

# **CAA School Council Society AGM Meeting Minutes**

## **November 2, 2021**

Attendance:

CAA Administration:  
Michelle Stonehouse, Principal  
Kimberly Hoey, Administrator

Executive Member Attendance:

Christy Ford, President  
Natalie Lau, Vice President  
Dallal Taylor, Secretary  
Stephanie Westlund, Treasurer  
Blythe Butler, Director of Governance

Additional School Council members present: 22

Total parent attendance: 29

Quorum established. (Quorum minimum = 4 School Council members, including at least 2 executive members)

1. **Call to order**  
Meeting called to order by Christy Ford at 6:56 p.m.
2. **Welcome and Introductions**
3. **Establish Quorum**  
Quorum established (10 or more members in good standing)
4. **Approval of Agenda**
  - Christy Ford motioned to approve the agenda. Blythe Butler seconded the motion. Agenda approved.
  - Amendment to agenda – addition of 7. **Budget Review**
5. **Approval of 2020-2021 Minutes of CAA School Council AGM Meeting**
  - Christy Ford motioned to approve the minutes. Natalie Lau seconded the motion. Minutes approved.
6. **Presentation of Audited 2020-2021 Financial Statements – Stephanie Westlund**
  - Every year, we have a designated accountant prepare our financials and write an auditor's report. T.J Overholt, CPA, CA, did our review this year.
  - We really hope that next year we can find a current parent who can volunteer for this role. We require a parent with an accounting designation. It takes approximately 3 hours and counts towards your volunteer hours for the school.
  - T.J.'s report indicates that our financials are in order and that he didn't find any inconsistencies with our recording.

- We will submit Mr. Overholt's completed report to AB Registries.
- If anyone would like a copy of the report, please let us know.

**7. Presentation of Budget Review – Stephanie Westlund**

- Proposed budget is featured in the column on the far right, with the prior two years' profit and loss statement shown for comparison. (See attached copy of the budget.)
- We want to be very clear that there is absolutely no pressure on families to purchase these items. We are not counting on any fundraising income this year and have not included any fundraising income in the budget.
- In terms of operating expenses, we are looking to spend \$10,000 in education supports and \$3,000 for camp (Connect). We will be spending \$2,500 on charity such as Secret Santa. The garden budget will stay the same at \$1,000 and we are hoping to have our pancake event in August 2022 which will be budgeted for \$4,400. Teachers' lunches will be similar to last year, as we cannot do potlucks this year.
- We are looking at an estimated closing balance of approximately \$5,000. As Council, we are required to start each year with a minimum of \$5,000, so we are in good shape in case we need to weather another pandemic year.
- We will hold back on the Casino account funds as we do not know if the casino will be pushed again to 2023 due to COVID restrictions. We are hoping to have a date for our next casino in late 2022.
- Our focus for this year is to address technology and classroom needs. Because technology is usually a heavy need, we suggest \$10,000 for educational supports for this year and need to be more flexible as things arise.
- Christy Ford motioned to approve the 2021- 2022 budget. Christopher Trollope seconded the motion. Majority in favour. None opposed. Motion carried.

**8. Approval of 2020-2021 Financial Statements**

- Christy Ford motioned to approve the 2020-2021 financial statements. Natalie Lau seconded the motion. Majority in favour. None opposed. Motion carried.
- Christy Ford motioned to approve the 2020-2021 casino financial statements. Nikki Toone seconded the motion. Majority in favour. None opposed. Motion carried

