

## **Jackson PAC Meeting Minutes**

May 13, 2025

### **In Attendance:**

Scott Hutchison (Vice Chair of SAS-JLJ PAC); Melissa Simpson (Treasurer of SAS-JLJ PAC); Michelle Wellingham (Secretary of SAS-JLJ PAC); Gord Ritchie (Jackson Principal); Gloria Cox (Jackson Vice Principal); Marta Bukmeier, Darcy Calkins; Julie Bond; Melinda Smyrl; Victoria Derby; Kayla Vannieuwenhuizen; Estera Hazlewood; Lani Burnham; Rhiannon Best; Rebecca Heslop; Serena Caner; Melissa Parmenter; and, Marianne VanBuskirk (SD83 Board of Education Trustee).

Scott Hutchison called the meeting to order at 7:00 pm.

1. First official PAC meeting of the **new Jackson PAC!**
2. Motion to approve final meeting minutes of the (former) SAS-JLJ Pac of April 8, 2025, so they can be entered into record for historical purposes.
  - Moved by Melissa Simpson
  - Seconded by Scott Hutchison

CARRIED

3. Principal's Report:

SEE ATTACHED

4. Jackson Secondary Parent Advisory Council Constitution & Bylaws

Draft Constitution & Bylaws for new Jackson PAC were circulated. Various amendments were agreed upon and draft document will be updated to include all changes. Changes moved and seconded as follows with finalized document to be available at first PAC meeting of 2025 - 2026:

- Moved by Kayla Vannieuwenhuizen
- Seconded by Victoria Derby

CARRIED

5. Executive Elections:

Motion to nominate Darcy Calkins as Chair

Motion to nominate Melinda Smyrl as Vice Chair

Motion to nominate Michelle Wellingham as Secretary

Motion to nominate Melissa Simpson as Treasurer

Motion to nominate Victoria Derby as DPAC Representative

- Moved by Julie Bond
- Seconded by Kayla Vannieuwenhuizen

CARRIED

6. Financial Motion(s):

Motion to open chequing and gaming account(s) at SASCU for new Jackson PAC and to include the following 3 Executive Members as signatories (with only 2 of 3 signatures required for all transactions, including electronic transactions):

- a. Darcy Calkins, Chair
- b. Melinda Smyrl, Vice Chair
- c. Melissa Simpson, Treasurer

- Moved by Michelle Wellingham
- Seconded by Marta Bukmeier

CARRIED

7. Date for initial September meeting set as Tuesday, September 23. Further dates for 2025 – 2026 academic year will be discussed and selected at that meeting.

8. Motion to adjourn at 8:24 pm.

- Moved by Darcy Calkins
- Seconded by Marta Bukmeier

CARRIED

**Next meeting date: September 23, 2025**