

**Lord Roberts Annex School Parent Advisory Council**  
**AGM Agenda – Wednesday, September 16, 2020 at 18:30**  
Meeting Facilitator: Asha Padmanabhan      Meeting Notes: Karla Sidhu

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1. Call to Order, Welcome, and Acknowledgment of Territory
2. Approval of Agenda
3. Approval of Minutes from June 2020 meeting
4. Elections
  - a. Chair:
    - Nominations:
  - b. Vice-Chair(s):
    - Nominations: Karla Sidhu
  - c. Treasurer(s):
    - Nominations: Ray Wang and Nur Wilson
  - d. Secretary:
    - Nominations:
  - e. DPAC Representative:
    - Nominations: Michael Shui
  - f. Member-At-Large: Fundraising Coordinator:
    - Nominations: Nicole Lascelles
  - g. Member-At-Large: Playground Coordinator:
    - Nominations: Michael Shui
  - h. Member-At-Large: Communications Coordinator
    - Nominations:
  - i. Member-At-Large: Hot Lunch Coordinator
    - Nominations: Daniela Martins
  - j. Past Chairperson: Asha Padmanabhan

5. Reports

- a. Vice Principal – Elyssa
- b. Budget – Ray and Nur
- c. Fundraising – Nicole

6. Business Arising from Last Meeting

- a. Ideas from last meeting’s Brainstorming Session - Asha

<b>Event</b>	<b>Organizer(s)</b>
Parent Panel in September	Asha, Karla, Amanda
Virtual silent auction	
Sale of PPE	
Direct appeal	
Renting out outdoor space for pop-ups	
Virtual games night (Bingo, Trivia...)	
Move-a-thon	
Create and sell a collective recipe book	Simone + ??

7. Informational Items

- a. Communication to parents

- School website: <https://www.vsb.bc.ca/schools/roberts-annex/Families/Parent-Advisory-Council/Pages/default.aspx>
- Facebook page: *Lord Roberts Annex Parent Advisory Council*
- Email address: [lordrobertsannexpac@gmail.com](mailto:lordrobertsannexpac@gmail.com)

8. Next Meeting: October 21, 2020 @ 6:30 pm

9. Adjourn

**Note: The following has been copied from the *Lord Roberts Annex Bylaws* for your convenience. For the complete bylaws, please visit the PAC website listed in item number 7 of the agenda.**

## **SECTION XI – DUTIES OF OFFICERS**

- A. The Chairperson shall:
  - a. Convene and preside at membership, special, and executive meetings.
  - b. Ensure that an agenda is prepared and presented.
  - c. Know the constitution and bylaws and meeting rules.
  - d. Know where to find resources to assist members.
  - e. Appoint committees where authorized to do so by the executive or membership.
  - f. Consult PAC members regularly.
  - g. Ensure that the PAC is represented in school and school district activities.
  - h. Ensure that the PAC activities are aimed at achieving the objectives and purposes of the organization.
  - i. Be the official spokesperson for the organization.
  - j. Be a signing officer.
  - k. Submit and annual report.
  
- B. The Vice-Chairperson shall:
  - a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
  - b. Assist the Chairperson in the performance of their duties.
  - c. Accept extra duties as required.
  - d. Be a signing officer
  - e. Submit and annual report.
  
- C. The Secretary shall:
  - a. Ensure that members are notified of meetings.
  - b. Record the minutes of general, special, and executive meetings.
  - c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
  - d. Issue and receive correspondence on behalf of the organization
  - e. May be a signing officer
  - f. Safely keep all records of the Council
  - g. Submit and annual report

- D. The Treasurer shall:
  - a. Be one of the signing officers of the executive
  - b. Receive all funds for the Council
  - c. Maintain an accurate record of all expenditures of the Council
  - d. Disperse funds authorized by the executive or members
  - e. Give a report of all receipts and expenditures at all general meetings.
  - f. Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC.
  - g. Make books available for viewing by members upon request
  - h. Have the books ready for inspection or audit annually
  - i. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV.
  - j. Ensure that another signing officer has access to the books in the event of their absence.
  - k. Submit an annual financial statement at the AGM of the Council
  
- E. The DPAC/PAC Representative shall:
  - a. Attend PAC and DPAC meetings
  - b. Seek and give input on behalf of the PAC to the DPAC
  - c. Report back to the PAC
  - d. Submit an annual report to the PAC
  
- F. Members-At-Large shall:
  - a. Serve in a capacity to be determined by the Council at the time of their election, and at other time throughout their tenure as the needs of the Council require
  - b. Submit an annual report
  
- G. The Past Chairperson shall:
  - a. Help smooth the transition between Chairpersons
  - b. Assist, advise and support the Council
  - c. Provide information about resources, contact, and other essential information to the Council
  - d. Act as a consultant for the Chairperson
  - e. Chair the nominating committee
  - f. Submit an annual report