**9. Nomination and Election of 2020-2021 Board of Directors**

- If you put your name forward for nomination for the 2020-2021 Board of Directors, we ask that you be committed to a two-year term.
- Is there anyone who would like to be nominated? No additional nominees come forward for these positions.
- **President - Christy Ford**
  - This position is not being voted on this year as Christy Ford will carry forward another 2 years.
- **Vice President – Natalie Lau**
  - Christy Ford motioned to approve Natalie Lau as vice president. Natalie Lau will be given signing authority and Cara Overholt will be removed from signing authority. Tom Cox seconded the motion. Shelley Alexander third the motion. Majority in favour. None opposed. Motion carried.
- **Director (2) - Governance (Blythe Butler) and Casino (Nancy Koutselas)**
  - Blythe Butler has agreed to continue in the role of Director of Governance.
  - Nancy Koutselas has agreed to continue in the role of Casino
  - Christy Ford motioned to approve Blythe Butler as Governance and Nancy Koutselas as Casino. Tom Cox seconded the motion. Shelley Alexander third the motion. Majority in favour. None opposed. Motion carried.
- **Treasurer - Stephanie Westlund**
  - Stephanie Westlund has agreed to continue in the role of Treasurer.
  - Christy Ford motioned to approve Stephanie Westlund as Treasurer. Tom Cox seconded the motion. Shelley Alexander third the motion. Majority in favour. None opposed. Motion carried.
- **Secretary – Dallal Taylor**
  - Christy Ford motioned to approve Dallal Taylor as Secretary. Tom Cox seconded the motion. Shelley Alexander third the motion. Majority in favour. None opposed. Motion carried.

**10. New Business**

- Gift Card for TJ Overholt – Christy Ford (Chair)  
Christy motioned to purchase \$200.00 Skip the Dishes gift card to thank the Overholt family for 2020-2021 CAA audit report.  
All in favour: See chat log  
Any opposed? None declared  
Motion approved

**11. Community Discussion & Questions**

- Parent asks: does the auditor of the financials have to have an accounting designation? Blyth Butler believes this is amended in our bylaws and the auditor would need an accounting designation. Stephanie Westlund will check into this for next year's audit.

## 12. Adjournment

Christy Ford adjourned the meeting at 7:26 p.m.

### Appendix – Zoom Chat Record from CAA Council and Council Society Meetings

8:32:27 From JP González to Everyone: Juan Pablo González  
18:32:27 From Nancy to Everyone: Nancy Koutselas  
18:32:30 From Nikki to Everyone: Nikki Toone  
18:32:30 From Qamar Rasheed to Everyone: Qamar Rasheed  
18:32:31 From Dallal Taylor to Everyone: Dallal Taylor  
18:32:32 From BRAD to Everyone: Angela Haffenden  
18:32:33 From Blythe Butler (she/her) to Everyone: Blythe Butler  
18:32:36 From Stephan Duguay to Everyone: Megan Bowering  
18:32:36 From Stephanie Westlund to Everyone: Stephanie Westlund  
18:32:36 From Jodi to Everyone: Jodi Segura  
18:32:36 From Jannett Johnson to Everyone: Anderson and Jannett Johnson  
18:32:37 From Nat to Everyone: Natalie Lau  
18:32:37 From christyford to Everyone: Christy Ford  
18:32:38 From Christopher Trollope to Everyone: Christopher Trollope  
18:32:38 From Brooke to Everyone: Brooke Button  
18:32:39 From Erin Wright to Everyone: Erin Wright  
18:32:43 From Michelle Stonehouse to Everyone: Michelle Stonehouse  
18:32:44 From Winifred to Everyone: Craig Aikman  
18:32:52 From Bradley Goodyear to Everyone: Bradley Goodyear  
18:32:54 From Bob to Everyone: Bob McAuley  
18:33:40 From Savannah to Everyone: Susan Arnold  
18:34:03 From Blythe Butler (she/her) to Everyone: Welcome everyone. Please enter your name in the chat.  
18:34:16 From Blythe Butler (she/her) to Everyone: And: enter your volunteer hours here:  
18:34:17 From Blythe Butler (she/her) to Everyone:  
[https://docs.google.com/forms/d/e/1FAIpQLSeuH4NAn2W8wbcN9-DPqUzxAc\\_rADB805FjV31iUkMYKliGA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeuH4NAn2W8wbcN9-DPqUzxAc_rADB805FjV31iUkMYKliGA/viewform)  
18:34:24 From Sayako to Everyone: Sayako Yamamoto  
18:34:40 From Tom Cox to Everyone: Tom Cox  
18:51:42 From Blythe Butler (she/her) to Everyone: Thank you Nat and Dallal! Welcome to Council!  
18:52:47 From Blythe Butler (she/her) to Everyone: Please email council at [council@caaschool.com](mailto:council@caaschool.com) if you are interested in volunteering for those positions.  
18:52:53 From Blythe Butler (she/her) to Everyone: Or add your name here!  
18:53:09 From Nikki to Everyone: <https://caa.growingsmilesfundraising.com/home>  
18:56:10 From iPhone to Everyone: Jackie Puff  
18:56:14 From Nancy Ross to Everyone: Nancy Ross  
18:56:23 From Shelley to Everyone: Shelley Alexander (Jack Purdy's Mom)  
18:56:23 From Laura Leyshon to Everyone: Laura Leyshon  
18:56:49 From Blythe Butler (she/her) to Everyone: Society Minutes @6:56  
19:00:36 From Christopher Trollope to Everyone: It was in the CAA School Council update email - Oct 26, @ roughly 2:00pm  
19:07:12 From Blythe Butler (she/her) to Everyone: in favour  
19:07:15 From Nikki to Everyone: in favour

