

Carbon School Parents Association Minutes

February 15, 2023

In Attendance:

Mary Ellen Longuepee
Kim Nicholson
Chelsi Osmond
Kealey Gordon
Laurianne Hewey
Joan Boles
Ryan Hatch

Organizational Meeting

1. Call to Order: meeting called to order at 7:25 PM

2. Nominations:

Nominations for President- Kim N nominates Mary Ellen L, seconded by Chelso O.; all in favour; Mary Ellen L acclimated

Nominations for Vice President- Mary L nominates Kim N ; Chelsi O seconds; all in favour; Kim N acclimated.

Nominations for Treasurer- Kealey G nominates Chelsi O; Kim N seconds; all in favour; Chelsi O acclimated

Nominations for Secretary- Mary L nominates Kealey G; Kim N seconds; all in favour; Kealey G acclimated.

Nominations for Casino/Raffle Chairperson- Kealey G nominates Kim N; Chelsi O seconds; all in favour; Kim N acclimated.

Meeting adjourned at 7:30 PM

Regular Meeting

1. Meeting called to order at 7:31 PM

2. Review of Previous Minutes: Kim N motions to approve minutes as read; Mary L seconds; all in favour; passed.

3. Additions to Agenda: Add 7.4, Teacher's Wish List and 7.5, School Agendas.

4. Correspondence:

4.1. AGLC- we need to ensure there are two separate entities in place. We will need to submit updated minutes, summary of bank accounts, new bylaw, and list of

executive. This will be submitted immediately to ensure we are compliant with AGLC regulations.

5. Reports:

a) Treasurer Report- Preschool Account \$2312.00 as of Feb 15 2023; General Account \$3812.47; Casino Account \$24466.35 as of February 15, 2023. Mary L motions to approve Treasurer's report; Kim N seconds; all in favour; approved.

b) Preschool Report- Chelsi O will follow up with some payments in regards to previous Preschool payments.

Kealey G makes a motion to have Chelsi O in place as the Preschool designate for payments and fundraisers; Kim N seconds; all in favour; motion passed.

There will need to be reimbursement cheques in place for parents who have paid in regards to subsidy and affordability as soon as everything with the government is approved and should be seen soon. Funds should come through by March 8, 2023. Reimbursements to Preschool parents will follow this date.

Option A) hire our own accountant

Option B) SAGE Accounting is also an option to have and complete some of our accounts and then verify with a Chartered Accountant.

We will need to complete a T4A for Holly Peever. Chelsi O motions to have information provided to Ascend Accounting for this purpose; Kealey G seconds; all in favour; motion passed.

The licensing board requires everyone involved in the Preschool Board to have a Criminal Record Check.

6. Old Business:

6.1. Valentine's Flower Order- well received!!

6.2. Teacher's Wish List- won't receive updated list until June

7. New Business:

7.1. Approve Carbon School Parent Association Bylaw and; Rescind Carbon School Parent Association Society By-law dated May 4, 1999- Chelsi O makes a motion to approve the new bylaw; Kim N seconds; all in favour; motion carried

Kim N makes a motion to rescind By-law dated May 4, 1999; Kealey G seconds; all in favour; motion carried

7.2. Holly Peever Departing Gift- Gift of \$31.85 for flowers, cupcakes, cookies and poster; Kim N motions to pay bill; Chelsi O seconds; motion carried

7.3. Transportation Hockey Hooky Day- Kim N makes a motion to pay no more than \$400; Chelsi O seconds; motion carried

7.4 Teachers wishlist- Chelsi O motions to provide the school with 8 Headphones and 6 Headsets at a cost of \$397.37; Kim N seconds; motion carried

7.5 School Agenda's- Mary L makes a motion to pay \$290.21 for agendas to the school; Kealey G seconds; motion carried

7.6 Mary L. motions to give Chelsi O. signing authority and online banking access; Kim N. seconds; motion carried

Kealey G motions to give Kim N. signing authority and online banking access; Chelsi O. seconds; motion carried

Kim N. motions to give Kealey G. signing authority and online banking access; Chelsi O. seconds; motion carried

8. Adjournment: meeting adjourned at 8:27 PM