



## Hawthorne Elementary School PAC

5160 Central Ave, Delta, B.C. V4K 2H2

PAC Website: [www.hawthornepac.ca](http://www.hawthornepac.ca)

General Inquiries Email: [info@hawthornepac.ca](mailto:info@hawthornepac.ca)

PAC Co-Chair Email: [chair@hawthornepac.ca](mailto:chair@hawthornepac.ca)

### **PAC Executive Meeting Minutes**

**Date / Time:** Thursday, January 22nd, 2026 @ 6:45pm

**Location:** Il Posto Restaurant @ 4866 Delta St., Ladner

#### **Attendees**

Stefanie Vandermeer  
Anjel Kour  
Alicia Guichon

Lindsay Halliday  
AshliOwen

Jasmine Cheema  
Luke Vandermeer

#### **Call to Order**

Stefanie called the meeting to order @ **7:05pm**.

#### **Adoption of Agenda**

MOVED: Ashli Owen; SECONDED: Lindsay Halliday

**CARRIED.**

#### **Co-Chair Appointment**

Given the current climate within the PAC and the need for continued strong, equitable leadership, Lindsay Halliday has been put forward as Interim PAC Chair. Lindsay is a PAC parent and current executive member who has expressed a commitment to remaining involved long term and to guiding PAC leadership in a fair, inclusive, and equitable manner. She has served on the PAC executive for the past four years, has assisted in running meetings, and brings a deep understanding of DPAC, along with a strong moral compass regarding the voting process, as well as the inclusive and the ethical responsibilities of holding a PAC position.

Stefanie Vandermeer put forth a motion to appoint Lindsay Halliday as the Interim PAC Co-Chair. MOVED: Ashli Owen; SECONDED: Anjel Kour. All in favor.

**CARRIED.**

Lindsay will also continue in her role as the PAC DPAC representative, as PAC executives are permitted to hold multiple roles. As she currently serves as a Member-at-Large on the DPAC executive and attends all DPAC meetings, she remains a strong and well-suited representative in this capacity.

#### **PAC Bylaws**

The PAC Bylaws were identified as outdated and in need of a comprehensive revision. A more intentional, inclusive, and refined update is recommended to ensure the bylaws are clear, transparent, and current.

It was proposed that the PAC work with the DPAC Chair and/or Vice Chair for guidance on best practices in reviewing, selecting, and implementing bylaws that provide greater clarity, as the current bylaws are vague and open to interpretation.

### **Code of Ethics**

All PAC Executives have signed the current Code of Ethics.

It was noted that the Code of Ethics requires revision, as it is vague and no longer reflects current needs. The goal of the revision is to ensure the Code is clear, transparent, and current, and aligns with the PAC's commitment to equity, inclusivity, and support within the PAC community.

### **PAC Operations**

The PAC reaffirmed its goal of streamlining current operations and processes where possible, in order to remain focused on supporting students and advocating on behalf of the parent/guardian community. This includes ensuring parent voices are heard and brought forward, and that all voting processes remain ethical, unbiased, and transparent.

The PAC remains committed to operating in a clear and transparent manner on behalf of students and the PAC community, while continuing to collaborate respectfully and supportively with school staff and administration. There is a shared commitment to ensuring that voting processes are free from strategic or non-transparent influences that may not serve the broader PAC community.

### **Meeting Dates and Locations**

The PAC has identified a need to foster greater independence and ensure meetings are inclusive and free from bias or outside influence.

Meeting dates and times will be set based on PAC Executive availability and input from the broader PAC community, with some meetings held off-site or virtually to support inclusivity.

School staff are encouraged to attend to provide reports and feedback; however, during new business discussions and voting, non-voting members may be respectfully asked to step out to maintain role clarity, transparency, and an unbiased voting process.

### **Field Trip Funds / Gaming Grant Financial Reporting**

School administration requested that field trip funds be transferred to Katie Barton to allow payments to be made independently of the PAC. Concerns were raised regarding this request.