19:07:17 From Dallal Taylor to Everyone: favour  
19:07:17 From Laura Leyshon to Everyone: In favour  
19:07:18 From Bradley Goodyear to Everyone: in favour  
19:07:19 From christyford to Everyone: In favour  
19:07:19 From Susan Arnold to Everyone: In favour  
19:07:20 From Nat to Everyone: favour  
19:07:22 From Nancy Ross to Everyone: In favour  
19:07:22 From Tom Cox to Everyone: In favour  
19:07:23 From Qamar Rasheed to Everyone: in favor  
19:07:23 From Nancy to Everyone: in favour  
19:07:27 From Brooke to Everyone: In favour  
19:07:31 From Stephanie Westlund to Everyone: In favour  
19:07:32 From Erin Wright to Blythe Butler (she/her) (Direct Message): Favour  
19:07:33 From Christopher Trollope to Everyone: in favour  
19:07:35 From Bob to Everyone: In favour  
19:07:48 From Erin Wright to Everyone: Favour  
19:07:51 From Shelley to Everyone: In favour  
19:08:22 From Erin Wright to Blythe Butler (she/her)(Direct Message): Sorry for the accidental direct message  
19:09:17 From Blythe Butler (she/her) to Erin Wright(Direct Message): That's ok!  
19:12:02 From Nat to Everyone: favour  
19:12:03 From Dallal Taylor to Everyone: In favour  
19:12:03 From Blythe Butler (she/her) to Everyone: In favour  
19:12:04 From Nikki to Everyone: in favour  
19:12:06 From Bradley Goodyear to Everyone: in favour  
19:12:08 From Laura Leyshon to Everyone: In favour  
19:12:08 From Christopher Trollope to Everyone: In favour  
19:12:09 From BRAD to Everyone: in favour  
19:12:09 From christyford to Everyone: In favour  
19:12:09 From Susan Arnold to Everyone: In favour  
19:12:10 From Nancy Ross to Everyone: favour  
19:12:10 From JP González to Everyone: in favour  
19:12:11 From Nancy to Everyone: in fav  
19:12:11 From Stephanie Westlund to Everyone: In favour  
19:12:12 From Brooke to Everyone: In favour  
19:12:13 From Jannett Johnson to Everyone: in favour  
19:12:13 From Tom Cox to Everyone: In favour  
19:12:15 From Shelley to Everyone: In favour  
19:12:21 From Winifred to Everyone: in favour  
19:12:24 From Qamar Rasheed to Everyone: in favor  
19:12:25 From Sayako to Everyone: In favour  
19:12:29 From Bob to Everyone: In favour  
19:12:29 From Erin Wright to Everyone: Favour  
19:13:35 From Michelle Stonehouse to Everyone: Well done!!  
19:15:40 From Blythe Butler (she/her) to Everyone: Thanks Stephanie for your work pulling all this together.  
19:15:47 From Michelle Stonehouse to Everyone: Congratulations!  
19:16:01 From Bradley Goodyear to Everyone: in favour  
19:16:03 From Tom Cox to Everyone: In favour  
19:16:04 From Nat to Everyone: favour  
19:16:05 From Blythe Butler (she/her) to Everyone: in favour

