Call to order: 6:34

Attendance review and welcome: Laurie F, Kyla B, Tammy, Wendy, Melissa, Christy, Trina, Rebecca, Andrea, Deborah

Approval of prior minutes from November 19th 2018: Approved Christy, Trina

Approval of today’s agenda: Add Gaga Pit, Vaping Issue. Approved Trina, Tammy

Principals Report:
- Prep for Grade 8 transitions to Mount Boucherie with assembly & course options coming (Feb 11)
- Students from Japan coming Feb 27th to Mar 4 – still need host families – parent info meeting Feb 6th
- Jan 29th electives turn over for 6/7
- Parent Teacher conferences Feb 7 & 8 – online booking will be set up
  - Variety of formats - teacher dependent – watch for more info
- Discussion around report card format – option A (spectrum of learning vs. Option B – letter grades

Chair report:
- Discussion around misappropriation of funds in two other schools in the district – what measure we have in place to protect our funds and the executive
- Thank you to Wendy, Deborah & Melissa for volunteering at the Night in December
  - We need to double the hot chocolate for next year (this year had 60 cups)
  - Deborah to send Thank you to Tim Hortons

Treasurer report: see attached
- MG- Motion to transfer Book Club funding from gaming account to general account. Christy/Tammy. All in Favour. Approved
- MG- Motion to approve SCREAM from gaming as per Trina’s correspondence from the Gaming Branch. Tammy/Christy All in Favour. Approved
  - Correspondence saved in Treasurer records
- Wendy & Trina reviewed Munch a Lunch deposits
- Melissa to confirm COPAC to reimburse $75 copac member fee. Trina paid personally and needs to be reimbursed
- Trina needs access to PAC SD23email – Melissa to retrieve password

CoPAC report: Emma absent. Copac 1st Monday of every month – next Feb 4th 7pm
Store report: See attached

Existing Business: Lunch time activities - what’s available?
New Business:

- Our PAC funds and account vigilance.
  - View Only bank card
  - 2 signatures (of 4) no pre-signing
  - Don’t sign chqs reimbursing yourself for expenses
  - Bank statements viewed & signed monthly by Treasurer & President
  - Statements are reconciled

Store
  - Store volunteer shoppers spend their own money and then give school secretary receipts for reimbursements
  - Wendy to look at possibility of setting up accounts at SuperStore & Walmart to avoid the personal outlay of cash

- Updating the Constitution and Bylaws to reflect account vigilance along with executive duties and responsibilities (last updated in March 2000)
  - Executive meeting Feb 11th 6:30

- Working on our communication. Do our parents know about us and what we do? How can we make our communication more effective and inclusive aligning with the CoPAC?
  - School Calendar, electronic signs, newsletters, website

- CNB budget - reviewed & confirmed projected budget 2018/2019 at funding meeting

- StrongStart Breakfast program, is this needed at CNB
  - we have a different program (Food for Thought) that is well utilized

- Teacher appreciation lunch date?
  - Last day of school June 28th

- Dates for the next CNB parent / teach conference. Do we want to open communication and be more inclusive by holding a parent / PAC dessert gathering at the same time to interact with people while they wait?
  - Given all day structure, not doable.

- Teacher presence at the PAC meetings, encouraging 1 teacher per month to join us.

New Business arising from today’s meeting:

- Vaping discussion – was an issue at the beginning of the year…confident now under control
- Tabled for next meeting – what to do with excess funds – playground equipment?

Next meeting date: February 25th 2019

Adjourned: 8:34
Treasure Report  January 21st 2019

1. General Account
   - last reported balance as of Nov 18th
   = $9946.76
   - Closing Nov 2018 at $10954.55
   - Luncheon deposited $1551.00 in and
     cheque for COBSS admin fee and teacher
     funding requests came out totaling $538.24
     - December opened at $10951.55
     - December closed at $4814.20
     - June balance as of June 30th
     - January opened with $4814.20
     - January balance as of January 30th
     = $13460.53
     - Luncheon deposited $1146.33 and COBSS
     gave store profit/sales cheque for $7500

2. Earning Account
   - last reported balance as of Nov 18th
   = $18461.43
   - Closing November 2018 at $13559.56
     (Cheques for teacher funding requests and
     COBSS business coming out)
   - December opened at $13559.56
   - December closed at $13406.29
     (Cheque for teacher funding request came out)
   - January opened at $13406.29
   - Remains at $13406.29 as of Jan 20th

Carbon copy from Libco
- 153001
4. Outstanding Federal Funding Requests
   1. Scream $7,725.00 gaming
   2. Connect Room Supplies/Furniture $715.00 gaming
   3. Volleyball uniforms $917.52 gaming
   4. Basketball jerseys $1,083.62 gaming
   5. HP Pest Club $350.00 gaming
   6. LAT Inter Level books $1,000.00
   7. Breakfast Club Balance $77,500.00 gaming

5. More LAT books from gaming to generate?
   Especially in light of Scream being able to come from gaming. Nothing currently should come out of gaming.
   Thoughts?

6. Need Melissa & Christy signatures on or signing authority sheet.

7. AIC email? update air general info tab

8. BCCO AIC - Rebecca and out about getting our $75 refunded? I had been unable to get a response so just paid it & keep us in good standing. Chandelle had confirmed what we had thought about fees being waived - I've yet to cash or get 2nd signature on my reimbursement cheque.

9. No Mail