



2024/25 Outgoing Executive Committee

Bonnie M: Chair, **Chris P.** Past Chair, **Melisa D.** Vice-Chair, **Erin M** (Treasurer), **Willa P.** (Secretary),
Members at Large: George F., Sarah F., Elwira R, Jessica J., Emmy A., Jessica K., Nadine W.

DPAC Annual General Meeting Minutes Tuesday October 14, 2025

1. **Call to order 8:02pm**
2. **Land Acknowledgement.**
3. **Review of the Agenda. Approved as submitted.**
4. **Minutes of the previous meeting: October 2024. Approved as submitted.**
5. **Annual Report – Chair (Bonnie).**

It has been a challenging year for parents in our district – we have faced unprecedented single-year cuts to classroom supports, programs, and staff in our schools. Your DPAC has continued to advocate for systemic change in the way students are funded provincially. Last year, DPAC joined forces with other District PACs to rally at the legislature. We met with MLAs to fill question period with parent concerns, and met directly with the Minister of Education and Child Care. We have refused to back down in our steadfast support of children in this district; DPAC asserts that parents and families should not be giving up their librarian assistants, custodians, and school supplies so that the District can pad bank accounts with \$5 million in rainy day funds. We will continue to loudly, firmly, and unapologetically bring the issues and concerns of parents and families to decision makers. In addition, DPAC has supported dozens of individual families this past year, including at meetings with school officials about individual supports, school transportation and safety, critical infrastructure planning, emergency contingency planning for extreme heat in classrooms and portables, individual student IEPs, and more.

What exactly is DPAC?

- DPAC stands for District Parent Advisory Council. We are the official parent voice for School District 73 (Kamloops/Thompson).
- Each PAC is encouraged to elect 2 DPAC reps to attend our monthly meetings.
- We elect an executive to conduct business between meetings, but our direction is determined by our members, just like at PACs.

What is the role of DPAC?

- Our mandate, according to the School Act, is to advise the Board of Education on any matter relating to education in the school district. We funnel parent input to decision-makers in our district.
- We facilitate communication – we send a lot of information out to the PACs on upcoming events and programs that might interest them.
- We provide training and education for parents, as well as opportunities for exchanging ideas. We host speakers and put on workshops and networking events.
- We function as a resource for individual parents and PACs as they do their work at the school level.



We sit on every District committee we are invited to attend, and we continue to press the district to include our Parent and Families in broad discussions on policy and planning. We review every board meeting, we review every district financial report, and we are proud to work alongside parent advocates in a provincial DPAC Coalition to create broad, Provincial change. Thank you to every parent, every volunteer and every family member for your devotion and dedication to making our public school system a place where each individual child is at the centre of their educational program.

6. Treasurer's Report 2024-25 DPAC Annual Financial Report and 2025/26 Budget Proposition (Erin)

The 2024-25 DPAC Fiscal Year ended on June 30th, 2025 and as always, DPAC has met its statutory, legal and fiduciary obligations in-full and on-time.

The 2024-25 fiscal year saw a big change, with DPAC voting to reject the pro-d funds offered to us from SD73 (\$5000). In light of the large cuts made to classrooms, to support staff, and to programs in the district, DPAC felt that the rejection of the district pro-d funds offered to DPAC was an important statement. We again plan to reject these funds, if/when offered, for the 25-26 fiscal year.

The 2024/25 DPAC Gaming account, Bursary account and General Account financials have been attached to this document (Addendum B). We have again been given our annual \$2,500 in community gaming funds – notification was received of that planned disbursement on September 26th.

This year's budget has taken into consideration the withdrawal of our membership in BCCPAC for the 2025/26 fiscal year. We remain part of the DPAC Coalition of PACs. In 2024/25 we were also successful in creating a Treasurer 101 resource for SD73 PACs.

SD73 DPAC would like to remind our PAC membership that BCCPAC Membership is optional. It is not required for a PAC or DPAC to operate. We encourage our membership to take a hard look at what the value is that your PAC receives from BCCPAC membership: what does your PAC, your school, and your community receive in return? Until we see meaningful accountability, financial transparency, and representation for parents across BC, we recommend not renewing your BCCPAC membership for 2025-26.

While there may be some expenses that come up as a result of our DPAC Coalition work (last year we sent several members to the legislature in Victoria for meetings and rallies), we will see some significant savings by no longer having to budget for BCCPAC travel/ for the fees they required of us to participate virtually in meetings.

