



DPAC43 General Meeting Minutes - PAC 101

Wed, October 1st, 2025 – 7:00 PM
In Person - Education Learning Centre
1080 Winslow Ave, Coquitlam

ATTENDEES: Assistant Superintendent Jeremy Clarke, Trustee Chuck Denison, Jamie dpac, Chris dpac, Jimmy dpac, Madiha dpac, Todd dpac, Sherie dpac, Andrea dpac, Alaina dpac, Nick dpac.

Elementary Schools: Alderson, Baker Drive, Blakeburn, Cape Horn, Castle Park, Coast Salish, Central, Eagle Ridge, Glenayre, Harbour View, Hazel Trembath, Heritage Mountain, Irvine, James Park, Kilmer, Meadowbrook, Moody, Mountain View, Mundy Road, Panorama Heights, Pleasantside, Porter Street, Riverview Park, Roy Stibbs, Smiling Creek, Walton. **Middle Schools:** Banting, Citadel, Como Lake, Eagle Mountain, Hillcrest, Maillard, Maple Creek, Minnehada, Montgomery, Moody, Summit. **Secondary Schools:** Dr. Charles Best, Gleneagle, Heritage Woods, Inquiry Hub, Pinetree, Riverside, Terry Fox.

Regrets - Superintendent Nadine Tambilini, Darin dpac.

ACKNOWLEDGEMENT OF TERRITORY - Jamie Manchester

APPROVAL OF AGENDA - Approved by Smiling Creek, 2nded - Citadel middle.

APPROVAL OF PREVIOUS MINUTES - from AGM on May 28th - Approved - Monty Middle, 2nded - Baker Drive Elementary.

TREASURER'S REPORT - Jimmy Fung

- Income Statement June 2025 - fiscal year end
 - General Account - \$28,315.23
 - Games Account - \$5,739.25
- Income Statement summer - Minimal activity July & Aug
 - General Account - \$27,299.95
 - Games Account - \$5739.25

SUPERINTENDENT'S REPORT – Assistant Superintendent Jeremy Clarke

September - worked on confirming enrolment - matching projected student pop to actual population.

- Want to make sure the programs are supported right up through grade 12.
- Overall -300 students less across district 43 compared to 2024-2025 school year.
- Number students with needing support - are up from last year.
- Month marked by Terry Fox Run & Truth & Reconciliation Ceremony.

Directions 2030 - Superintendent Nadine Tambilini - by video

- *"Keep students at the centre with supporting educators around them"*
- **The values guiding decision making for our school district:**
 - **1** - Personalized learning for all
 - **2** - Cultural responsive and inclusive schools
 - **3** - Working together as a connected community, school = community hub
 - **4** - Learning extended beyond the classroom - locally & globally
- *Aim to invest in* - people, technology, spaces, sustainability
- *In our work we must be* - capable, connected, contributing
- *Want Sd43 representatives to be* - informed in our direction, aligned in our approach, & responsive to context
- **Surveys** will be sent out to Staff, middle & high school students, and parents through parents My-Ed Portal.

- **Q - Why declining numbers? Related to number of international students?** - **A** - Overall fewer children have been registered in tri-cities for 2025/26. The number of international students have decreased due to a decline in work and student visa holder parents, however the number of paying international student numbers have remained the same.
- **Q - How did we do with Directions 2025 vs 2030?** - **A** - We did well. Some of pieces continue through one directions plan to the next. (Eg. Sustainability). Do review past Directions before completing a new plan. Focus changes over time.

PAC 101 - POST PRESENTATION QUESTIONS & ANSWERS

(PAC 101 Power Point Presentation will be found at <https://dpac43.ca/documents/presentations>)

Constitutions and Bylaws – Nick and Alaina

- **Q** - Receiving Consent from parent community - Sometimes you can ask for ‘reverse consent’ - asking parents to contact school *only* if they *don’t* want their child to participate in an activity.
 - PAC can support separate committee - eg) after grad. Ask school administration to help send out communication to parent community.

Treasurer - Tips & Best Practices – Jimmy and Sherie

- **Q - Gaming money - do you have to spend all the money every year?** **A** - No. Money can carry over. Should only keep \$ for 3 years. Please spend it!
- **Q - Keeping of records- do you have to keep all paper receipts?** **A** - no, digital copies are fine. Purpose is to protect yourself and PAC to explain all expenses and ensure transparency.
- **Q - How long must keep receipts/copies?** - **A** - officially 7 yrs.
- **Q - Investments - what is process for investment interest as revenue?** **A** - There is a line in the annual gaming report to fill out. To note, non-profits don’t usually have investments. If you do to save for a large project it’s best to put revenue in General Funds, not Gaming (eg. Playground)
- **Q - Can parents receive Tax receipts for contributions to PAC?** **A** - No.
- **Q - Is there a budget template?** **A** - no.. not yet.. good idea.
- **Q - What is the cost of a gaming license** - **A** - \$10-\$50 depending on type of license
- **Q - If PAC folds - what happens to \$ in gaming account?** - **A** - there is a process to transfer that \$\$ to another PAC.

How to Run an Effective Meeting – Jamie (no questions)

How to Hold an Election – Jamie

- **Q - Can 2 PAC members share the dpac rep position?** - **A** - yes but only 1 vote per PAC
- **Q - How long should you keep minutes online and accessible?** **A** - 2-3 years on school website.
- **Q - Involve AI?** - Using AI to record the meeting &/or produce minutes is involving another ‘member’ so should have consensus of all PAC members before using it.
- **Note - Have an external person run the election** - someone running for a position should not lead the election.
- **Reminder - only 1 vote per family** - regardless of # children in the school or parents on PAC.

Fundraising Ideas - Sherie

- **Q - Can a PAC bring in vendors to a fundraiser?** **A** - Yes. All vendors must be approved through the district before the event.

LOOKING AHEAD – Jamie

- **Next General Meeting - October 29th - Guest presenter TBA**
- We plan to streamline our general meetings to include more guest presenters

ADJOURNMENT - 8:45pm

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