: May 20, 2026
- Preparations are underway, including:
 - Promotion of the AGM
 - Call for nominations (to be issued at least two weeks in advance)
 - Finalization of the meeting agenda

PAC Executive Positions (2026-2027)

- The following executive positions will be open for the 2026–27 term:
 - President
 - Treasurer
 - COPAC Representative
 - Members at Large
- Confirmed positions:
 - Erika Lachance will remain as Secretary
 - Tiffany Thesen-Yee will remain as Vice-President

- Additional discussion:
 - Erin, Candice, and Carlos' availability to continue as Members at Large is to be confirmed
 - Recruitment will be required for Members at Large, COPAC Representative, President, and Treasurer positions

5. COPAC UPDATE

- March COPAC Update
 - Important highlights from the March COPAC meeting was shared and provided in the April 15 PAC Meeting Agenda.
- April COPAC Update
 - Important highlights from the April COPAC meeting is shared with the distribution of the April 15, 2026 Minutes.

6. NEXT PAC MEETING DATE

- May 20, 2026 (PAC meeting and AGM, in library)