We again recommend budgeting for 10 Foodsafe tuitions for school PAC parent volunteers, at a cost of \$690. Last year we saw 11 participants complete the course, and the new online format through the Open School provides parents with a flexible, home-based learning at a fraction of the cost of an in person course.

Our Zoom license for \$240.69 was paid at the end of last school year to accommodate summer meetings. We will budget \$250 for PAC/DPAC zoom meetings for the 2025/26 year (which will be payable at the end of this fiscal year).



Our website hosting fee was \$189 last year and we will budget the same this year. Our website needs an update and the hosting company is willing to work with DPAC on this, but we need a member at large to take on this project.

Last year we spent gaming and general funds on a PAC 101 Dinner and Workshop in the fall. This session was well-attended and received positive feedback, so we will be budgeting \$2000 for another event, with money from both the General and Gaming accounts.

Please see attached 2024/25 year end financials (Addendum A), as well as the 2025/26 proposed budget for your vote and approval (below).

Projected Revenue and Proposed Expenses for year ending June 30, 2026				
	General	Gaming	SD73	Total
Balance Forward Sept 2025:	\$3,449.72	\$167.83		\$3,617.55
Revenue:				
Transfer in from Bursary (approx)	\$20.00			\$20.00
Anticipated BCCPAC Reimbursements	\$0.00			
Community Gaming Grant		\$2,500.00		\$2,500.00
SD73 Professional Learning Funds			\$0.00	\$0.00
Total:	\$20.00	\$2,500.00	\$0.00	\$2,520.00
Budgeted Expenses:				
Monthly Plan Fee (TD Bank \$1.95 x 12mos)	\$23.40	\$23.40		\$46.80
BCCPAC Membership (Recommended we NOT renew)		\$0.00		\$0.00
Zoom Plan for Meetings		\$265.00		\$265.00
Website Hosting Fee		\$190.00		\$190.00
Food Safe Courses (10 at \$69 each)		\$690.00	\$0.00	\$690.00
DPAC Workshop Honorariums (music/babysitting)	\$400.00			\$400.00
BCCPAC AGM	\$0.00	\$0.00	\$0.00	\$0.00
PAC 101 Start-up Workshop (catering and expenses)	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00
Mileage for out of town participants at meetings (\$0.60/km)	\$300.00	\$0.00		\$300.00
Misc Advocacy Expenses (Bristol Boards, Art Supplies, etc)	\$250.00	\$250.00		\$500.00
Total:	\$1,973.40	\$2,418.40	\$0.00	\$4,391.80
Projected Balance at June 30, 2025:	\$1,496.32	\$249.43	\$0.00	\$1,745.75

Motion: To accept the proposed 2025/6 budget as presented by the Treasurer. Moved: Erin.

Seconded: Elwira. All in Favour. (passed unanimously).

7.Election of the Officers:

Chair: Bonnie McBride (Year 2 of 2)

Vice Chair: Melisa Dussault (Chase)-Acclaimed

Treasurer: Erin Mitchell (Year 2 of 2)

Secretary: Vacant

Member at Large #1: Elwira Rosiak (Year 2 of 2)

Member at Large #2: Jessica Jorimann (Year 2 of 2)

Member at Large #3 (2 year): Nadine Wagner (Westmount) – Acclaimed

Member at Large # 4 (2 year): Manu Sharma (Albert McGowan) – Acclaimed

Member at Large #5 (2 year): Vacant



Member at Large #6 (1 year): Jessica Klassen (Haldane) – Acclaimed

Member at Large #7 (1 year): Crystal Phare (Pinantan) – *Note: Crystal Phare, who was unable to attend the meeting, was Appointed by the DPAC Executive on October 15, 2025 in accordance with Section VII of the DPAC Bylaws (Moved: Elwira, Seconded: Erin, All in Favour).

Member at Large #8 (1 year): Vacant

Member at Large #9 (1 year): Vacant

Member at Large #10 (1 year): Vacant

Note: Bonnie McBride (Chair), Erin Mitchell (Treasurer, Acting Secretary), Elwira Rosiak (Member at Large) and Jessica Jorimann (Member at Large) are mid-term and continue in their roles this year.

SECTION II: PURPOSES OF THE DPAC

The purpose of the DPAC is to support, encourage and improve the quality of education and the well-being of students in School District No. 73 by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Providing information regarding educational and community matters to parents and Parent Advisory Councils.
3. Providing the parental voice to education decision-making organizations affecting the School District.

