

**Collège Béliveau Parent Advisory Council  
Annual General Meeting**

**Tuesday, September 12, 2017 - 6:30 PM**

**Minutes**

**PRESENT:** Lisa Knight, Joyce Plante, Gilles Mousseau, Diane Lamoureux, Cheryl Pilek, Tina Choy-Pohl, Therese Houston, Aga San Juan, Helena Zutter, Joe Barkman, Wendy Bowen, Janice Bernardin, Jocelyn Ratte, Claudette Thibert, Sheila Holden, Anita Gregoire, Donna Watson.

**REGRETS:** Jennifer Cairns, Michelle Petit, Brianne Pearase, Karla Petri, Sharon Brennenstuhl, Vanessa Defoort, Michelle Jonson

1. **CALL TO ORDER** – 6:30 PM by Lisa Knight
2. **ITEMS TO BE ADDED TO THE AGENDA** – None
3. **APPROVAL OF MINUTES – Sept 13, 2016 AGM**

*Motion: To approve minutes of Sept 13, 2016 AGM as presented.  
Moved by Therese, seconded by Helena.*

**PASSED**

4. **BUSINESS ARISING FROM THE MINUTES** – None
5. **ANNUAL REPORT – Joyce Plante**

***To provide an overview for the new parents in attendance, Parent Council shall:***

- Be an advisory body that makes recommendations to the principal of the school or the Board on any matter.
- Consult with parents/guardians of students enrolled in the school about matters under consideration by the council.
- Keep minutes of meetings and keep financial records.
- Produce an annual written report of the council activities, including financial activities, to be submitted to the principal and the Board.
- Focus on improved learning for all students
- Maintain a school-wide perspective on issues
- Represent and communicate the views of the school community

***Positions available on a school council:***

- A chair, selected by the council from among the parent members on the council, who will chair meetings, establish a schedule, link with the principal and speak on behalf of the council. The council can also choose to elect a co-chair, vice-chair, secretary and/or treasurer.

***The role of Chair:***

- The Chair is critical to the running of a successful school council and to ensure that meetings are productive.
- The chair facilitates discussions and democratic decision-making.
- The chair guides the process – they don't have to have all the great ideas, they just need to draw them out of others.
- To run an effective meeting, the chair must do the following – create an agenda with the co-chair and Principal; keep to the agenda during the meeting; summarize and conclude discussions to help the secretary with the recording and ensure everyone understands the direction of the group.

**6. TREASURER'S REPORT - Tina Choy-Pohl**

- Ending bank balance: \$3,641.97
- We funded a number of initiatives in the 2016/17 school year including a multi-media sound system, the school musical and a health and wellness day.
- See attached report.

**7. ELECTION OF OFFICERS**

Co -Chairs	Joyce Plante & Lisa Knight	Acclamation
Vice- Chair	Therese Houston	Acclamation
Treasurer	Tina Choy-Pohl	Acclamation
Secretary	Cheryl Pilek	Acclamation

**8. COMMITTEE CHAIRS**

Parent Volunteer Committee	Helena Zutter & Joyce Plante
Fundraising Committee	Anita Gregoire
Staff Appreciation	Therese Houston, Aga San Juan & Joyce Plante

**9. PARENT QUESTIONS - None**

**10. ADJOURNMENT – 6:45 PM, moved by Helena, seconded by Therese.**

**NEXT AGM MEETING DATE – Tuesday, September 11, 2018 6:30 PM**

Collège Béliveau Parent Advisory Council Interim Statement of Financial Position (Balance Sheet) August 31, 2017	
<b>ASSETS:</b>	
Cash	\$3,642
Accounts Receivable	\$0
<b>Total Assets</b>	<b><u>\$3,642</u></b>
<b>LIABILITIES &amp; NET ASSETS:</b>	
Total Liabilities	\$0
Net Assets	\$3,642
<b>Total Liabilities and Net Assets</b>	<b><u>\$3,642</u></b>

