



SURREY DISTRICT (36) PARENTS ADVISORY COUNCIL

General Meeting Minutes

Jan. 30, 2019, 7:00 – 9:00 pm
14033 92 Ave., Surrey, BC, V3V 0B7

Present: 41 attendees (33 schools represented)

1. Welcome and introductions

President Dean McGee opened the meeting.

2. Adoption of agenda

Motion: To adopt the agenda as presented.

CARRIED

3. Adoption of minutes of the previous General Meeting

Motion: To adopt the minutes of the Nov. 24, 2018 General Meeting as presented.

CARRIED

4. Charitable donations, tax receipts, financial matters

Surrey Schools Assistant Secretary Simon Ayres reviewed the process of donating to a school through the district. This presentation is available online at <http://surreydpac.ca/wp-content/uploads/2019/02/Charitable-Donations.pdf>. Some points that were covered:

- Charitable donation receipts can be issued for donations that go toward improving the learning environment of students, but not for extracurricular or social events such as a Dry Grad.
- Some PACs maintain charitable status, but this is generally not recommended due to the additional reporting CRA requires. (As soon as reporting lapses, CRA can freeze the accounts.)
- As a registered charity, the district is mandated by CRA to maintain direct administration of donated funds, but they can work with schools to develop allowable causes.
- Donations are typically designated for specific causes or items, and must be matched to invoices.
- School Cash Online provides a way for parents to pay school fees online, and can potentially also be used by PACs. The district provides ongoing training for school secretaries.

5. Door prize draw

Three lucky attendees took home some treats. The DPAC Board thanked all who attended.

6. Update on correspondence and questions received

- **Statement of Territory Acknowledgment:** Surrey Schools has prepared a statement to acknowledge the traditional territory of the Coast Salish people that can be read at the beginning of any type of gathering, including PAC meetings. There is also a simplified statement that may be more suitable for elementary and/or ELL students. Links to both statements are available at www.surreydpac.ca.
- **Translations:** The district does not typically provide translation services for documents, newsletters, etc. Communication Services Manager Doug Strachan recommends directly contacting a translator when needed, as this is more cost effective than a translation service and avoid issues that can arise when parents provide translations. DPAC or the district can assist in finding a translator if needed.
- **Food trucks:** There has been inconsistent information on whether food trucks can be used for PAC events. Food and Nutrition Services has recently confirmed that food truck vendors are not permitted to do business on school property, including during after-hours events, but has not indicated what the concerns are or provided a specific policy on this. The DPAC Board will request further clarification on

this from the district.

- **Movie licenses:** The school district buys Public Performance Rights (PPR) from Criterion and ACF on behalf of all schools in the district. PAC usage will have restrictions, but this generally means that PACs do not need to purchase licenses for movie night events. District licenses are limited to school grounds and PACs should research specific limitations on the websites. Criterion brochures were handed out to Teacher-Librarians at the beginning of the year; additional copies can likely be requested directly from Criterion.
 - **Streaming:** Schools/PACs need to either purchase a DVD or use Criterion's streaming service (online streaming services such as Apple iTunes, Netflix, etc. cannot be used). Schools can also set up their own account to stream ACF movies at a cost.
 - **Fundraising opportunities:** Admission can be charged, and the DVD (if used) can be given away as a door prize at the end of the event.
 - **Pre-releases:** Schools each get one free pre-release DVD per year from ACF, but must pay shipping and taxes for the DVD and it must be requested directly by the school. Schools also get 50% discounts on pre-releases from Criterion. See websites for more information.
 - **Posters:** If requested in advance, movie posters can often be provided for promotion and/or giveaways at the event.
 - **Ratings:** There are no district policies/guidelines regarding movie ratings; this is generally up to the principal's discretion.

7. Social media for PACs

- a. **Survey results:** DPA conducted a survey of PACs to gather information about how they are using social media to communicate. 56 respondents from Surrey completed the survey, representing 42 schools. A summary of this survey is available at <http://surreydpac.ca/wp-content/uploads/2019/02/Survey.pdf>.
- b. **Shared file storage:** 64% of survey respondents do not use any type of online file storage to share documents, 30% use Google Drive, and a few use either Dropbox or One Drive. DPAC Director Robert Ran provided some information on how to set up a Goggle Drive. Points to consider:
 - Use a PAC-owned email address if possible to set up the account, rather than a personal address.
 - File sharing is customizable (e.g., specific files can be shared with someone who is running an event, and then their access can be removed when no longer needed).
 - Existing Word, Excel, etc. files can be converted to Google documents, or added as PDFs.
 - Instructional YouTube videos can provide additional information.
 - Personally-identifiable information (i.e. full names, addresses, etc.) should not be stored on servers outside of Canada.
- c. **General discussion:** DPAC Secretary Amanda Grimson shared example guidelines for a PAC-run Facebook group (<http://surreydpac.ca/wp-content/uploads/2019/02/FB-group-rules-example.pdf>) and reviewed some best practices for electronic communication. PACs should be especially conscious of protecting personal information and photos, particularly those of children, even in closed groups. A North Vancouver DPAC resource covers best practices, privacy and anti-spam legislation, etc.: http://northvanpac.weebly.com/uploads/5/9/7/4/59745023/nvpac_communications_guidelines_14.09.24.pdf.

8. C&B Update

DPAC Director Rina Diaz reviewed some of the suggested revisions that have been submitted for DPAC's C&B. These will be compiled into a revised document for review. Additional suggestions can be sent to info@surreydpac.ca. Revisions must be received in time to be circulated to members by April 22, in preparation for a vote at the May 22 AGM.

9. Adjournment