

Carbon School Parents Association Agenda

March 28, 2023

Attendance

Mary Longupee

Kim Nicholson

Chelsi Osmond

Kealey Gordon

1. Call to Order: 6:00pm

2. Agenda:

2.1. Mary L. moves to adopt the Agenda as presented; Kim N. seconds; all in favour; passed.

2.2. Additions to Agenda: N/A

3. Review of Previous Meeting Minutes:

3.1. Chelsi O. moves to adopt the Minutes from February 15, 2023, as presented; Kim N. seconds; all in favour; passed.

4. Correspondence:

4.1. N/A

5. Reports:

5.1 Treasurer Report:

1) Preschool Account: \$1,760.04

General Account: \$3,780.62

Casino Account: \$24,466.54

2) Holly T4A - Kim N. contacted Omni Management out of Calgary to issue T4A for Holly Peever. This is the accounting company that the Hall Board uses and comes as highly recommended. They issued the T4A on March 17, 2023.

3) Accounting System: When Kim N. spoke with Omni Management they provided information on accounting programs that could be purchased through their company at a discounted rate. They recommended going with QuickBooks. Through Email correspondence on March 17, 2023 we approved the purchase of the program as per their recommendation.

- 4) Grant Subsidy: We received October & November subsidy through the grant. Still waiting to be reimbursed for the teacher top up and December - February subsidy. We reimbursed the parents \$250 for each child on March 13, 2023.
- 5) Payroll & Business Number: Mary L. contacted CRA and we now have a Business Profile and Payroll Account.

Mary L. motions to accept the Treasurer's Report as presented; Kim N. seconds; all in favour; passed.

5.2 Preschool Report

- 1) Update from Mrs. Roberts: No update, but sounds like things are going good. Come September, we will add to the list of duties for Mrs. Roberts to provide a monthly update.
- 2) List of Duties: Will update in the new school year.
- 3) Extend the last day of preschool program from May to June: Mrs. Roberts only heard back from 2 parents so we are going to finish off the year at the end of May.

Kealey G. accepts the Preschool Report as information; Kim N. Seconds..

6. Old Business:

6.1. Criminal Record Checks: Only Mary L. and Kealey G. have theirs. Kim N. and Chelsi O. will get them by the next meeting.

6.2. AGLC - Kim N. and Mary L. have been in contact with AGLC and have the following to update:

- The Bylaw that we approved last meeting had an error so doesn't comply with AGLC's policy. The correction has been made and we will review in item 7.2. After the Bylaw has been passed, it needs to be updated with CORES and once returned a filed copy needs to be provided to AGLC.
- When AGLC reviewed our last meeting minutes they noticed that we approved agenda's and that is not an Approved Use of Proceeds. If payment was made out of the Casino Account we will need to transfer funds from the General Account to the Casino account for repayment. Chelsi O. has not made payment for Agenda's but will issue a cheque to Carbon School from the General Account.

- Mary L. contacted AGLC Use of Proceeds Department to confirm that the preschool was added to the Use of Proceeds. AGLC confirmed that it was and bookkeeping & accountant fees can be used for up to 20% of deposits into the gaming account.
- The teacher wages are also an Approved Use of Proceeds. We needed to supply AGLC with a completed form with detailed information and a list of duties. This was sent to AGLC on March 17, 2023.
- AGLC would like us to start fundraising more so we have non gaming funds to use.

7. New Business:

7.1. Fundraising

- 1) Mabels Labels - For the amount of advertising time that has been put in, Mabels Labels is not making any money. Table Mabel's Labels to September 2023.
- 2) Other - Volleyball Tournament - Table discussion to May's Meeting.

7.2 Approval of Amended Bylaw: Kim N makes a motion to approve updated Carbon School Parent Association Bylaw and rescind Carbon School Parent Association Bylaw dated February 15, 2023; Kealey G seconds; all in favour; motion carried

7.3 Approval of Transportation - Carbon School is asking to reimburse the travel expenses for the Jr. High Field Trip from November 17, 2022, in the amount of \$483.20. Chelsi O. motions to approve the transportation expense in the amount of \$483.00, Kealey G. seconds; all in favour; passed.

7.4 Approval of Magazine Subscription - Carbon School is asking to reimburse the magazine subscription for the library in the amount of \$340.95. Chelsi O. motions to approve the magazine subscription expense in the amount of \$340.95, Kim N. seconds; all in favour; passed.

7.5 WCB - Mary L. set up an account with WCB. The cost is \$200 annually that covers the teacher only.

8. Adjournment: 6:53

Next Meeting: April 19, 2023 at 6:30pm