



Niverville Collegiate Institute (NCI) Parent Advisory Council (PAC) Annual Organization & Nominations Meeting
Minutes

Meeting Date: Monday, Sep 17, 2018

Next Meeting Dates: Oct 1 (AGM), Nov 5, Dec 3, Jan 14, Feb 4, Mar 4, Apr 8, May 6

Meeting called to order at 6:09 pm

Attendees: Tanya Pomaranski, Lesley Reimer, Sabrina Loewen, Leslie Bardal, Lesley Giardino, and Lyndsay Eidse

Chair Report - (Tanya Pomaranski)

- Welcome – and presentation of the agenda meeting format (annual plan/PAC)
- Housekeeping:
 - There were no questions on the previous minutes
 - PAC directory circulation – review/update, Lyndsay noted and is keeping on file.
- NCI Executive nominations/elections – outline format; fill positions
term of the Executive office shall be one (1) school year (September to September) and may be renewed (upon appointment and approval) each following year to a consecutive maximum of four (4) years.

Position	2017-18	2018-19 (all positions filled by Acclamation)
Chair	Tanya Pomaranski	Tanya Pomaranski
Vice Chair	N/A	Open
Secretary	Lyndsay Eidse	Lyndsay Eidse
Treasurer	Lesley Reimer	Lesley Reimer

- Governance
 - Website will contain Minutes/Principal Reports, 2018-19 meeting dates, Constitution, Newsletters
 - Draft budget and Constitution amendments – emailed to Tanya; review at Oct 1 AGM
 - Constitution will be posted to website once passed/signed.
- Program Support
 - Grad Scholarships - 2 x \$250
 - Student of the Month – Country Snacks, Subway, Chicken Chef
 - myBlueprint – follow up with Pat Fast to confirm 2018 involvement (Tanya)
- PAC Annual Planning/Housekeeping:
 - New School PAC Nominations – March 4 2019 meeting
 - Tanya to email HSD re – consequences in the absence of a new PAC for new school.
 - March/April 2019 – Annual planning
 - email invite delivered to parents signed up to receive communication



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Finance Report - (Lesley Reimer)

- Stmt Address update (call from NCU) – Lesley will follow up to confirm
- Authorizing Signatures – no changes as a result of acclamations
- Separate Account set up for Bingo Fundraiser (MLCC regulation)
- Monthly Report – presented / filed at each regular meeting
- HSD Month-end
 - Acct Balance & Fund Transfers
 - Nov 30, Feb 28, May 31
- 2018-19 Draft Budget – Review in prep for AGM; Lesley to email a final draft for AGM review
- Greenspace such as Benches for the New School, what will an estimated cost be for the draft budget? This item will wait for input from the New Principal of the New School in February.

New Business

- MAPC Membership – discuss/vote on membership enrollment (Tanya)
 - Vote motioned for no membership; carried
- June 4th mtg – action item follow up
- Grade 8 Farewell – There is currently 1 parent that has signed on for this committee. This committee will need admin support for holding the farewell at the current NCI. Is there a Grade 8 teacher available to help with the organization of the farewell?
- Grade 9 Welcome – The orientation and timing of this will need to consider when students are making their class selections as well as when the new principal is starting
- Grad Committee Support meeting held on September 20. Lots of decisions are already predetermined. Are there any alterations that can be made to changing the venue of the ceremony to accommodate the larger class sizes that will be entering grade 12 in the coming years. Which venues will be available for awards, ceremony, and dinner? Why are the Grade 12's paying for their own dinners at their graduation?

Committees (as applicable)

Committees meet separately to discuss, resolve, and coordinate functions; committee rep provides monthly reports.

PAC membership reviewed the goals and Committees in place for 2018-19, as noted above, Committees meet independently and report back to PAC Executive for any assistance, presentation of ideas, suggestions and/or needs.

- **Fundraising Committee** (Tanya Pomaranski, Sabrina Loewen, Lorinda Huebert)
 - \$2018-19 Goal = \$10K
 - NCI & New School
 - Corporate Ask = Lesley Reimer/Edna Friesen-Wiebe



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- Sub-Committees
 - Bingo - Oct 27, 2017 / March 2019 (Lorinda H / Tanya P) Lorinda confirmed everything is in order with LGA, just waiting on approval and license number.
 - School Dance – Feb 2019 (Terry Riley)
 - Tri-Track Canteens – June 2019

- **Communication Committee (Leslie Bardal / Stephan Geissler/Lesley Giardino)**
 - Monthly Newsletters
 - Surveys/ Anncts
 - Fundraising Marketing Material
 - PAC Kiosk material
 - Grade 4 Welcome Material
 - Social Media (message manager)

- **Active Learning and Green Space Sub Committee (Lyndsay Eidse)**
 - Rain Garden – follow up report (Lyndsay)
 - New Shed / Outdoor Equipment – Winter/Spring
 - Green Space – Active Learning – long term planning / research / fundraising

- **Meet the Teacher/Parent Involvement Committee (Executive / Leslie Bardal / TBD)**
 - September PAC Kiosk – date/time; confirm logistics deadline?
 - Grade 5 parents – welcome
 - Parent recruitment
 - Fundraising Calendar
 - Volunteer shifts

- **Grade 4 Welcome / Tour (Executive, Communication, NCI/NES Administration)**
 - Grade 4 NCI parent tour – June XX – 6:30pm
 - Principal/Vice secure date w/NES
 - Book gym, teachers, tables, chairs, easel, podium, projector/screen
 - Coordinate take home packages
 - PAC
 - Refreshments/snack coordinator
 - NES Invite – email blasts (May 1, 15, & week of)
 - May newsletter, report card insert
 - Principal/ PAC Chair/Communication Tm
 - Review event plan/agenda
 - Review slides
 - PAC Executive/Communication Tm
 - Welcome pamphlet, report card insert



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Food Program Committee (Krista Shidel, Mira Salter, Kathleen Wiebe, Susan Snider)

- Snack program
- Hot Lunch
- Soup's On
- Staff Appreciation

- **New School Committee**
 - Secure PAC Executive – (Jan - Mar)
 - Constitution, Policies, 2019-2020 meeting dates
 - Budget/bank account
 - Program support
 - Grand Opening – plan w/new principal – April
 - Annual Org & Plan Meeting – Sep 2019
 - Grade 9 Welcome (Feb 2019 & 2020)

Next Parent Advisory Council AGM meeting will be at 6:00 on Oct. 1 in the School Library.
Meeting Adjourned at 7:30 pm