The aims and objectives of the DPAC shall be:

1. To promote the interests of public education by fostering co-operation and communication among parents, students, educators, administrators, school district representatives, the Board of Education, the Ministry of Education, BCCPAC, and community organizations with an interest in education.
2. To advise the school board as a collective parental voice on parental views about the school district's programs and policies.
3. To communicate with Parent Advisory Councils ("PAC") about school district policies, programs, and activities.
4. To provide leadership and support in developing and understanding the rights and responsibilities of parents within the education system.
5. To assist parents and PACs in accessing the system.
6. To assist its members in obtaining information about school, district, and provincial programs and policies and in communicating with district representatives.
7. To liaise with partner groups and community organizations.
8. To promote a positive image of the public-school system within the district and to participate in the development and achievement of the goals of SD#73 as a true education partner.
9. To encourage parent involvement in the school system and to support programs that promote parent involvement.
10. To provide parent education and professional development and provide a forum for discussion of educational issues.



B. THE VICE-CHAIRPERSON SHALL:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b. Assist the Chairperson in the performance of his/her duties
- c. Accept extra duties as required
- d. Be a signing officer
- e. Submit an annual report if requested by the membership
- f. Be current with all DPAC business

C. THE SECRETARY SHALL:

- a. Ensure that members are notified of meetings
- b. Record the minutes of general, special, and executive meetings and distribute them as soon as possible after last meeting
- c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- d. Keep an up-to-date record of PAC representatives and executives
- e. Cooperate with the Chairperson in providing information to the local news media
- f. Issue and receive correspondence on behalf of the organization
- g. May be a signing officer
- h. Safely keep all records of the DPAC and be responsible for maintaining the files
- i. Submit an annual report if requested by membership

D. THE TREASURER SHALL:

- a. Be one of the signing officers of the executive
- b. Receive all funds of the DPAC
- c. Disburse funds authorized by the executive or members at a duly constituted meeting
- d. Maintain an accurate record of all expenditures of the DPAC
- e. Give a report of all receipts and expenditures, bank reconciliations and schedule of payables and receivables at all general meetings
- f. Deposit all funds collected on behalf of the DPAC in an account at a recognized financial institution approved by DPAC
- g. Make books available for viewing by members upon request
- h. Have books ready for inspection or audit annually
- i. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- j. Ensure that another signing officer has access to the books in the event of his/her absence
- k. Submit an annual financial statement at the Annual General Meeting of the DPAC

E. MEMBERS AT LARGE (DIRECTORS) SHALL:

- a. Serve in a capacity to be determined by the DPAC at the time of their election, and at other times throughout their tenure as the needs of the DPAC require.
- b. Submit an annual report if requested by the membership.

F. THE PAST CHAIRPERSON SHALL:

- a. Help smooth the transition between Chairpersons.
- b. Assist, advise and support the DPAC.
- c. Provide information about resources, contacts, and other essential information to the DPAC.
- d. Act as a consultant for all Executive Officers
- e. Chair the nominating committee.
- f. Submit an annual report if requested by the membership.

