

Carbon School Parents Association Agenda

September 20, 2023

Organizational Meeting

1. **Call to Order:** meeting called to order 7:31 PM.

In attendance: Kim Nicholson, Kealey Gordon, Brittany Hobart, Tina Froese, Tara Reed, Alisha Meehan

2. Executive Nominations and Elections

President: Alisha Meehan nominates Tara Reed for President; Tara Reed accepts; all in favour.

Vice President: Tina Froese nominates Alisha Meehan for Vice President; Alisha Meehan accepts; all in favour.

Secretary: Tara Reed nominates Kealey Gordon for Secretary; Kealey Gordon accepts; all in favour.

Treasurer: Kealey Gordon nominates Kim Nicholson for Treasurer; Kim Nicholson accepts; all in favour.

Casino Chairperson: Alisha Meehan nominates Kim Nicholson for this position; Kim Nicholson accepts; all in favour

Raffle Chairperson: Tara Reed nominates Kealey Gordon; Kealey Gordon accepts; all in favour

3. **Adjournment:** meeting adjourned at 7:38

General Meeting

1. **Call to Order:** meeting called to order at 7:39 PM.

2. **Agenda:**

- 2.1. Additions to Agenda- add signing authority for new positions.

- 2.2. Approval of Agenda; Alisha Meehan motions to approve agenda.

3. **Review of Previous Meeting Minutes:**

- 3.1. Approval of Minutes from June 2, 2023; Kim Nicholson motions to approve minutes; Alisha Meehan seconds

4. Correspondence:

- 4.1. Letter notifying of being scheduled for a casino event in either July, August, or September 2025.
- 4.2. Corporate Registries - Received the filed Bylaw back from Corporate Registries. The two groups were previously amalgamated and since we separated the two organizations a new bylaw was created and submitted to corporate registries.
- 4.3. AGLC - After submitting the filed Bylaw to AGLC, we received an email confirming the completion of the organization's review with AGLC. This allowed us to evade an audit from AGLC.

5. Reports:

5.1 Treasurer Report

- Annual Financial Report was submitted to AGLC still no news from them. Our fiscal year is June 1-May 30.
- Annual Return was submitted to Corporate Registries. Includes board members and financials to maintain society status.
- Purchased Quickbooks to run payroll ourselves instead of the accountant.
- Bank Account Balance: Casino: \$19744.27 , Preschool: \$3678.31, General: \$4265.76
- Alisha Meehan motions to accept Treasurers report; Tina Froese seconds; accepted.

5.2 Preschool Report:

- Received Preschool program license
- Stephany Roberts is Preschool teacher
- Parent volunteers are nice but not necessary
- First Day of Preschool started on Monday, September 11th
- We have 6 children registered this school year

6. Old Business:

6.1.

7. New Business:

- 7.1. Remove Mary Longuepee from signing authority and online banking access; Alisha Meehan motions to remove Mary L. from having signing authority, Kim Nicholson seconds; motion accepted.
- 7.2. Remove Amanda Rempfer from signing authority and online banking access. Tina Froese motions to remove Amanda R from signing authority; Brittany Hobart seconds; motion accepted.
- 7.3. The board approved a \$1,000.00 budget for the purchase of supplies for the preschool via email on August 10, 2023. Tina Froese motions to approve the purchase; Alisha Meehan seconds; all in favour.
- 7.4. \$2,000.00 Donation Request from Mr. Hazelton for shop resources. Brittany H motions to approve the \$2000 donation; Alisha Meehan seconds; all in favour.
- 7.5. \$275.63 Donation Request from Mr. Hatch for half of the cost of Kindergarten/Preschool advertising on Drum FM. Tina Froese motions to approve the donation; Alisha Meehan seconds; all in favour.
- 7.6. Preschool Fundraiser - Little Caesars Pizza- do we want to run this? or cookie dough option? Tara Reed and Alisha Meehan will look into this as an option for January.
- 7.7. Spaghetti dinner: Kim Nicholson motions to not exceed \$400 for items to be purchased for spaghetti dinner; Tina Froese seconds; all in favour; motion carried.
- 7.8. Kim Nicholson motions to approve the addition of Tara Reed to have signing authority and have access to online banking; Tina Froese seconds; all in favour; motion carried.
- 7.9. Tina Froese motions to approve the addition of Alisha Meehan to have signing authority and have access to online banking; Kim Nicholson seconds; all in favour; motion carried.

8. Adjournment: meeting adjourned at 8:28 PM.

Next Meeting: October 18, 2023 at 6:30pm
Email: carbonpac@gmail.com