

TRAFALGAR MIDDLE SCHOOL PAC MEETING MINUTES

TUESDAY, FEBRUARY 11, 2025

6:00 PM – 7:00 PM in the Library

(Video conference link will also be available)

In Person: *Patricia Routien (Chair), Bruce Ramsay (Treasurer), Tim Mushumanski (Principal), Jackie Routien (Band Committee Rep), Dan Rempel, and Antonia Banyard (secretary); Lorien Quattrocchi (Vice Chair).*

Online: *Kristene, Janeen Mather, Nona Lynn*

We acknowledge, respect and honour the First Nations in whose traditional territories the Trafalgar Middle School PAC operates and all Indigenous Peoples residing within the boundaries of School District #8.

1. Welcome, Introductions and Land Acknowledgment
2. Review and Approval of Agenda
3. Minutes – review and approval of January Minutes
4. Treasurer’s Report – Bruce (See report below)
 - (a) Report and presentation of simple plan regarding Fraud prevention and Financial accountability. Motion to accept as standard practice. (See full motion below)
1st/ Bruce, 2nd Jackie. Moved.
Discussion: Patricia checked the PAC account on the NDCU app and confirmed that the amounts in the Treasurer’s Report matched the amounts on the bank balance.
Patricia noted that the PAC BCEid has been applied for and Tim confirmed that it has arrived at the school.
5. **(b) Discussion:** Two club-centric requests that have come out of Bruce’s “club” research are:
Zine club will probably will ask for funding
Rotary Interact club (Wanda Machado is contact person)

(c) Funding requests – Air Hockey table purchase for lunch room and allocation of funds for each classroom Grades 6-9 (Jess/Tim)

Tabled by Tim Mushumanski

(d) Recess equipment (see full request below)

Motion made that PAC approve funding of \$1750 for the purchase of recess equipment as outlined in chart below, subject to a plan for not losing equipment.

1st/Bruce, 2nd Lorien.

6. Principal's Report – Tim (see report below)

7. DPAC Report – Jon (see below)

Funding recoveries came from the bank, not from the source of the theft itself

8. Band Committee Report (if any)– Jackie

Had a meeting on Jan 23 to discuss fundraising and suggestion of dance came up. Decided to have dance at Trafalgar rather than Bloom (as we did last year). Found a sound and light tech, a couple of students will act as DJs. **March 13**, just before spring break.

Finley's Burger and Brews night, **April 16**

Jackie applied for another Gaming license to apply for more raffle box draws. Asked for license to cover max revenue of \$20,000 but can have multiple draws.

Concert at United Church will be **April 27**

Possibly organize a garage sale in June

Lorien suggested a fundraiser through West Coast Seeds

PAC received a \$171 bonus from Purdy's

9. Basketball Committee Report (if any)

Boys are competing well in Okanagan competitions. The team is very grateful for team sponsorship.

For fundraising, we're wrapping up the fish fundraiser.

The basketball committee will not do a 50/50 draw after all.

The bottle return fundraiser has wrapped up. Raised about \$1000.
Banner has been approved by Tim and will be ready for provincials. Then the band can take it to Sun Peaks.
Email went to younger grades to recruit younger kids.
Jerseys were very well received.
Newsletter about sports, etc. has been well received.

10. New business: As time allows.

NEXT MEETING – MARCH 11, 2025

PAC TREASURER REPORT FEBRUARY 11, 2025

COMMUNITY ACCOUNT BALANCE

MISTAKEN DEPOSIT REMEDY OWED
CALCULATED ACTUAL PAC FUNDS

\$ 5,117.65
-\$ 110.00
\$ 5,007.65

(\$2.00 FEE). MISTAKEN \$110 E-TRANSFER (RE SKIING) RECEIVED
OWED TO BAR (WHO FUNDED QUICK REMEDY TO TMS)