19:16:05 From Nikki to Everyone: in favour  
19:16:06 From christyford to Everyone: In favour  
19:16:06 From BRAD to Everyone: in favour  
19:16:07 From Qamar Rasheed to Everyone: in favor  
19:16:07 From Dallal Taylor to Everyone: In favour  
19:16:09 From Shelley to Everyone: In favour  
19:16:10 From Nancy to Everyone: in fav  
19:16:11 From Susan Arnold to Everyone: In favour  
19:16:14 From Christopher Trollope to Everyone: In favour  
19:16:14 From Sayako to Everyone: In favour  
19:16:14 From Erin Wright to Everyone: Favour  
19:16:15 From Stephanie Westlund to Everyone: In favour  
19:16:16 From Bob to Everyone: In favour  
19:16:16 From Winifred to Everyone: in favour  
19:16:23 From Nancy Ross to Everyone: favour  
19:17:57 From Tom Cox to Everyone: In favour  
19:17:58 From Nikki to Everyone: in favour  
19:18:00 From Bradley Goodyear to Everyone: in favour  
19:18:00 From Christopher Trollope to Everyone: In favour  
19:18:01 From Jannett Johnson to Everyone: favour  
19:18:01 From Nat to Everyone: in favour  
19:18:03 From BRAD to Everyone: in favour  
19:18:03 From JP González to Everyone: in favour  
19:18:03 From Nancy to Everyone: in fav  
19:18:05 From Winifred to Everyone: in favour  
19:18:05 From Sayako to Everyone: In favour  
19:18:05 From Stephanie Westlund to Everyone: In favour  
19:18:06 From Bob to Everyone: In favour  
19:18:06 From Blythe Butler (she/her) to Everyone: on favour  
19:18:07 From Shelley to Everyone: In favour  
19:18:09 From christyford to Everyone: In favour  
19:18:09 From Susan Arnold to Everyone: In favour  
19:18:09 From Qamar Rasheed to Everyone: in favor  
19:18:09 From Dallal Taylor to Everyone: In favour  
19:18:26 From Tom Cox to Everyone: Well done and thanks!  
19:18:49 From Susan Arnold to Everyone: Congratulations!  
19:18:50 From Nikki to Everyone: Thank you Christy, Natalie, Blythe, Nancy, Stephanie & Dallal!  
19:21:09 From iPhone to Everyone: Sorry if I wasn't muted for a sec!! Having tech issues and I've been bumped out of this call 4 times now 🙄  
19:22:56 From Dallal Taylor to Everyone: In favour  
19:22:58 From Bob to Everyone: In favour  
19:22:59 From Tom Cox to Everyone: In favour  
19:23:01 From Nat to Everyone: In favour  
19:23:01 From BRAD to Everyone: in favour  
19:23:03 From Susan Arnold to Everyone: In favour  
19:23:03 From Qamar Rasheed to Everyone: in favor  
19:23:03 From Laura Leyshon to Everyone: In favour  
19:23:04 From Nancy Ross to Everyone: favour  
19:23:05 From Bradley Goodyear to Everyone: in favour  
19:23:05 From Erin Wright to Everyone: Favour