Collège Béliveau Parent Advisory Council Bank Reconciliation as of August 31, 2017	
<b>Bank balance, August 31, 2017</b>	<b>3,641.97</b>
Add: Deposits in process/Receivables N/A	-
Total Additions	-
Less: Outstanding cheques/Payables N/A	-
Total Deductions	-
<b>Book Balance, August 31, 2017</b>	<b><u>3,641.97</u></b>
<b>Verification:</b>	
Starting Book Balance, Aug 1, 2017	3,641.97
Cash Receipts & Accts Receivable	-
Cash Disbursements & Accts Payable	-
<b>Book Balance, August 31, 2017</b>	<b><u>3,641.97</u></b>

Prepared by:  
Tina Choy-Pohl  
12-Sep-17

Collège Béliveau Parent Advisory Council Interim Statement of Operations (Income Statement) September 1, 2016 to August 31, 2017				
Revenue	Year-to-Date		VARIANCE	Notes
	ACTUAL	BUDGET		
Show and Save (net)	2,025	2,300	(275)	
Farm to School (net)	2,127	1,915	212	
Student Fees @ \$2/student x 625 students	1,250	1,250	-	
Other Fundraising (net)	697	100	597	3
Donations	15	45	(30)	
Bank Interest	-	-	-	
<b>Total Revenue</b>	<b>6,114</b>	<b>5,610</b>	<b>504</b>	
<b>Expenditures</b>				
Staff Appreciation Week	455	350	105	
Pancake Breakfast	-	-	-	
Other School Climate	-	-	-	
Health and Wellness Day	1,500	1,500	-	1
Comedie Musicale	650	650	-	
Other Educational Enhancements	3,000	-	3,000	2
Council Operations	229	300	(71)	
Scholarship	300	300	-	
Bank Fees	-	-	-	
Other	-	-	-	
<b>Total Expenditures</b>	<b>6,134</b>	<b>3,150</b>	<b>2,984</b>	
<b>NET INCOME (LOSS)</b>	<b>(20)</b>	<b>2,460</b>	<b>(2,480)</b>	
Opening Net Assets, Sept 1, 2016	3,662	3,662		
<b>Net Assets Available, May 31, 2017</b>	<b><u>3,642</u></b>	<b><u>6,122</u></b>		
<b>Notes:</b>				
1. The June 2016 Health and Wellness Day was delayed to September 2016. Only one was held.				
2. Multimedia sound system \$3,000.				
3. Glenlea Greenhouses May 2016 \$697.21				

**Tina's Notes:**

Financial institutions - possible new PAC signatories; deferred to September 2017

**Collège Béliveau Parent Advisory Council  
2016/17  
Cheque Register / Reconciliation of Funds  
August 31, 2017**

<b>Beginning balance - September 1, 2016</b>					<b>\$3,661.56</b>
<b>Deposits:</b>					
14-Oct-2016	✓		Show & Save	Fundraiser	7,660.00
14-Oct-2016	✓		Farm to School	Fundraiser	4,568.00
31-May-2017	✓		College Beliveau	Glenlea Greenhouse fundraiser	697.21
					12,925.21
<b>Disbursements:</b>		<b>Chq #</b>			
12-Oct-2016	✓	186	Rhonda Temple	AGM refreshments	(28.82)
12-Oct-2016	✓	187	Gilles Mousseau	Farm to School (invoice)	(2,419.00)
27-Oct-2016	✓	188	Grosney Promotions Ltd.	Show & Save (invoice)	(4,040.00)
15-Nov-2016	✓	189	College Beliveau	Multimedia sound system	(3,000.00)
07-Feb-2017	✓	190	College Beliveau	S&S student allowance (net)	(330.00)
07-Feb-2017	✓	190	College Beliveau	Health and Wellness	(1,500.00)
07-Feb-2017	✓	191	Boulay Vongrathsavay	Farm to School - refund	(22.00)
11-Apr-2017	✓	192	MB Assoc of Parent Coun	MAPC Conference	(200.00)
02-May-2017	✓	193	DeLuca's	Staff Appreciation	(319.76)
09-May-2017	✓	194	Lisa Knight	Staff Appreciation	(12.18)
09-May-2017	✓	195	Therese Houston	Staff Appreciation	(123.04)
09-May-2017	✓	196	College Beliveau	Musical	(650.00)
07-Jun-2017	✓	197	College Beliveau	Scholarship	(300.00)
					(12,944.80)
<b>Ending balance</b>					<b>\$3,641.97</b>