

October 2020



Hello Parents,

In a usual school year, the PAC would run a Welcome Back Tea for the first day/hour of school as well as host a Family Supper on Open House night. These activities would bring families together to share time and space, strengthening our sense of community. Some other activities that have run in past years such as a concession at McNabbs on the last weekend in October had to be halted.

The PAC has now held 2 general meetings for this school year. A budget has been passed with general funds for classroom support, ongoing guitar program maintenance, administration funds and other items we could provide with a generous BC Gaming grant as ways we could still move forward to enhance the learning environment at Chase River Elementary. In September we felt all fundraising would be on hold for the school year however, a couple things are being planned and organized now with thoughtful ways to keep them low-risk. Information will be sent to parents in the upcoming weeks.

Our school secretary, Christine De Vries, has been updating the school website regularly, here is a link, <https://cr.schools.sd68.bc.ca/>. I would recommend that you check the site frequently as this is the place where notices are posted. There is a PAC corner where items may be posted, and we plan on using it for PAC specific info.

Typically, a PAC Annual General Meeting (AGM) is held at our last general meeting of the school year (May/June) and during this meeting the PAC Executive positions are voted in for the next term and these are held for one year. Due to the pandemic the Societies Act allowed the delay of such meetings. Therefore, the Chase River Elementary School **PAC AGM** will happen on **November 18th @6pm** via Teams virtual meeting. [Click here to join the meeting](#) followed by our November General Meeting at 6:30pm. This platform has been successful for our general meetings. If you are wanting to be involved in the PAC meetings and technology poses a barrier, please get in touch with myself or the principal and we can try and support you. All positions will be open for nominations. Nominations can be submitted ahead of the AGM or expressed at the time of the meeting. If you would like to nominate an individual prior to the meeting, please note your nominee's name, the position you would like to nominate them for, your name and phone number for records, and send it in an envelope to school with your child to be dropped at the office before November 18th 2020.

Below is a table that lists the positions that make up the PAC Executive. It shows the current PAC Executive and the known possible terms, as well as the possible interest in the full positions and the in-training positions for this school term, 2020-2021.

Chase River Elementary School PAC Positions	2019-2020 School Term		2020-2021 School Term	
	Appointed by Vote	Projected Outgoing Term	Interested Nominees for the Full Position *(to date)	Interested Nominees for an In-Training Position *(to date)
President	Lea Godfreyson	unknown	yes	none
Treasurer	Kristen Yzerman	2021-2022	yes	none
Fundraiser Chair	Marley Heiberg	2020-2021	yes	none
Secretary	Andrea Amelio	unknown	yes	n/a
DPAC Representative	(Vacant)	(vacant)	none	n/a
Member At Large	Joanna Tilbury	unknown		n/a
Member At Large	Shawna Drinnan	unknown	yes	n/a

**Table Updated after the Oct2020 PAC meeting*

The Executive will include President, Treasurer, Secretary, immediate past President, and such other members of the Council as the membership decides.

1. The President will;

- a. Speak on behalf of the Council.
- b. Consult with Council members.
- c. Preside at membership and executive meetings.
- d. Ensure that an agenda is prepared.
- e. Appoint committees where authorized by the membership or executives.
- f. Ensure that the Council is represented in school and district activities as required.
- g. Ensure that Council activities are aimed at achieving the purposes set out in the constitution.
- h. Be a signing officer.
- i. Submit an annual report.
- j. Ensure that members are notified of meetings.
- k. Conduct election of the executive at the annual general meeting.

2. The Secretary will;

- a. Ensure that members are notified of meetings.
- b. Record and file minutes of all meetings.
- c. Keep an accurate copy of the constitution and bylaws and make copies available to members upon request.
- d. Prepare and maintain other documentation as requested by the membership or executive.
- e. Issue and receive correspondence on behalf of the Council.
- f. Ensure safekeeping of all records of the Council.
- g. May be a signing officer.

3. The Treasurer will;

- a. Be one of the signing officers.
- b. Ensure all funds of the council are properly accounted for.
- c. Disperse funds as authorized by the membership or executive.
- d. Ensure that proper financial records and books of account are maintained.
- e. Report on all receipts and disbursements at general and executive meetings.
- f. Make financial records and books of account available to members upon request.
- g. Have the financial records and books of account ready for inspection or financial review annually.
- h. With the assistance of an executive, draft an annual budget.
- i. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
- j. Submit a current year-to-date draft of revenue/expenses, financial statements to date and proposed budget at the AGM meeting and will provide an actual Final Year End Statement at the September meeting.
- k. Apply for required funding licenses within required deadlines.
- l. Submit annual gaming summary report to Gaming Commission within required deadlines.

4. The DPAC Representative will;

- a. Attend all meetings of District Parent Advisory Council School District No. 68 Nanaimo-Ladysmith and represent, speak and vote on behalf of the Council.
- b. Maintain current registration of the Council.
- c. Report, in writing, regularly to the membership and executive on all matters relating to the DPAC.
- d. Seek and give input to the DPAC on behalf of the Council.
- e. Receive, circulate and post DPAC newsletters, brochures, and announcements.
- f. Receive and act on all other communications from the DPAC.
- g. Liaise with other parents and DPAC representatives as required.

5. The immediate Past President may;

- a. Advice and support the membership and executive as required.
- b. Provide resources and information about contacts and other matters.

Thank you, Lea Godfreyson PAC Chair