19:23:07 From Nikki to Everyone: in favour  
19:23:10 From Stephanie Westlund to Everyone: In favour  
19:23:18 From christyford to Everyone: In favour  
19:23:27 From Jannett Johnson to Everyone: favour  
19:23:49 From Blythe Butler (she/her) to Everyone: in favour  
19:24:00 From Shelley to Everyone: In favour  
19:26:46 From Michelle Stonehouse to Everyone: Thank you so much everyone!  
19:26:52 From Tom Cox to Everyone: Thanks everyone  
19:26:59 From Kim Hoey to Everyone: Thank you!  
19:27:08 From Christopher Trollope to Everyone: Thank you  
19:27:44 From Susan Arnold to Everyone: Thanks everyone!  
19:27:51 From Laura Leyshon to Everyone: Thank you so much!  
19:27:52 From Jodi to Everyone: Thank you  
19:27:54 From christyford to Everyone: Thank you good night  
19:27:58 From Nancy Ross to Everyone: Thanks!  
19:54:53 From christyford to Everyone:  
Owl Diaries series by Rebecca Elliott  
Elephant & Piggie series by Mo Willems  
Unicorn Diaries series by Rebecca Elliott  
Freckleface Strawberry (Step into Reading) series by Julianne Moore  
Geronimo & Thea Stilton Books  
I Survived series by Lauren Tarshis  
Who Would Win series  
any Raina Telgemeier graphic novels (Smile, Sisters, Real Friends, Babysitter's Club,  
etc.)  
Baby Sitter's Little Sister (Graphic Novels)  
any Dog Man or Cat Kid by Dav Pilkey  
any Wings of Fire (novels or graphic novels) by Tui T. Sutherland  
Warriors graphic novel series by James L. Barry  
The Subtle Knife (Book 2 in the His Dark Materilas series) by Philip Pullman  
Book 2, 3 or 4 in the City of Ember series (The People of Sparks; The Diamond of  
Darkhold; The Prophet of Yonwood) by Jeanne DuPrau

Calgary Arts Academy School Council SocietyGENERAL ACCOUNT

Sep 01, 2019 to Aug 31, 2020		Sep 01, 2020 to Aug 31, 2021		Sept 1, 2021 to Aug 31, 2022	
<b>Income</b>		<b>Income</b>		<b>Income</b>	
Art Cards	\$3,562.00	Art Cards	\$0.00	Art Cards	\$0.00
Coin Drive	\$282.95	Coin Drive	\$405.45	Coin Drive	\$0.00
Credit Interest - Main account	\$0.00	Credit Interest - Main account	\$3.82	Credit Interest - Main account	\$2.00
Fundraiser - Bow River Meats	\$0.00	Fundraiser - Bow River Meats	\$1,130.00	Fundraiser - Bow River Meats	\$0.00
Fundraiser - Growing Smiles	\$0.00	Fundraiser - Growing Smiles	\$5,802.57	Fundraiser - Growing Smiles	\$0.00
Fundraiser - Purdy's	\$0.00	Fundraiser - Purdy's	\$1,158.47	Fundraiser - Purdy's	\$0.00
Fundraiser - Jubilee T-shirts	\$0.00	Fundraiser - Jubilee T-shirts	\$1,480.00	Fundraiser - Jubilee T-shirts	\$0.00
Fundraising - Skip the Depot	\$0.00	Fundraising - Skip the Depot	\$69.09	Fundraising - Skip the Depot	\$0.00
Halloween Dance	\$2,274.43	Halloween Dance	\$0.00	Halloween Dance	\$0.00
Hot Lunch	\$4,864.71	Hot Lunch	\$0.00	Hot Lunch	\$0.00
Miscellaneous Revenue	\$102.00	Miscellaneous Revenue	\$0.00	Miscellaneous Revenue	\$0.00
Student Courses	\$240.00	Student Courses	\$390.00	Student Courses	\$400.00
<b>Total Income</b>	<b>\$11,326.09</b>	<b>Total Income</b>	<b>\$10,439.40</b>	<b>Estimated Income</b>	<b>\$402.00</b>
<b>Operating Expenses</b>		<b>Operating Expenses</b>		<b>Operating Expenses</b>	
Art Card Exp	\$2,635.51	Art Card Exp	\$0.00	Art Card Exp	\$0.00
Banking Fees - Main	\$33.10	Banking Fees - Main	\$1.10	Banking Fees - Main	\$0.00
Charity	\$3,689.59	Charity	\$3,000.00	Charity	\$2,500.00
Educational Support	\$1,611.34	Educational Support	\$4,388.45	Educational Support	\$4,400.00
Fundraiser Expenses	\$0.00	Fundraiser Expenses	\$647.50	Fundraiser Expenses	\$0.00
Halloween Dance Exp	\$1,750.00	Halloween Dance Exp	\$0.00	Halloween Dance Exp	\$0.00
KH Garden	\$31.09	KH Garden	\$800.99	KH Garden	\$1,000.00
KH Kiss & Drop	\$147.40	KH Kiss & Drop	\$0.00	KH Kiss & Drop	\$0.00
Pancake Breakfast Exp	\$0.00	Pancake Breakfast Exp	\$0.00	Pancake Breakfast Exp	\$3,500.00
Office/Operating Exp	\$321.44	Office/Operating Exp	\$603.97	Office/Operating Exp	\$600.00
Student Events	\$216.08	Student Events	\$0.00	Student Events	\$0.00
<b>Total Operating Expenses</b>	<b>\$10,435.55</b>	<b>Total Operating Expenses</b>	<b>\$9,442.01</b>	<b>Estimated Operating Expenses</b>	<b>\$12,000.00</b>
<b>Net Profit/Loss</b>	<b>\$890.54</b>	<b>Net Profit/Loss</b>	<b>\$997.39</b>	<b>Net Profit/Loss</b>	<b>-\$11,598.00</b>
				<b>Opening Balance 2021/2022</b>	<b>16,999.80</b>
				<b>Net Profit/Loss</b>	<b>-\$11,598.00</b>
				<b>Estimated Closing Balance</b>	<b>5,401.80</b>





