

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

## **October 27, 2020**

Attendance:

CAA Administration:

Michelle Stonehouse, Principal

Rhonda Morrison, Elementary Campus Administrator

Executive Member Attendance:

Christy Ford, President

Stephanie Westlund, Secretary

Cara Overholt, Treasurer

Blythe Butler, Director of Governance

Additional parent council members present: 26

Total parent attendance: 30

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 7:01 p.m.

**2. Establish Quorum**

Quorum established (10 or more members in good standing)

**3. Approval of Agenda**

Christy Ford motioned to approve the agenda. Blythe Butler seconded the motion.

Agenda approved.

**4. Approval of 2019-2020 Minutes of CAA School Council AGM Meeting**

Christy Ford motioned to approve the minutes. Tammy McDonald seconded the motion.

Minutes approved.

**5. Presentation of Audited 2019-2020 Financial Statements – Cara Overholt**

Every year we have a designated accountant prepare our financials and write an auditor's report. Paul Christensen, CA, did our review again this year, even though he hasn't had a child at CAA for two years.

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.

Paul Christensen's report indicates that our financials are in order and that he didn't find any inconsistencies with our recording.

We will submit Mr. Christensen's completed report to AB Registries.

If anyone would like a copy of the report, please let us know.

**6. Approval of 2019 - 2020 Financial Statements**

Christy Ford motioned to approve the 2019-2020 financial statements. Blythe Butler seconded the motion. Majority in favour. None opposed. Motion carried.

**7. 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.

**a. President - Christy Ford**

This position is not being voted on this year as Christy Ford is in the second year of her 2-year position.

**b. Vice President - Cara Overholt**

Christy Ford moved to approve Cara Overholt as vice president. Tammy McDonald seconded the motion. Majority in favour. None opposed. Motion carried.

**c. Director (2) - Governance (Blythe Butler) and Gaming and Casino (Call out for position)**

Blythe Butler has agreed to continue on in the role of Director of Governance.

Christy Ford moved to approve Blythe Butler as the Director of Governance. Tim Bonner seconded the motion. Majority in favour. None opposed. Motion carried.

We also require a Director of Casino and Gaming – the casino is run approximately every 18 months. There are 14,000 volunteer organizations in the pool for casino funding from AGLC. We typically receive \$65,000 from our casino every 2 years. AGLC is talking about reducing the volunteer requirements because of the pandemic. This will likely mean a reduced amount of funding.

Our next casino is currently slotted for Cowboys Casino in the last quarter of 2021. This date might be set back by 3-6 months because AGLC had to wait for table games to re-open.

Last year we tried offering a 50/50 draw at Halloween, which was relatively successful. Future 50/50 draws would also fall on the Casino Coordinator.

Is anyone at the meeting interested in being nominated for the Director of Casino role? No one came forward at this time.

If anyone would like to be nominated for this position, please email Council: [council@caaschool.com](mailto:council@caaschool.com)

**d. Treasurer - Stephanie Westlund**

Christy Ford motioned to approve Stephanie Westlund as Treasurer. Cara Overholt seconded the motion. Majority in favour. None opposed. Motion carried.

**Assistant Treasurer - Tuled Giovanazzi**

Christy Ford motioned to approve Tuled Giovanazzi as Assistant Treasurer. Cara Overholt seconded the motion. Majority in favour. None opposed. Motion carried.

**e. Secretary - Erika Holter**

Christy Ford motioned to approve Erika Holter as Secretary; Willem van Gogh seconded the motion. Majority in favour. None opposed. Motion carried.

**8. Presentation and approval of 2020-2021 Budget – Cara Overholt**

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.)

Most of our events are on hold for this year. We don't need to look to events for revenue this year. We do intend to have a few drives but we are working to keep the costs low. 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, because we won't have art cards and a coin drive this year, we are planning to increase Council's charity contribution from \$2,000 to \$3,000 to support for families in need over the Christmas break. We are looking at an estimated loss of approximately \$6,000 but we'll still close with a balance of about \$10,000. 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 are also suggesting to spend half of our casino funds this year, and leave half for next year.

Our focus for this year is to address technology and classroom needs. Because technology is usually a heavy need, we suggest \$22,000 for tech and \$15,000 for educational supports for this year.

We can carry forward a small portion of casino funds, but we are required to spend the majority of the money within 24 months of receiving it.

Christy Ford moved to approve the 2020/21 budget. Maya Saunders seconded the motion. Majority in favour. None opposed. Motion carried.

**9. Community Discussion & Questions**

**Blythe Butler:** It's important to point out the difference between Council and Society, which are two separate but parallel entities. CAA School Council runs events while Society does the budget and handles the money.

