

**DISTRICT 36 PARENT ADVISORY COUNCIL  
Board Meeting Minutes**

**Zoom meeting**

**September 10, 2020**

**Present:** Rina D. (President), Amanda G. (Secretary), Lakhbir J. (Treasurer), Dean M., Harvir S., Jesse S., Eka S.

**Absent:** Tajinder B., Megan C., Jyotika J. (Vice President), Jagwinder M., Rajeshri S. Alexandria V.

**1. Zoom AGM**

- The AGM will be set up as a Zoom webinar, with the President, Secretary, and Treasurer as hosts. All other Directors will join as attendees.
- Past AGMs have included both an AGM agenda and a General Meeting, but this will just be the AGM. The agenda will include approval of the last AGM minutes, presentation of the Annual Report and financial statement, and election of the new Board of Directors.
- Information will be sent out in advance indicating that only one executive from each PAC will be able to vote, with details on how to register for the meeting. PAC registrations from 2019/20 will be carried forward unless DPAC receives an updated executive list.
- Nominations for the Board of Directors will be required in advance to facilitate voting. If there are vacancies after the AGM, any interested parents that missed submitting a nomination will be welcome to join the Board later in the year.
- Prospective Directors will be asked to review the Responsibilities and Legal Liabilities and Code of Conduct documents before submitting a nomination. This year there will also be an expectation that they are able to participate in meetings and discussions electronically.
- Prospective Directors will also be asked to submit a photo and a brief bio, answering the following questions: school(s), number of children and grades, previously-held PAC positions, and why they are interested in DPAC.

**ACTION:** Amanda will send an email to the mailing list regarding the AGM.

**2. General discussion**

- Masks: all students are supposed to be provided with two reusable masks each, but not all schools distributed them on the first day of in-person attendance.
- The lack of handwashing stations in portables is an area of concern.
- DPAC may want to recommend that PAC Treasurers do not cut checks, or at a minimum are not signing authorities, in an effort to prevent fraud and theft. Treasurers would primarily be responsible for balancing the books and reviewing financial statements.

**3. Adjournment**