

LEPAC Annual General Meeting (AGM) Minutes

Lochside Elementary Parents Advisory Committee

May 21st, 2014

1. Welcome and Introductions 6:30

Past President: Mike Brooks

Vice President: Judy Payne

Treasurer: Don Mellings

Secretary: Robbyn Brodie

Healthy Schools Coordinator: Heather Caul

Healthy Schools Coordinators: Jodi Holland

Co-COPAC representative: Kerry Walsh

Tiffany Congdon

Stephanie Kalabric

Tiffany Voorberg

Terry Wong

Dianne Brooks

Scarlet Yum

Guests:

Principal: Joe Grewal

Regrets:

President: Rachel Calder

Volunteer Coordinator: Mary Brookes

Co-COPAC representative: Kelly Perry

2. Introduction and Approval of April Minutes 6:35

April minutes were reviewed. Motion: Don M. motioned to approve minutes, seconded by Judy P., voted and all in favour. Motion carried.

3. Principal's Report 6:37-6:56

Thank You

- LEPAC - Staff Appreciation May 13-16th - Stephanie, Tiffany, Scarlet, Heather, Kerry, Kelly, Alysha, Judy, Marie, Alison, Carolyn, Shannon, Mary, Lynn, Anita and others
- LEPAC Contribution to Hearts & Minds Conference

Successes

- Kindergarten Orientation – May 6th
- Grade 5 Transition Activities – May 7th visit to ROMS
- Integration Support – IEP Meetings

Information Items

- School Organization – 2014 – 2015
 - 16 divisions at this time
 - Won't be finalized for a few more weeks
 - We are still getting additional registrants
 - District staffing meeting – May 30th
 - Parent Input Form – deadline this Friday
- School District Budget – 2014 – 2015 – approx. 3.5 million cut from budget this year
- Retirement – Teacher-Librarian Donna Wende –
 - Retirement Tea Fri. June 13th 3:00 - 5:30 pm
 - Mike B. suggested a retirement gift for Ms. Wende, seconded by Don M. and Heather C.

Important Dates

May 22 nd	Bike Roadeo
May 23 rd	8:00 am Parent Appreciation Morning
May 27 th	Rotating Strike – School District #63 - Saanich
May 28-30	Camp Thunderbird – Grade 5s
May 28 th -29 th	Curling
Jun. 5 th	Science Venture
Jun. 6 th	Popcorn Day
Jun. 12 th	District Elementary Track Meet at Uvic
Jun. 13 th	Fun Lunch
Jun. 19 th	9:00-11:00 am School Fun Day
	5:00 -8:00 pm LEPAC Year End Family BBQ
Jun. 24 th	10:00 am Service Assembly
Jun. 25 th	Grade 5 Luncheon & Swim
Jun. 26 th	9:00 am Final Assembly

4. Reports 6:57-7:28

- a) President: Mike B. presenting in Rachel C's absence
- b) Treasurer: Smile Card revenue coming in slower than expected, so if Smile Card use does not increase, we may not meet our target. We have currently reached \$1130.42 or our goal of \$2500, which leaves \$1369.48 to be earned before deadline of June 21st. General budget revenues are on track for the year. Expenditures: still some monies unspent, which may remain unspent by the end of the year. Original projection for end-of-year total in savings account was \$37.5k; but current projection is \$55k.
- c) Volunteer Coordinator: Not in attendance.
- d) Healthy Schools Coordinator: Nothing to report.
- e) COPAC Rep: Nothing to report.

5. General Business 7:28-7:53

a) Election of Executives for 2014/2015

The current nominees are as follows:

Co-Presidents: Mike Brooks and Stephanie Kalabric

Vice President: Judy Payne

Treasurer: Don Mellings

Volunteer Coordinator: Mary Brookes

Secretary: Tiffany Voorberg

Healthy Schools Rep: Kerry Walsh

COPACS: Kelly Perry & Jodi Holland

Past President: Rachel Calder

Nominees were reviewed and each was elected for their post; the new executive was reviewed and approved by all in attendance.

It was suggested and agreed upon that LEPAC should have a presence at the 2014/15 Kindergarten Orientation in a drive to recruit new members.

- b) Teacher Appreciation Week follow up: We were short on volunteers for the Teacher Appreciation Luncheon. We will need to be sure that we have enough volunteers for the Family BBQ.
- c) Supporting the Teachers' motion: It was agreed upon that LEPAC will remain neutral regarding BCTF/government negotiations.
- d) End of year BBQ: June 19th 5-8pm. Volunteers needed for communications (posters, notices); food prep, service, and cleaning; recycling; water station; audio-visual; parking lot attendant; general clean-up; games; photo booth; t-shirt sales; tattoos; freezies.
- e) LEPAC Constitution: As the LEPAC Constitution had not been amended for a number of years, there are some changes and updates that need to be made. Proposed amendments to the LEPAC Constitution and Bylaws – see below.
- f) Courtyard Maintenance Budget – undergoing review.
- g) Activity Centre Painting – some red tape issues to be dealt with. In progress.
- h) Entertainment Books – questions arose regarding brand of coupon book, and needing volunteers for next year's distribution. Ongoing.

- i) Outdoor Classroom – Lochside has some skilled parents who have kindly volunteered their services to help in construction of our outdoor classroom. Mike B. is researching avenues for funding assistance from local corporations. The proposed budget for the Outdoor Classroom is \$25 to \$30k.; a line had been set aside in the budget for the Outdoor Classroom, with amount pending a cost quote. Motion: Mike B. motioned to approve \$25k budget for Outdoor Classroom, seconded by Judy P., voted and all in favour. Motion carried.
- j) Possible June LEPAC meeting – Constitution states that LEPAC must hold a June meeting. This meeting will be an opportunity to get started on next year’s budget. Principal Grewal will construct a Wish List for next year, and LEPAC members will bring ideas for next year’s spending.
- k) New Business – Mike B. suggested Lochside grade 3-5 students have the opportunity to join a local triathlon team next year, with Cordova Bay and Prospect Lake elementary schools. More to come.

Next LEPAC meeting: June 11, 2014

Meeting adjourned at 7:53 pm.

Proposed amendments to the LEPAC Constitution and Bylaws

Notable changes include:

- Providing for two new Director at large positions on the executive
- Strengthening notice provisions to require constitutional amendments to be posted on LEPAC Bulletin Board
- Increasing the expense threshold from \$500 to \$1,000 which will require the prior approval at a General Meeting
- Removing the impractical requirement for the Treasurer to “ensure” that the LEPAC bank balance not fall below \$500 and replacing it with the requirement for the Treasurer to immediately notify the Executive if the aggregate LEPAC bank balances fall below \$5,000.

Clarification amendments include:

- Restating the mission and objectives to resolve conflicts and clarify intent
- Requiring the President to have signing authority
- Requiring the Treasurer to produce monthly statements
- Describing responsibilities of the Healthy Schools Coordinator and providing them with a vote on Executive

- Noting that two members can share duties of one executive position, other than treasurer
- Authorizing the executive to appoint a replacement if an executive member is temporarily unable to perform their duties
- Clarifying roles & responsibilities of committees and committee chairs
- Documenting voting protocols

Housekeeping amendments include:

- Removing periods from L.E.P.A.C.
- Capitalizing all headings
- Providing consistent formatting and numbering between sections