8. Adjournment



Addendum B – 2024/25 Year End Financials

SD73 DPAC FINANCIAL REPORT - September 2025

Chequing Acct (53)	Details	Debit	Revenue	Balance
	July 2024 Opening Balance			\$390.98
Jul 31, 2024	July Bank Fees	\$1.95		\$389.03
Aug 31, 2024	Chq#88: Erin Mitchell (Zoom Annual Fee)	\$240.69		\$148.34
Aug 31, 2024	Chq#89: Foodsafe Education - Jennifer Crosman - Barriere Sec	\$88.00		\$60.34
Aug 31, 2024	August Bank Fees	\$1.95		\$58.39
	Gaming Grant		\$2,500.00	\$2,558.39
Sept 30, 2024	September Bank Fees	\$1.95		\$2,556.44
Oct 3, 2024	Chq# 90: Chris Ponti (DPAC Banner from Visuals Signs and Printing)	\$191.52		\$2,364.92
Oct 31, 2024	October Bank Fees	\$1.95		\$2,362.97
Nov 30, 2024	November Bank Fees	\$1.95		\$2,361.02
Dec 31, 2024	December Bank Fees	\$1.95		\$2,359.07
Jan 31, 2025	January Bank Fees	\$1.95		\$2,357.12
Feb 28, 2025	February Bank Fees	\$1.95		\$2,355.17
Mar 31, 2025	March Bank Fees	\$1.95		\$2,353.22
April 30, 2025	April Bank Fees	\$1.95		\$2,351.27
May 31, 2025	May Bank Fees	\$1.95		\$2,349.32
May 20, 2025	Foodsafe Course - Juniper Ridge (parent - Kristi Schlaepfer) Cheq 91	\$69.00		\$2,280.32
May 20, 2025	BCCPAC AGM Regist'n (Erin Mitchell -Proxies for SD73 DPAC/PACs) Chq 92	\$75.00		\$2,205.32
June 10, 2025	Advocacy Initiatives Expenditures - Rally + Victoria Cheq 93 Bonnie Ferry/Gas	\$304.37		\$1,900.95
June 16, 2025	Advocacy Initiatives Expenditures - Rally + Victoria Cheq 94 Melisa	\$601.58		\$1,299.37
June 16, 2025	Trilogy Solutions (Website) - reimbursement to Erin for paying on Visa Cheq 95	\$189.00		\$1,110.37
June 22, 2025	Foodsafe Reimbursement - Aberdeen PAC Parent Jennifer Friend Cheq96	\$69.00		\$1,041.37
June 23, 2025	Foodsafe Reimbursement - Logan Lake PAC parent Penny Armstrong Chq97	\$69.00		\$972.37
June 23, 2025	Foodsafe Reimbursement - RLC Pac Parent Delrae Kohnert Cheq98	\$69.00		\$903.37
June 23, 2025	Foodsafe Reimbursement - McGowan PAC - Leah Scott - cheq 99	\$69.00		\$834.37
June 27, 2025	Foodsafe Reimbursement - Beattie PAC - Lacey Monique Hemminger Chq 100	\$69.00		\$765.37
June 27, 2025	Foodsafe Reimbursement - Westsyde Elem PAC - Paige McKay Chq 101	\$69.00		\$696.37
June 30, 2025	June Bank Fees	\$1.95		\$694.42
July 4, 2025	Zoom Plan for DPAC-Reimburse Erin Mitchell (paid by Credit Card) - Cheq 102	\$240.69		\$453.73
July 16, 2025	Foodsafe Reimbursement - RLC pac parent Sharon Newman - Cheq 103	\$69.00		\$384.73
July 31, 2025	July Bank Fees	\$1.95		\$382.78
August 20, 2025	Foodsafe Reimbursement - RLC Pac Parent Diane Koehn cheq 104	\$69.00		\$313.78
August 20, 2025	BCCPAC EGM Registration (Erin Mitchell - Proxy holder for 4 votes) -chq105	\$75.00		\$238.78
Aug 31, 2025	August Bank Fees	\$1.95		\$236.83
Sept 10, 2025	Foodsafe Reimbursement - Aberdeen PAC parent Trina Burkatsky -Chq106	\$69.00		\$167.83
Sept 30, 2025	September Bank Fees	\$1.95		\$165.88
Current Available Balance:				\$165.88
Budgeted Expenses Still To Come:				
	BCCPAC Membership (have until Dec 31 to pay)	\$200.00		
	Total Expenses Not dispersed per 2024/5 Budget	\$200.00		



