

**REYNOLDS SECONDARY PAC**  
**Annual General Meeting**  
**October 1, 2025, 7 pm**  
**School Library**

**Attendees:** Marc Lerman, Pauline Robertson, Shannon Cross, Maryse Neilson, Hanne Smaadahl, Sadie Greco, Brendan Berbenuik, Lisbet Rygnestad, Megan Boniface, Lindsay Johnson

**Regrets:** Bruce Bidney

Call to order at 7:04 pm

**1. Welcome and Territorial Acknowledgement**

**2. Approval of Agenda**

October 1, 2025 Annual General Meeting Agenda approval: Moved by Maryse Neilson, seconded by Pauline Robertson; Approved unanimously.

**3. Approval of September 18, 2025 Minutes**

September 18, 2025 Meeting Minutes approval: Moved by Hanne Smaadahl, Seconded by Pauline Robertson; Approved unanimously

**4. Chair's Report**

a. 2024-25 Annual Report: Marc highlighted 2024-25 PAC activities. They include:

- Gaming Grant Funds: PAC received approximately \$20,000 in Gaming Grant funds. The funding was distributed for various approved projects after the adjudications of grant applications by PAC's Gaming Grant Sub-Committee. During our June 2025 meeting, several presentations were made highlighting how funds were used. The interesting presentations proved to be a positive

endorsement on how the Gaming Grant funding is important to many of the school's initiatives.

- 2 staff appreciation events were held in 2024-25: In December a donut wall was offered and well received by staff. In June 2025, PAC hosted staff for lunch at Himalayan Flavours restaurant. The lunch was much appreciated by staff.
- Due to the work by Brendan Berbeniuk and Alanna Kellar our PAC social media presence was enhanced and provides useful information to our parent community. Gratitude was conveyed to Brendan and Alanna.
- PAC collaborated in the review of the Boards/Ministry of Education Safety Plan
- PAC collaborated with the school's administration in the creation of a formal document relating to the school's goals.
- Some PAC members participated in the school's Drum workshop.
- 2024-25 PAC Executive Members were thanked for their work.

b. Nominations/Election of Executive

**Chair:** Marc Lerman accepted the nomination moved by Sadie Greco, seconded by Pauline Robertson; unanimously approved. Motion to elect Marc Lerman as Chair moved by Hanne Smaadahl, seconded by Pauline Robertson; unanimously approved.

**Vice Chair:** No nominations were tabled. Position remains vacant

**Treasurer:** Pauline Robertson accepted the nomination moved by Hanne Smaadahl, seconded by Shannon Cross; unanimously approved. Motion to elect Pauline Robertson as Treasurer moved by Marc Lerman, seconded by Brendan Berbeniuk; unanimously approved.

**Secretary:** Shannon Cross accepted the nomination moved by Marc Lerman, seconded by Maryse Neilson; unanimously approved. Motion to elect Shannon Cross as Secretary moved by Marc Lerman, seconded by Hanne Smaadahl; unanimously approved.

**VCPAC Representative:** Hanne Smaadahl accepted the nomination moved by Marc Lerman, seconded by Shannon Cross; unanimously approved. Motion to

elect Hanne Smaadahl as VCPAC Representative moved by Marc Lerman, seconded by Maryse Neilson; unanimously approved.

**Director at Large:** Maryse Neilson accepted the nomination moved by Marc Lerman, seconded by Sadie Greco; unanimously approved. Motion to elect Maryse Neilson as Director at Large moved by Marc Lerman, seconded by Pauline Robertson; unanimously approved.

**Director at Large:** Sadie Greco accepted the nomination moved by Hanne Smaadahl, seconded by Pauline Robertson; unanimously approved. Motion to elect Sadie Greco as Director at Large moved by Marc Lerman, seconded by Pauline Robertson; unanimously approved.

NB: Sadie Greco volunteered to collaborate with Hanne Smaadahl on the execution of the VCPAC Representative mandate.

