

# ARCHBISHOP MACDONALD PARENT ADVISORY COMMITTEE MEETING

**Location** *Archbishop MacDonald High School*

**Wednesday, May 22, 2024 @ 6:30 PM**

## AGENDA

1. Call to Order
2. Opening Prayer
3. Welcome -- Mrs. Michelle Dupuis (current principal at Louis St. Laurent Jr/Sr High School, & is the incoming principal for MAC for the 2024-2025 school year)
4. Adoption of Agenda – May 22, 2024
5. Approval of Minutes – Mar. 20, 2024
6. Treasurer's report (general & casino accounts)
7. Admin/Principal report
8. Old Business
  - a. Update: Stained Glass Window Project fundraiser
  - b. Update: Staff Appreciation Breakfast
  - c. Update: Parent Info Session – Nurturing Faith Development in Teens
9. New Business
  - a. IB Diploma Program – Orest Melnyk Learner Profile Award (awarded to full IB Diploma grade 12 student who best exemplifies the 10 characteristics of the IB Learner Profile); we have a long-standing commitment to sponsor this award each year; amount varies from year-to-year dependent upon the funds we have available; amount to give this year's award winner?
  - b. School Wish List – funds from Casino account
  - c. Other parent concerns/questions
    - i. (Cara) Campus Ministry Tour
  - d. Executive for next year (elections at AGM in September)
    - i. President – chief spokesperson for the PAC; is a facilitator, coordinator & advocate for students on behalf of parents; helps prepare agenda for meetings; calls & presides at all PAC meetings; has a vote at any meeting; is a signing authority of the PAC financial accounts
    - ii. Vice-President – presides at any PAC meetings, in the absence of the president; reads/distributes all correspondence/materials received; may chair special committees or projects; is a signing authority of the PAC financial accounts
    - iii. Treasurer – responsible for receiving all funds raised or paid to the PAC & depositing into the appropriate accounts, keeping accurate records of all account transactions & report on at meetings; prepares & presents an annual financial report at the AGM; is a signing authority of the PAC financial accounts
    - iv. Secretary – responsible for recording & keeping accurate records/minutes book of the PAC's meetings, reports & correspondence received; circulates attendance sheets during meetings
    - v. Officers & Directors at Large (Casino Chair) – responsible for planning, organizing & running PAC casino fundraising events; reports on related casino event activities at PAC meetings
10. Meeting Schedule (@ 6:30pm): PAC Annual General Meeting – September 25, 2024??
11. Adjournment