RECONCIATION TO PRIOR PAC MEETING

GAMING ACCOUNT ACTUAL BANK BALANCE

\$ 10,991.75

GAMING ACCOUNT PRIOR BALANCE (PAC MEETING JANUARY 14) **13,194.32**

DEPOSITS PURDY'S FUNDRAISER (BAND) 1,714.78

CHEQUES CASHED

111 J ROUTIEN REIMBURSMENTS (ROAR, RAFFLEBOX - 825.00	
112 PAYOVER RAFFLEBOX PROFIT TO TMS RE BAND -1,056.09	
113 B RAMSAY REIMBURSEMENT (DPAC FEE, RAFFLEI - 321.48	
114 PAYOVER PURDY'S PROFIT TO TMS (BAND) -1,714.78	
	- 3,917.35

ROAR EXPENSES, RAFFLEBOX
RAFFLEBOX CLOSE OUT
DPAC, RAFFLEBOX EXPENSES
PURDY'S CLOSE OUT

PREDICTED BALANCE 10,991.75

GAMING ACCOUNT ACTUAL BANK BALANCE \$ **10,991.75**

SHOULD BE ZERO: \$ -

CALCULATION TO ACTUAL AVAILABLE FUNDS

ADDITIONAL COMMITTED AMOUNTS:

ROAR CARDS, NET OF EXPENDED / REIMBURSED	- 1,000.00
BAND CONTRIBUTION \$1500 AS PER JAN 14/25 MOTION	- 1,500.00
UNCASHED CHEQUES OUTSTANDING	-

FUND RAISING PROGRAMS UNDERWAY (INVOLVING PAC FUNDS)

BAND:
BASKETBALL:

GAMING ACCOUNT CALCULATED NET AVAILABLE BALANCE

8,491.75

OTHER CONFIRMATIONS & ANALYSIS:

2024-25 GAMING GRANT	11,280.00
TOTAL FINANCIAL SUPPORT	12,200.00
LEAVES / AVAILABLE OF 2024-25 GRANT FUNDS	- 920.00

FUNDS ON HAND COMPRISED OF:

OPENING BALANCE	9,411.75
UNALLOCATED 2024-25 GRANT	- 920.00
EXPECTED NET BALANCE	8,491.75
DIFFERENCE SHOULD BE NIL:	-

DOUBLE CHECK:

OPENING BALANCE JULY 1	9,411.75
GAMING CHEQUE REC'D	11,280.00
TOTAL FINANCIAL SUPPORT	-12,200.00
EXPECTED NET BALANCE	8,491.75
DIFFERENCE SHOULD BE NIL	-

<- 1800+100+6800+2000+1500

FRAUD PREVENTION and FINANCIAL ACCOUNTABILITY

Moved that PAC adopt the Fraud Prevention and Financial Accountability bulletin, as published by Compliance Division of B.C. Gaming Policy and Enforcement Branch as a key guideline for Trafalgar PAC practices, and in order to accommodate the Segregation of Duties section, at each monthly PAC meeting, a member of the Executive Committee, other than the Treasurer, shall open the PAC bank account information (currently held at Nelson & District Credit Union) via the applicable online banking app and verify account balances and reconciliation as reported by the PAC Treasurer at such meeting, and in turn the information on the device shall be available for viewing by any PAC member

RECESS EQUIPMENT REQUEST – TMS ADMINISTRATION

During the fall, Jess Foster had gone around to each classroom soliciting student requests for recess equipment. The attached list compiles the survey and hence the resulting funding request for Recess Equipment. My understanding is that the request did not come forward at the time as a result of the initial bulge of requests. As spring approaches timing is appropriate to now consider this request.

Much of the equipment (balls in particular) would be provided to the teachers as “classroom sets”. The balls are colour coded for example. Other equipment such as the slack lines, and badminton nets would be kept in the equipment room. The current plan, which might change, is that the badminton, volleyball ‘courts’ and slack lines would be set up each day, and taken down at end of day. The two Spikeball sets were requests of particular classes.

Motion, as amended

Moved that PAC provide funding in the amount of \$1,750 to be used by administration to acquire recess equipment approximating that presented in the attached request list, subject to confirmation that satisfactory management and retention of such equipment can be assured.