**Signing Authority:** That Marc Lerman, Chair; Pauline Robertson, Treasurer; Shannon Cross, Secretary; and Maryse Neilson, Director at Large; be granted signing authority for bank documents and account(s); Moved by Marc Lerman, seconded by Sadie Greco; unanimously approved. Pauline Robertson will coordinate the process and arrangements with bank.

c. Constitution and By Laws Amendments

To correct an error in document recording the following was proposed: Section X, #4 should read: *Additional Executive Officers may be recommended and elected at the PAC's discretion.* The amendment was moved by Marc Lerman, seconded by Maryse Neilson; unanimously approved.

In response to VCPAC policy on the matter the following clause was added to Section XI: Duties of Officers VCPAC/PAC Representative: *5. Any Reynolds Secondary PAC Executive Officer may attend VCPAC meetings with voting privileges, should the VCPAC Representative have a conflict in scheduling.* The amendment was moved by Marc Lerman, seconded by Hanne Smaadahl; unanimously approved.

The approved amendments will be incorporated in PAC's Constitution and ByLaws document with the updated version to be posted on school's website.

## 5. Treasurer's Report

### a. Gaming Grant

Pauline announced that the 2024-25 Gaming Grant report has been submitted and that our PAC was successful in its 2025-26 Gaming Grant application, \$19,220 was approved.

This year's grant process timeline was approved:

Oct. 27, 2025: Deadline for Fall submissions

Nov. 3, 2025: Adjudication Sub Committee to meet to adjudicate applications.

Pauline, Marc, Shannon, Hanne, Lisbet, and Maryse expressed interest to serve on the Sub Committee. Pauline volunteered to host the meeting.

Nov. 5, 2024: During PAC Meeting, sub committee to present adjudication results for discussion and approval post any changes.

If the Fall timeline is effective, then the Spring Grant process might look like this:

Jan. 30, 2026: Deadline for submissions

Jan. 31 – Feb. 3, 2026: PAC Sub Committee adjudication

Feb. 4, 2026: Presentation of applications adjudication results for approval.

It was decided not to invite grant applicants to make presentation about their proposed projects due to time restrictions and the potential additional burden on applicants/teachers. The idea of presentations has merit and may be further discussed in the future.

The grant application form was discussed. Suggestions: make evaluation criteria more transparent, ask applicants if partial funding is feasible for their proposed projects; and invite alternate/additional submissions such as video format, etc.

### b. Treasurer's Report

Pauline reported on the current status/balances of bank accounts, etc. She also mentioned that a volunteer is interested in shadowing Pauline this year with a view to maybe be considered as PAC Treasurer for 2026-27 year.

## **6. VCPAC Representative Report**

Hanne mentioned VCPAC's document (pre circulated to meeting attendees) regarding opportunities on VCPAC's Executive, Sub Committees, and Strategic Retreat proposal. The opportunities document will be mentioned in TWAR and posted on our social media platforms.

Marc will ensure to inform VCPAC of our Constitutional amendment relating to any member of our Executive being able to attend and vote at VCPAC meetings.

## **7. Principal's Report**

In Bruce's absence, Megan and Lindsay presented the report.

After the usual very busy September, the school has settled and is calmly executing its mandate. The Meet the Teacher Night event on September 17, 2025 went well. The September Pro D day was held at Playfair Park with the goal to learn on the land. The 2026 Graduation activities have begun in earnest. A Grad Parent Info Night presentation was made to the parent community on September 25<sup>th</sup>. Many sports teams are active and successful.

Truth and Reconciliation Day (Tuesday Sept. 30) was recognized by the school community on Monday September 29<sup>th</sup> with activities such as making bannock, a film screening, drumming, a Lahal tournament during the week, and bracelet making occurring. Many of the activities were student led. 3 student teachers are starting their placement at Reynolds.

NB: Pauline provided a link to a document *How to play Lahal*:  
<https://www.comoxvalleyschools.ca/indigenous-education/wp-content/uploads/sites/25/2021/06/How-to-play-Lahal.pdf>

## **8. Other Business**

Staff Appreciation in December: As the Donut Wall was well received last year, it was decided to continue this for this December's staff appreciation event. Maryse, who has connection with bakery, will coordinate with administration (Megan), bakery, etc to make this happen on a date convenient for the school's staff.

## 9. **Adjournment**

Meeting adjourned at 8:13 pm

Next Scheduled Meeting: **Wednesday, November 5, 2025, 7 pm** in the school's Library.