**Calgary Arts Academy School Council Society**

Financial Statements

August 31, 2021

Auditor's Report

**To: Calgary Arts Academy School Council Society Members**

At the request of the Calgary Arts Academy School Council Society and in accordance with the provision of the Societies Act of Alberta, as a certified accountant, I have audited the accompanying financial statements of the Calgary Arts Academy School Council Society, which comprise the statement of financial position as at August 31, 2021 and the statement of revenues and expenditures and changes in net assets for the year ended August 31, 2021. These financial statements are the responsibility of the Calgary Arts Academy School Council Society's Board. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit by reviewing the banking records and supporting documents that were made available to me.

In my opinion, these financial statements present fairly, in all material respects, the financial position of Calgary Arts Academy School Council Society as at August 31, 2021 and the results of its operations for the year ended August 31, 2021.

A handwritten signature in blue ink, appearing to read 'T.J. Overholt', is written over a horizontal line.

T.J. Overholt, CPA, CA

October 5, 2021



## Calgary Arts Academy School Council Society

Statement of Financial Position

Years ended August 31, 2021 & 2020

	2021	2020
<b>Assets</b>		
Current Assets:		
Casino bank account	\$ 43,245	\$ 71,352
General bank account	17,000	16,002
	<u>60,245</u>	<u>87,354</u>
Non-Current Assets	54	54
	<u>\$ 60,299</u>	<u>\$ 87,408</u>
<b>Liabilities and Equity</b>		
Current Liabilities:		
Deferred capital purchase - casino	\$ -	\$ -
Net Assets	<u>60,299</u>	<u>87,408</u>
	<u>\$ 60,299</u>	<u>\$ 87,408</u>

On behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

*Prepared by T.J. Overholt on behalf of the Board of Directors, for the AGM October 5, 2021*



## Calgary Arts Academy School Council Society

Statement of Revenues and Expenditures and Changes in Net Assets  
 Years ended August 31, 2021 & 2020

	2021	2020
<b>Revenues:</b>		
Sales Revenue	\$ 10,455	\$ 11,326
Casino	-	69,737
	<u>10,455</u>	<u>81,063</u>
<b>Expenses:</b>		
System Administration	604	322
Fundraising	648	2,636
Casino	-	2,569
Technology	14,727	25,563
Educational support	17,765	1,827
Supporting school activities	-	1,750
Playground and garden improvements	801	178
Charity	3,000	3,690
Bank charges	19	38
	<u>37,564</u>	<u>38,573</u>
<b>Surplus (Deficit) of revenues over expenses</b>	<u>(27,109)</u>	<u>42,489</u>
<b>Net assets, beginning of year</b>	<u>87,408</u>	<u>44,918</u>
<b>Net assets, end of year</b>	<u>\$ 60,299</u>	<u>\$ 87,408</u>

Prepared by T.J. Overholt on behalf of the Board of Directors, for the AGM October 5, 2021