

Collège Pierre-Elliott-Trudeau
Parent Advisory Council Annual General Meeting
Minutes of September 24, 2008

Attendance: Estelle Lamoureux, Ron Cadieux, Jean Mousseu, Kim Corlett, Gabrielle Vanstraelen, Sandra Gould, Cathy Suggitt, Cathy Cook

1. Call to order: 7:19 Kim Corlett
2. Approval of September 24, 2008 AGM agenda
 - ✓ **Motion: No changes necessary – 1st Cathy Suggitt, 2nd Cathy Cook, All in Favor CARRIED Unanimous**
3. Approval of September 26, 2007 Minutes
 - ✓ **Motion: No Changes necessary – 1st Cathy Cook, 2nd Cathy Suggitt, All in Favor CARRIED Unanimous**
4. Business arising from the minutes
 - a. Changes to the Constitution – All has reviewed the proposed changes, a discussion followed and the following suggestions were agreed upon.
 - i. Article 3.0 Membership – Changes are unnecessary at this time.
 - ii. Article 4.0 Meetings – 4.01 Change the last sentence to read; Majority votes constitute a quorum. 4.02 Change from October to September with the Annual General Meeting Minutes to be approved at the following Annual General Meeting. 4.03 Totally remove this item as monthly executive meetings have not been a standard practice in many years. Therefore subsequent numbered items would be changed to reflect the removal of this item.
 - iii. Article 5.0 The General Membership – 5.02 Totally remove this item as per motion made in the September 26, 2007 minutes. Therefore subsequent numbered items would be changed to reflect the removal of this item.
 - iv. Article 7.0 The Executive Committee – 7.01 Change Representative to Equity Race Relations Education Committee to UNESCO (United Nations Educational, Scientific and Cultural Organization) Representative. 7.04 Add; Executive Committee members may be allowed to hold office for more than 2 years under special circumstances. 7.06. B Add; The treasurer will submit all bills to the school secretary for reimbursement. 7.06. G Change to - regular correspondence including emails pertaining to motions made. 7.06. C.1 Change to; The Treasurer will maintain the records of the Advisory Council Bank account and petty cash books. The Advisory Council bank account will not be held with an independent banking institution but financial affairs will be conducted through the Collège Pierre-Elliott-Trudeau school accounts, therefore an annual audit will be conducted in conjunction with the school accounts audit. As per motion made in the September 26, 2007 minutes. 7.07. C.6 Totally remove this item as an independent annual audit is not necessary. Therefore subsequent numbered items would be changed to reflect the removal of this item.

- 7.07. D.9 Totally remove this item. Therefore subsequent numbered items would be changed to reflect the removal of this item. 7.07. E Change to UNESCO (United Nations Educational, Scientific and Cultural Organization) Representative. 7.07. E.1 Change to; UNESCO committee meetings and prepare a report for the executive and/or Advisory Council.
- v. Article 9.0 Financial Authority – 9.01 Changes are unnecessary at this time. 9.02 Change to; All requisitions of funds to be drawn on the Advisory Council Accounts shall be signed by one executive member. 9.03 Totally remove this item.

✓ **Motion: To make all above suggested and agreed upon changes to the constitution of the Collège Pierre-Elliott-Trudeau Advisory Council for School Leadership. 1st Cathy Suggitt, 2nd Cathy Cook, All in Favor CARRIED Unanimous**

5. Correspondence – Kim Corlett

- i. CPF Annual General Meeting will be held on Saturday, October 4, 2008. See Kim if interested.
- ii. CPF Newsletter
- iii. Letter from Police Services. Information on School Education Officers and different programs available for different age groups, Passed on to Estelle.
- iv. Department of Education – Information brochure on the grade 11 and 12 phys. Ed programs.
- v. Department of Education – Focus on the Future brochure.
- vi. Department of Education – Grade 11 Health and Phys. Ed Curriculum, passed on to Estelle. Information is available online on the divisional website if interested.

6. Treasurers' Report – Sandy Owczar sends regrets as she is unable to attend tonight, see attached.

✓ **Motion: Accept Treasurers Report as presented. 1st Cathy Cook, 2nd Cathy Suggitt, All in Favor, CARRIED Unanimous**

7. Chairpersons' Report – Kim Corlett

- i. The Meat and Cheese fundraiser will be started earlier this year, hopefully before Grey Cup weekend. All profits will be split 50/50 with the students who sell the products. Kim will confirm dates and will pass on more information when available.

8. Administration Report – Estelle Lamoureux, Ron Cadieux – see attached.

- i. Re #11 – M. Cadieux and M. Mousseu presented and shown parents in attendance the new website that they are working on.

9. Student Council Report - Gabrielle Vanstraelen

- i. Journée d'accueil was held at the new Buhler Recreation Park and all was a great success.
- ii. The sale of SBC cards finished this week.

- iii. Our main fundraiser for this year is the Lamontagne Chocolates. All profits will be split 50/50 with the students and this group.
- iv. BruHaHa is currently being planned for the end of October. This is similar to a prep rally to help motivate and help enforce school spirit. Spirit Week is also being planned to coincide with the week of Halloween.
- v. NoHoHo is also being planned, a Christmas themed BruHaHa, hopefully to be held on December 20, 2008, which is the last Thursday before Christmas break.
- vi. The student council greatly supports the UNESCO committee and is hoping to work more with them.
- vii. M. Binne has been reviewing the practices of the student council, changes to the student council constitution may be necessary to reflect any changes deemed necessary.
- viii. Student Council meetings are open to all who wish to attend.
- ix. Administration has been pleased with all the work the council has done already this year.
- x. When the new website is up and running a student council tab will be added.

10. New Business

- i. Spring Plant Fundraiser – Sandy Owczar conveyed information to Kim as she has received emails from Rob at Glenlea Greenhouses. A new contact person is needed. Discussion followed. Cathy Suggitt will contact Sandy to verify information and follow up at the next meeting.
- ii. Next Meeting dates – No changes deemed necessary at this time and are the following Wednesdays, November 5, 2008, February 11, 2009, and May 13, 2009.

11. Round Table

- i. The Pancake Breakfast will be reviewed at the next meeting.
- ii. Administration is excused at this time; they do not partake in the following elections.

12. Election of Parent Advisory Council Executive Positions

- i. All positions are voted in by acclimation.
 - a. Chairperson – Kim Corlett
 - b. Vice – Chairperson – Cathy Cook
 - c. Treasurer – To be confirmed with Sandy Owczar
 - d. Secretary – Sandra Gould
 - e. Special Committee positions
 - 1. Volunteer Coordinator – Cathy Suggitt
 - 2. Fundraiser – to be appointed as needed.
 - 3. UNESCO Representative – Vacant

13. Meeting Adjourned – 8:50 pm, Kim Corlett