

**PACC Career Centre  
Governing Board Meeting  
Conference Room (1<sup>st</sup> floor)  
November 20, 2018**

**In attendance:** Maggie Soldano, Kara Woods, Luiza Matoso, Gerald Shower, Angela Poullas, Andrea Witwicki, Benedetta Castiglione, Caterina Depalo, Shonda Giddens, Fred Gé, Robert Thomas, Katia Depalo, Madeleine Barrette.

**Guest:** Dakota Brown

**Regrets:** Anthony Harubin, Mary Ann- Davis.

- 1.0 Call to Order/verification of Quorum**  
In the absence of a chairperson from the Business community, Maggie Soldano suggested to chair this meeting until we elect a chairperson from the Business community. All agreed. The meeting was called to order at 16:30.
- 2.0 Welcome to new members**  
Maggie Soldano welcomed all new and returning members. All members introduced themselves.
- 3.0 Election of Governing Board Chair**  
Item tabled as we are still looking for Community representatives.
- 4.0 Approval of the agenda**  
An item was added in 8.7: PACC Career Centre Success Plan.  
Angela Poullas approved the agenda, seconded by Benedetta Castiglione.
- 5.0 Adoption of the Minutes of September 25, 2018**  
One correction was made. The name of Angela Poullas was added to the list of members in attendance at the September meeting.  
Fred Gé approved the minutes, seconded by Angela Poullas.
- 6.0 Business Arising from the Minutes**
  - 6.1 Governing Board Vacancies**  
The 2018-2019 Governing Board list was distributed to members. There are two vacant positions for Community representatives.
- 7.0 Reports/Updates**
  - 7.1 Director**  
Maggie Soldano reviewed the Report to Governing Board dated November 20, 2018 distributed to members.
  - 7.2 Commissioner**  
The Commissioner Report dated October 29, 2018 was distributed to members.

## **8.0 New Business**

### **8.1 Presentation: Governing Board Roles and Responsibilities**

Maggie Soldano presented the Introduction to the Governing Board document distributed to members and answered questions. As far as the Governing Board budget is concerned, in the past, money was used for refreshments and a meal at the end of the school year. Maggie Soldano will verify if money can be reimbursed to Community and Industry representatives for mileage expenses.

### **8.2 For Approval: Rules of Internal Management**

Maggie Soldano reviewed the Rules of Internal Management 2018-2019 document distributed to members and answered questions related to meeting schedules and attendance to meetings. Meetings will continue to take place on Tuesdays at 16:30 and meeting dates for the 2018-2019 school year will be scheduled at our next meeting. Benedetta Castiglione approved the Rules, seconded by Madeleine Barrette. All were in favor.

### **8.3 For Approval: November revised Budget 2018-2019**

Maggie Soldano presented the document distributed to members. She emphasized the priority put on upgrading our facilities and pointed out that the current favorable job market can account for some decrease in student recruitment. A discussion followed. More printing was done at our centre due to printing issues at the school board. Prices of books have gone up. The use of E-books will be examined. Fred Gé approved the revised budget, seconded by Benedetta Castiglione, all in favor and two abstentions. The November revised 2018-2019 revised budget was approved.

### **8.4 For Approval: Fundraiser Professional Sales**

Benedetta Castiglione, Professional Sales teacher, provided an overview of the Pop-up Shop project integrated in the Professional Sales' Competency called Visual merchandising activities. This project which has taken place twice at our centre, provides students with the opportunity to create a store, produce flyers and posters and gain sales experience. The current group has been very creative in designing posters, a wheel of fortune and a back drop and securing some donations. The next Pop-up Shop will take place at our centre on December 11 and 12, 2018. Shonda Giddens approved the project, seconded by Andrea Witwicki. The fundraiser was approved unanimously.

### **8.5 For Approval: Field Trips**

Maggie Soldano presented a PACC Governing Board Resolution for Field Experience/Trips related to the program competencies 2018-2019.

Benedetta Castiglione approved the resolution, seconded by Robert Thomas. The Field trips resolution was approved unanimously.

### **8.6 Suggested Meeting Dates**

Tabled

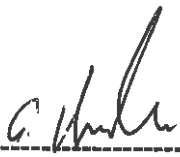
**8.7 PACC Career Success Plan**

Maggie Soldano reviewed the report on PACC Career Success Plan distributed to members. The report provides details about the 4 directions examined and the results for 2017-2018. Angela Poullas approved the Success Plan, seconded by Benedetta Castiglione. The PACC Career Success plan was approved unanimously.

**9.0**    **Varia**  
No item

**10.0**   **Correspondence**  
No correspondence

**11.0**   **Adjournment – Date of next meeting**  
The meeting was adjourned at 18:15. The next meeting will be held on Tuesday, January 29, 2019. Shonda Giddens approved the adjournment, seconded by Benedetta Castiglione.

  
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Governing Board Chair

  
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Centre Director

  
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Secretary

