

Manachaban School Fundraising Society

Annual General Meeting Minutes

September 18, 2023 @ 7:30 p.m.
Maker Space Lab

Attendees : Bri Lansing, Joy Eaton, Jakki Mackenzie, Sara Webster, Sue Shaw-Price, Birte Kuhn, Stephanie Leblond, Rhonda Laurell, Michelle Balmer, Francine Horton, Chantelle Richard (zoom), Rhonda Patton (zoom), Terri-Anne Halmrast (zoom)

Call to order: 8:08pm

- I. Sara W moved to approve the agenda. 2nd: Francine H
- II. Joy E moved to approve the minutes from the November 2022 AGM. 2nd: Sara Webster
- III. Executive Reports

a) Presidents Report – Francine Horton

Manachaban Fundraising Committee
President's Report:

The Manachaban Fundraising Committee meets several times a year to decide how any funds raised should be distributed for school projects and needs. The remit of the Committee in the past appears to have been mainly to focus on the casinos allocated by the AGLC which are, by far, the biggest cash generators for the school. Unfortunately this money pot is soon depleted and as such, further fundraisers have been discussed for the upcoming school year and beyond.

To be able to do anything, the Board members need to be committed and be able to easily recruit volunteers to see fundraising projects through. I appreciate that everyone is busy, but in order to “help” our school purchase its needs and wants, I would encourage parents or any other interested parties to step up, if only once! These groups are an excellent way to get involved, stay informed and meet other vested parents at the school. If every family donated just one-two hours of their time, this burden would be easily lifted from the committee and we could run many smaller fundraisers to get needs and wants paid for.

Unfortunately three committee members are stepping down – Jenn Doell, Carol Gudehus and myself. This leaves Joy Eaton as Secretary to the Committee. I would like to take this opportunity to thank everyone for their time and efforts over the past year. We do need more committee members to step up and fill those gaps – these positions do not require an onerous amount of time.

This year I reviewed the Bylaws. It appeared that they had not been updated for some time. I have given Joy a list of updates that need to be considered and approved by the new committee and then submitted to AGLC.

Since the last AGM I am pleased to report that Manachaban School has been awarded a casino in February 2024. Our last casino generated just over \$37,000 for the school so we are hoping to bring in at least that much again, if not more. There is a lot of paperwork that needs to be completed behind the scenes for our upcoming casino and it can be super stressful for Board Members during the event. Please could I ask every family to consider filling a shift.

We are currently running an apple fundraiser. Information has been sent out to everyone. Other fundraisers are in the pipeline but we do need new Board members to see these through.

Let's all pull together so that our school can be the best it can possibly be.
"Volunteers do not necessarily have the time; they just have the heart"

b) Secretary's Report – Joy Eaton

All meetings were attended by myself and minutes were emailed out to all attendees.

The following notes on items that must be completed annually is intended to set up the new Executive team with a summary of tasks completed which will be required again in the coming year.

- a) One of two reports required to be file annually is the ALGC Annual Report which was filed by the Treasurer, in April 2023.

ACTION ITEM: The next ALGC Annual report for period ending December 2023 will be due to be submitted by the Treasurer by March 2024

- b) Annual filing to Alberta Registries is due by the end of July 2022 for 2021/22 year and was filed in January 2023.

ACTION ITEM: The next Alberta Registries Annual report filing for the fiscal year 2022/23 (ending May 2023) needs to be followed up on and submitted ASAP.

c) Treasurer's Report – presented by Joy Eaton as treasurer role is vacant.

There is currently \$1,000.00 in the general fundraising bank account. As this account is only used for fundraising outside of casino events (apples and anything else we run).

Healthy Hunger proceeds will stay in a sperate account.

The Casino bank account has \$222.59 (as of August 15, 2023). All December 2021 casino funds have been spent.

Since the outgoing treasurer was not present and books were not up to date at the start of the meeting there has no motion to approve this financial report. This will be done at the October 2023 regular meeting. As will the motion to update authorized signers on the account to the new executive.

Auditors will need to be appointed to review up to date financials before 2022/23 report is submitted.

IV. New Business

ELECTIONS for the 2023/24 school year

CHAIR: Bri Lansing

VICE CHAIR: Joy Eaton

SECRETARY: Rhonda Laurell

TREASURER: Jakki Mackenzie

Members at Large: Rhonda Patton, Chantelle Richard, Stephanie Leblond,

Sara Webster

Michelle made a motion to approve the above as the 2023/34 school council executive. 2nd by Francine

All in favour - motion approved

2023/24 Fundraisers

- apples are up and running smoothly, deadline to order is October 8
- other ideas will be discussed at the October meeting

Casino

- February 14 & 15 2024
- Jakki and Rhonda will be lead organizers for the casino
- casino advisor Josephine has been contacted and we have her paperwork to completed by December 1, 2023.

V. Bylaws were reviewed and parts rewritten.

- Joy will finalize changes and send to all for approval

- approval will be voted on at the October meeting and then filed with registries

VI. Next meeting

October 23, 2023 7:30pm

Meeting Dates for the school year (meeting held on the 4th Monday of the month):

October 23, November 27, January 22, February 26, March 25, April 22, May 27

VII. Adjournment 9:02pm