Recess Equipment

Footballs 6 pack \$78.15	Spectrum PE Equipment	Intermediate Size 4 Footballs - 6-Color Set	4X78.15 = \$312.60
Slackline \$99	Amazon	B4 Adventure Slackers 50' Slackline Classic Set, Outdoor Play - Amazon Canada	2x 99= \$198
Outdoor Volleyball Net sets (Park Sun Sports) \$199	Canadian Tire	Park & Sun Sports Pro Portable Outdoor Volleyball Net & Ball Set w/ Carry Bag Canadian Tire	199 x 2+ \$447.98 With tax
Volleyballs 6 pack \$89.25	Spectrum PE Equipment	MAC-T® Neoprene Volleyballs - Set of 6	2x89.25= \$357
Park & Sun Badminton Sport Set \$178.99	Sheels	Franklin Sports Family Badminton & Volleyball Set	2x178.95=\$357.98
Spikeball Set \$89.99	Canadian Tire	Shopping Cart Canadian Tire	4x89.99=\$403.16

$\$1628.74$

 w/GST $\$1,710.18$

Trafalgar PAC
February 11, 2025
Principal's Report

Communication about concerns If you have concerns with an SD8 process or decision, check out the following (<https://www.sd8.bc.ca/parents-students/communication>) to see proper channels to address the situation and resolve the concern. Your principal can help with any situation!

Grade 10 Course Selection LVR will present at Trafalgar on 18-FEB to fill students in on the process of course selection and transition. Shortly afterward, students will begin choosing their grade 10 courses! Stay tuned for a parent meeting for grade 9 parents.

LLE Term 3 Selection Students are currently in LLE term 2 and will need to choose their third term LLEs so that they can start on April 2, immediately after spring break. We are in the final stages of arranging the offerings for LLE3 and will roll them out in the next three weeks.

Enrollment Update

Grade	Current year	25/26 year
Grade 6	129	104
Grade 7	116	135
Grade 8	167	124
Grade 9	145	165
Totals	557	528

Black History Month Trafalgar classrooms are marking Black History month with a variety of activities and learning opportunities. We are working on Zoom meeting for each grade with Jeff AD Martin, speaker, author and coach. Some classes are learning about prominent black Canadians and others are using resources from our local museum to examine racism in our town and society. Every class is expected to engage students around this topic this month.

Learning Updates Staff are starting to create learning summaries for the second third of the school year. The plan is to publish these learning updates on March 14 to the parent portal.

Course Selection for Next Year Upon return from spring break, Trafalgar staff will be mobilizing to run course selection for the 25/26 school year. There aren't too many choices to make as compared to secondary school but there are some choices around band, French Immersion and options at the grade 8 and 9 level that impact how we build our timetable.

Ski Days Ending Our Whitewater days are almost complete for this year. Our grade 8s are the last group to head up to Whitewater in late February. Thanks to all parents for filling out forms, sending in payments and volunteering with us at the hill.

Charlie and the Chocolate Factory Drama Production We continue to work toward presentation of the *Charlie and the Chocolate Factory* during the week of March 3 to 6.

AbEd Family Feasts Aboriginal Education Success Teacher Jaclyn Dexter and Curtis Bendig are helping host two AbEd Family Feasts on February 23 and March 4. We are excited to welcome families into our space and share a meal together. We are greatly looking forward to it!

Important Dates Coming Up:

Feb 14:	School-based Pro-D Day
Feb 17:	Family Day Holiday
Feb 18:	LVR visits Trafalgar grade 9s for course selection
Mar 12:	Grade 6 basketball tournament at Trafalgar (tentative)
Mar 13:	School dance
Mar 14:	Learning Updates published to parent portal
Mar 14:	Last day before spring break
Mar 31:	School resumes (Tuesday)

DPAC REPORT, Jon Breisnes

January's DPAC was a little calmer than what has come to be usual. Before the meeting, Sheri, DPAC chair resigned. No one else was available, so Treasurer Chase Leushner ran the meeting.

It went fairly smoothly and ran mostly on time.

Amongst the important news from the meeting was that almost 90% of the missing money has now been recovered. With this recovery, it has been decided that our BCCPAC dues will all be reimbursed by the DPAC.

There are continued requests for volunteers for their Constitution & Bylaws Committee as well as their Policy Committee. If anyone is interested, I can pass along your information.

There was also a motion for Natalia and Taryn to act as key contacts with the Media, NCP and Bank until the matter was completely resolved. Due to Natalia's recent behaviour, we voted against this... However, the majority thought it was a good idea and so the motion went forward.