GENERAL	Chequing Acct (53)	Details	Debit	Revenue	Balance
		July 2024 Opening Balance			#####
	May 22, 2024	Chq#14: Melisa - BCCPAC Travel Subsidy Reimbursement - Cleared in July	\$300.00		\$3,987.80
	Jul 5, 2024	BCCPAC Travel Reimbursement AGM 2024		\$600.00	\$4,587.80
	Jul 31, 2024	July Bank Fees	\$1.95		\$4,585.85
	Aug 31, 2024	August Bank Fees	\$1.95		\$4,583.90
	Sept 7, 2024	SD73 Professional Learning Funds, Reimbursement for BCCPAC AGM 2024		\$1,985.16	\$6,569.06
	Sept 30, 2024	September Bank Fees	\$1.95		\$6,567.11
	Oct 31, 2024	October Bank Fees	\$1.95		\$6,565.16
	Nov 30, 2024	November Bank Fees	\$1.95		\$6,563.21
	Nov 14, 2024	Chq #18 Valerie Newbreast - Reimbursement-kids craft supplies DPAC Nite	\$65.28		\$6,497.93
	Nov 14, 2024	Chq #19 Elwira Rosiak - Rembursement-Table Candy/Water DPAC Nite	\$54.22		\$6,443.71
	Nov 14, 2024	Chq #20 - Voided Cheque - ERROR in filling out cheque	\$0.00		\$6,443.71
	Nov 14, 2024	Chq # 21 - SKSS - Childminding at DPAC Nite	\$200.00		\$6,243.71
	Nov 14, 2024	Chq #22 - Brock Secondary School - Music at DPAC Night	\$200.00		\$6,043.71
	Nov 14, 2024	Chq #23 - Melisa Dussault - Mileage Chase PAC to DPAC Night (@0.72/km)	\$84.00		\$5,959.71
	Nov 14, 2024	Chq #24 - Penny Armstrong - Mileage Logan Lake PAC to DPAC Night@0.72	\$93.80		\$5,865.91
	Nov 14, 2024	Chq #25-Stephanie Lebeau - Mileage Logan Lake PAC to DPAC night @0.72	\$93.80		\$5,772.11
	(not yet used)	Cheq #26 - Still in checkbook, not yet used.	\$0.00		\$5,772.11
	Dec 21, 2024	Cheq #27 -Lived Experience Community Life and Peer Skills Program Societ	\$1,760.00		\$4,012.11
	Dec 31, 2024	December Bank Fees (plus adjustment to match bank statement)	\$1.95	\$2.65	\$4,012.81
	Jan 31, 2025	January Bank Fees	\$1.95		\$4,010.86
	Feb 28, 2025	February Bank Fees	\$1.95		\$4,008.91
	Mar 31, 2025	March Bank Fees	\$1.95		\$4,006.96
	April 30, 2025	April Bank Fees	\$1.95		\$4,005.01
	May 31, 2025	May Bank Fees	\$1.95		\$4,003.06
	June 22, 2025	Reimbursement for Victoria Meeting Expenses - Jessica Jorimann Cheq 26	\$545.54		\$3,457.52
	June 30, 2025	June Bank Fees	\$1.95		\$3,455.57
	July 31, 2025	July Bank Fees	\$1.95		\$3,453.62
	August 31, 2025	August Bank Fees	\$1.95		\$3,451.67
	Sept 30, 2025	September Bank Fees	\$1.95		\$3,449.72
Current Available Balance:					\$3,449.72
24/25 Budgeted Expenses that are unspent:					
Advocacy Initiative Reimbursement			\$54.46		
Remainder of unspent allocation from PAC Start-Up Workshop			\$119.50		
PAC Year-End Wrap-Up			\$280.00		
Thank You Gifts			\$50.00		
Total Expenses Unspent Per 2024/25 Budget			\$503.96		

BURSARY	Investor Acct (044)	Details	Debit	Revenue	Balance
		July Opening Balance			\$551.96
	July 31, 2024	July Interest		\$1.20	\$553.16
	Aug 31, 2024	August Interest		\$1.20	\$554.36
	Sept 30, 2024	September Interest		\$1.16	\$555.52
	Oct 3, 2024	Chq#005: SD73 Continuing Education - VOIDED for wrong addressee (\$500)	\$0.00		\$555.52
	Oct 31, 2024	October Interest		\$1.20	\$556.72
	Nov 29, 2024	Chq #006 - TREC (Bursary). Replaces Cheq 005 that was voided.	\$500.00	\$0.00	\$56.72
	Nov 30, 2024	November Interest		\$1.17	\$57.89
	Dec 31, 2024	Paper Statement Fee - December	\$3.00		\$54.89
	Dec 31, 2024	Service Charge for Cheque	\$5.00		\$49.89
	Dec 31, 2024	December Interest	\$0.00	\$0.52	\$50.41
	Jan 31, 2025	January Paper Statement Fee plus Account Interest	\$3.00	\$0.10	\$47.51
	Feb 28, 2025	February Paper Statement Fee plus Account Interest	\$3.00	\$0.08	\$44.59
	March 31, 2025	March Paper Statement Fee plus Account Interest	\$3.00	\$0.08	\$41.67
	April 30, 2025	April Paper Statement Fee plus Account Interest (Estimated)	\$3.00	\$0.08	\$38.75
	May 31, 2025	May Paper Statement Fee plus Account Interest (Estimated)	\$3.00	\$0.08	\$35.83
	June 30, 2025	June Paper Statement fee plus account interest (estimated)	\$3.00	\$0.08	\$32.91
	July 31, 2025	July paper statement fee plus account interest (estimated)	\$3.00	\$0.08	\$29.99
	August 31, 2025	August paper statement fee plus account interest (estimated)	\$3.00	\$0.08	\$27.07
	September 30, 2025	Sept Paper statement fee plus account interest (estimated)	\$3.00	\$0.08	\$24.15
Current Available Balance (Estimated):					\$24.15