

Exec Meeting January 24/24

Attendees : Kimberley Parson/ Kimberley Osborne- Chair; Leah Amaral – Vice Chair; Jillian Fisher - DPAC Rep; Shawn Ng; Treasurer; Andrea Peragine – Secretary

Meeting called to order 1942.

- Zoom Account
 - Currently 1-5 participants – doesn't make sense to pay to use it.
 - Could use Microsoft teams – free of cost.
 - Vote to discontinue use of Zoom.
 - All in favor – motion carried.
 - Will communicate to parent community via email/fb page.
- Squarespace
 - No changes
- General Ledger
 - Shawn provides a general overview of how tracking system works so execs can have a better understanding.
 - Suggestion to ask vendors to cash cheques within two weeks of receipt to facilitate the reconciling of accounts at month end.
 - Reviewed Sip and Shop 2023 to better understand the process of accounting for revenue and expenses (monthly financial statements, general ledger inputs, gaming vs general account).
 - Identified an opportunity to provide additional notes/insights on monthly statements so as to be more clear and transparent.
 - Discussed the need to simplify the current accounting process (ie: use of Quick Books or other accounting software) so as to minimize risk of error and be more efficient.
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- Dancing Program
 - PAC's contribution?
 - Vote to allocate \$2700 to the dance program.
 - All in favor – motion carried.
 - General Account or Gaming Account?
 - Clarity gained over which account can fund the dance program.
 - Determined that because the funds are for a non-extra curriculum type program the funds cannot be drawn from Gaming Account and must be drawn from PAC General account to align with requirements.