The PAC is required to maintain clear records of cheque numbers and expenditures (including division and type of event) for Gaming Grant reporting purposes. It was noted that at least two instances have occurred where a student was charged for a field trip using Gaming Grant funds, or charged by the school for a field trip, despite not attending and having pre-advised their absence. Gaming Grant funds are allocated per student and must legally be used for each student or for activities that benefit the entire student body. Misuse or inaccurate reporting may jeopardize future grant funding.

The PAC Treasurer and Chair (Co-Chairs), those who sign off on the annual Gaming Grant report, expressed the importance of maintaining the current reporting and financial management process to ensure accuracy and accountability in what is being reported.

### **Gaming Grant Update**

An update on the PAC's Gaming Grant application is still pending. Some schools have received funding from late applications this month. The PAC was advised to follow-up again in February 2026.

A follow-up email will be sent, with all PAC Executives copied, to ensure transparency and shared awareness of the process.

### **Fundraising Procedures for Committees Outside of PAC Committees**

PAC members wishing to host fundraisers or form committees outside of the PAC Fundraising Committee are not required to follow a formal process; however, clarity is required regarding purpose, leadership, fund collection, reporting, and how funds will be provided to the school, particularly for school-led initiatives (e.g., Grade 7 Camp, Grade 7 Grad, Grade 6 Ski Trip).

Requests are typically brought forward at PAC meetings and recorded in the minutes. Going forward, organizers will be asked to email the Chair (or Co-Chairs), Vice Chair, and Treasurer, with details recorded in the subsequent meeting minutes. Requests received by one Executive will be shared with all Executives and school Principals to ensure transparency.

Fundraisers for Grade 7 Camp and Grade 6 Ski Trip typically occur in the year prior to the initiative; same-year fundraisers may proceed with adjusted processes. The PAC will not collect or disburse funds for initiatives in which it does not have a clear and transparent role in financial management and reporting. All Executives present agreed to continue with this approach.

### **Summary AI for PAC Meetings**

As the PAC currently does not have the Secretary role filled, it was proposed that an annual subscription to Summary AI be purchased to support meeting recording and minute preparation. A trial was conducted during the November 26, 2025 AGM and was generally successful, though not foolproof. Opportunities to streamline the process for improved accuracy were noted. Summary AI records meetings and generates draft minutes.

Stefanie Vandermeer put forth a motion to purchase Summary AI for PAC, up to \$200 MOVED: Luke Vandermeer; SECONDED: Alicia Guichon. All in favor.

**CARRIED.**

### **Increase in Funding for PAC Executive Meetings**

With a strong PAC Executive member base, it was proposed that additional Executive meetings be held each year, including two more prior to the AGM.

The PAC Executive meeting/wind-up budget has not been utilized in the past three years. A discussion took place to increase this budget to reflect the value and commitment of hosting additional meetings and to account for previously unused funds.

Anjel Kour put forth a motion to increase the PAC Executive meeting fund to \$1000 to MOVED: Lindsay Halliday; SECONDED: Luke Vandermeer. All in favor.

**CARRIED.**

### **PAC Communication and Engagement**

Luke raised a concern, echoed by others, regarding limited awareness of the PAC's role, supported initiatives, and overall goals and objectives. The group discussed how this information could be made more accessible and inclusive for all parents, including those not using social media.

A multi-faceted communication approach was agreed upon. Until a Communications Lead is identified, shared responsibility will be required.

It was proposed that a PAC blog be added to the PAC website, with Lindsay offering to take the lead. Parents will be directed to the website through social media and email communications

(via Mailchimp). PAC-related social media posts will also be archived on the website to broaden outreach to the PAC community.

For Executive communication, all agreed to proceed with using WhatsApp. Stefanie will set up the group and send invitations to those who do not currently have the app.

**Next PAC Meeting**

Date / Time: Tuesday, February 24<sup>th</sup> @ 7pm

Location: Cromie Barn (2nd Floor Meeting Room) @ 4907 42B Ave., Ladner

**Adjournment of Meeting**

Motion to adjourn the January 22, 2026 PAC Executive meeting @ **8:45pm**.

MOVED: Ashli Owen; SECONDED: Anjel Kour

**CARRIED.**