I expected there to be an explanation of Sheri's resignation, however there was very little mention of it at all.

Since the meeting, the DPAC has sent out email correspondence stating that they will not be having a byelection to replace the Chair and instead the Vice-Chair will be taking over that position. The whole situation has seemed very sketchy in my opinion, and while hoping for the best... I won't hold my breath.

We'll see what February's meeting will bring and I'll update again next month.



Fraud Prevention and Financial Accountability

The Compliance Division of the Gaming Policy and Enforcement Branch (GPEB) has put together this information bulletin to provide best practices and controls to help charitable organizations minimize the risk of fraud and enhance their financial accountability.

Best Practices for Fraud Prevention

• Regular Financial Reviews

- Board members should regularly review financial documentation, including statements, budgets, bank statements, and cleared cheques.
- Ensure disbursements are reviewed so that payees do not also approve their own expenses.

• Board Review and Oversight

- Present financial information to the board regularly, such as during monthly meetings. Address any questions or significant discrepancies promptly to maintain financial integrity.
- Have bank statements and cancelled cheques sent to the President, or an equivalent officer, for review, provided they are not also the Treasurer.
- Foster an environment of transparency where all board members can comfortably ask questions about financial matters.

• Security of Assets

- Keep funds and records locked up and limit access to those on a need-to-know basis.
- Use sign-in/out sheets for records taken off-site.

• **Segregation of Duties** - Involves dividing financial responsibilities among different individuals to reduce the risk of misuse. Key areas include:

- **Authorization** - Separate individuals should be responsible for authorizing transactions and executing them. For example, the person who approves payments should not be the same person who processes them.
 - **Record-Keeping** - Ensure those responsible for maintaining financial records are different from those who handle transactions. For example, the person who writes cheques should not also be responsible for reconciling bank statements.
 - **Reconciliation** - The reconciliation of bank statements should be conducted by someone other than the person who manages the cash or cheques.
- **Training**
 - Provide training on financial controls, fraud prevention, and ethical practices. Informed board members and staff are better equipped to recognize and report suspicious activities.
- **Human Resource Practices**
 - Consider conducting background checks, including criminal record checks and reference checks, on new board members and staff with financial responsibilities. This help ensure that individuals in key financial roles are trustworthy and suitable for their positions.
 - Develop a conflict-of-interest policy.
- **Reporting Fraud**
 - Establish a plan detailing the actions to take if fraud is suspected, ensuring that all relevant parties are notified promptly.
 - Notify both the GPEB and Community Gaming Grants Branch, without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the Gaming Control Act or Gaming Control Regulations, or that may affect the integrity of gaming.

Gaming Account Financial Accountability

- Maintain a separate Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds.
- Cheques issued from the Gaming Account:
 - Must be signed by two unrelated individuals, one of whom must be a board member of the organization.
 - Must not be pre-signed.
- EFTs from the Gaming Account must be authorized in writing by two current, unrelated board members. Authorization documents must:
 - Identify the specific purpose of the transaction. General terms such as 'wages' are insufficient.
 - Specify the maximum dollar amount permitted.
- Ensure that the purpose and amount of each Gaming Account transaction can be explained and is supported by documentation.
 - Retain disbursement records including cancelled cheques, bank statements, bank

- transaction receipts, and invoices.
- Retain sales receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.
- Retain documentation if an error is made:
 - Spoiled cheques should be marked "VOID" and retained in the cheque book.
 - Errors on deposit slips should be marked as "CANCELLED" and retained in the deposit book.
 - Records can be stored physically or digitally; appropriate safeguards should be in place to ensure that they are kept confidential, readily available and secure from tampering.

Online Resources

Information about gaming event classes, types, and the Licensed Charitable Gaming Rules are available here: [Licensed Charitable Gaming](#)

Additional information, news and updates can be found on the Gaming Policy and Enforcement Branch website at: [Gambling and fundraising - Province of British Columbia \(gov.bc.ca\)](#)

This bulletin is for informational purposes only and is intended to enhance charitable compliance efforts.



Ministry of Public Safety and
Solicitor General

www.gov.bc.ca/gambling