

# Timberlea School Parents Association Annual General Meeting (AGM)

## Minutes

October 5, 2021, Online Google Meet

Present: Hope Martin, Phyllis Pitura, Heather Fisher, Carolyn Browne, Terri-Lee Hurley

### 1. Call to Order at 6:33 PM.

1.1. **Acknowledgement** We acknowledge that we are on Treaty 8 territory, the ancestral and traditional territory of the Cree, Dene, and Metis peoples. We acknowledge the many First Nations, Metis and Inuit whose footsteps have marked these lands for thousands of years. We are grateful for the Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize the land as an act of reconciliation and gratitude to those on whose territory we reside or are visiting.

1.2. **Introduction of Guests and Executive Members-**  
Special acknowledgement of previous board and outgoing president, Jessica Josselyn for the hard work and dedication to the Parents Association. It is much appreciated,

1.3. **Verification of quorum (three members)**

1.4. **Approval of Agenda**

Phyllis motion to approve, 2nd by Carolyn

1.5. **Approval of Previous AGM Minutes**

Hope motion to approve 2nd by Phyllis

### 2. Reports and Financials

Business accomplished/Prior Goals Update

Good standing with Corporate Registries.

Active Status as a Society

Insured as a Society

Priorities/Goal Setting Discussion

Microsociety commitment of funds balance paid off

Contribute to Microsociety consumables

Consideration of possible fundraisers/casinos

- Growing Smiles Fall Fundraiser
- Dielmans Winter Fundraiser
- Potential Golf Passes (pending Golf Course approval)
- Growing Smiles Spring Fundraiser

- 50 / 50 & Raffles
- Eligible for Casino - need a Casino Coordinator

- Current Account Balances
  - General - \$1081.05
  - Casino - \$659.41 (requested extension from AGLC last year to spend remaining funds as we were out of compliance with AGLC. The TSPA board has not determined how to spend these funds with only 3 board members, due to rules of how AGLC funds can be spent.)
- Budget and goals for the upcoming year will be determined by the new executive. Two ongoing fundraisers are Oliver's labels with \$26.33 in it and Jungle Affiliate program with Growing smiles with \$22.99.

### 3. Standing Business

- Discussion regarding Directors job description and Dissolution of current board by Organization Structure Review: membership, directors, voting, accountability
- Board of Directors Job Description review
- Dissolution of current Board
  - Hope motion to dissolve current board, 2nd by Carolyn

### 4. Description of positions and Elections

- **President**

- i. The President shall:

1. Be responsible for planning meeting agendas, officiating and facilitating meetings
2. Receive and redirect all correspondence to appropriate persons
3. Oversee all association activities
4. Have co-signing authority for all association bank accounts

- Phyllis nominates Hope Martin for position of President
- Seconded by Terri-Lee Hurley
- **Hope Martin accepts the nomination of President**
- All members in attendance approve the appointment of to the position of President

- **Vice-President**

- i. The Vice-President shall:

1. Assume the responsibilities of the president/chairperson in their absence

2. Assist the president/chairperson as necessary
3. Have co-signing authority for all association bank accounts

- Hope Martin has nominated Terri - Lee Hurley for the position of Vice-President
- Phyllis seconds
- **Terri Lee accepts the nomination of Vice-President**
- All members in attendance approve the appointment of Teeri to the position of Vice-Chair
  
- **Secretary**
  - i. The Secretary shall:
    1. Keep accurate records and minutes of all meetings throughout the year
    2. Distribute meeting minutes in a timely manner
    3. Be responsible for correspondence/media posts from the association to the school body
    4. Have co-signing authority for all association bank accounts
  
- Hope Martin nominates Carolyn Browne for the position of Secretary.
- Phyllis seconds
- **Carolyn accepts the nomination of Secretary**
- All members in attendance approve the appointment of Hope Martin to the position of temporary Secretary.
  
- **Treasurer**
  - i. The Treasurer shall:
    1. Receive all money paid to the association
    2. Be responsible to deposit and record all money belonging to the association
    3. Formally account for all transactions
    4. Prepare a monthly report
    5. Have co-signing authority for all association bank accounts
    6. Complete annual reports for both corporate registries and AGLC (casino report)
  
- Hope nominates Phyllis for the position of Treasurer
- Carolyn seconds
- **Phyllis accepts the nomination of Treasurer**
- All members in attendance approve the appointment of Phyllis Pitura to the position of Treasurer
- Appointment at ATB on October with new executive to change over signing authority

- Motion to acknowledge new Executive Committee by Phyllis , second by Hope
- Will contact ABM Bank to change over signing authority to new Executive in the coming weeks.

5. Hot Lunch Discussion

Discussion surrounding cost of program and how to recoup these funds. Suggestion to implement a \$20 registration fee to participate. Hope will follow up with principal with status of volunteers in the building (COVID restrictions) and how we could potentially start up the program. We are still in need of a Hot Lunch Coordinator. Will post on FB once school status is confirmed.

6. Questions- 1st tuesday every month. Next Meeting is set for November 2nd at 630 pm

7. Adjournment at 7:13 pm

2019-2020 Executive

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Jessica Josselyn President

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Hope Martin-Vice President

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Phyllis Pitura-Treasurer

2020-2021 Executive Signing Authority

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Hope Martin-President

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Terri-Lee Hurley-Vice President

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Phyllis Pitura-Treasurer

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Carolyn Browne - Secretary