**10. Adjournment**

Christy Ford adjourned the meeting at 7:38 p.m.

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

18:04:08 From tbonner : Question - you all can likely help. How do I get access to FreshGrade and how does my daughter access her school email?

18:07:23 From Blythe Butler : Hello everyone, the meeting starts at 6:30 we will see you then!

18:31:30 From tbonner : Does someone know the answer to my questions ;). Did I just miss the instructions

18:32:36 From tbonner : What about email?

18:46:48 From tbonner : yes

18:46:58 From Curtis Arnold : yes

18:47:06 From Toone : Yes

18:47:23 From Tannis Dyrland : Sorry I am late

18:47:27 From Yumiko Ito : yes

18:47:37 From Toone : yes

18:47:45 From Emily : yes

18:47:45 From Curtis Arnold : in favor

18:48:05 From Erika Holter : Thanks :)

18:48:17 From Blythe Butler : Welcome Erika!

18:53:05 From erinwright : Happy to chat about the Volunteer Coordinator position for Knob Hill

18:53:56 From Blythe Butler : Thanks Erin!

18:54:05 From Toone : I would like to talk about the special events coordinator. It's Nikki Toone

18:54:22 From Blythe Butler : Thanks Nikki! We'll follow up with you.

18:55:58 From tammymcdonald : I am happy to do laundry if we receive clothing that needs to be laundered.

18:56:12 From Blythe Butler : Thanks Tammy.

18:58:50 From Finnessa Adams : Question:how will the casino be done this year seeing as it's a covid year.

18:59:58 From Finnessa Adams : thank you

19:03:04 From Blythe Butler :  
[https://docs.google.com/forms/d/e/1FAIpQLSeuH4NAn2W8wbcN9-DPqUzxAc\\_rADB805FjV31iUkMYKliGA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeuH4NAn2W8wbcN9-DPqUzxAc_rADB805FjV31iUkMYKliGA/viewform)

19:03:16 From Blythe Butler : This is the link to track all your volunteer hours

19:03:40 From Curtis Arnold : Curtis Arnold

19:03:41 From tbonner : Tim Bonner

19:03:41 From Toone : Nikki Toone

19:03:42 From Brooke button : Brooke Button

19:03:42 From Samantha : Samantha Bradford

19:03:42 From Sara Caplan : Sara Caplan

19:03:42 From Tannis Dyrland : Tannis Dyrland

19:03:43 From tammymcdonald : Tammy McDonald

19:03:44 From erinwright : Erin Wright

19:03:44 From Stephanie Westlund : Stephanie Westlund

19:03:45 From Ben : Ben Addleman

19:03:46 From Hayley Nicol : Hayley Nicol

19:03:46 From Sara Caplan : Jamie Caplan

19:03:47 From Maya Saunders : Maya Saunders

19:03:48 From Erika Holter : Erika Holter

19:03:48 From AndersonJohnson : Anderson and Jannett Johnson

19:03:49 From Blythe Butler : Blythe Butler

19:03:50 From Willem : Willem van Gogh

19:03:52 From Chelsea Aikman : Craig Aikman

19:03:52 From Nancy K : Nancy koutselas

19:03:52 From Finnessa Adams : Finnessa Adams

19:03:56 From Lisa Eyamie : Lisa Eyamie

19:03:57 From Jeff Barefoot : Jeff and Megan Barefoot

19:03:58 From Rhonda Morrison : Rhonda Morrison

19:04:03 From Greg JMasse : Amanda Massey

19:04:03 From christyford : Christy Ford

19:04:05 From Finnessa Adams : Joshua Adams

19:04:05 From Qamar : qamar rasheed

19:04:24 From Yumiko Ito : Yumiko Shukuda

19:04:56 From Tina : Tina Taing

19:06:17 From Tannis Dyrland : I would like it @Tannis11@yahoo.com

19:07:38 From Toone : yes

19:07:45 From Tannis Dyrland : yes

19:08:11 From Tannis Dyrland : thank you

19:08:56 From Chelsea Aikman : Chelsea Aikman is attending this meeting as well.

19:09:50 From Finnessa Adams : yes

19:09:57 From Toone : yes

19:10:27 From Finnessa Adams : yes

19:10:32 From Ben : yes

19:10:34 From Toone : Yes

19:10:45 From Samantha : in favour

19:11:26 From Lisa Eyamie : lisa Eyamie can second  
19:17:24 From Ben : yes  
19:17:28 From Finnessa Adams : In Favour  
19:17:30 From Ben : yes  
19:17:39 From Samantha : in favour  
19:17:41 From Jeff Barefoot : in favour  
19:18:17 From Blythe Butler : To email Council you can use this email: CAA School Council <council@caaschool.com>  
19:19:06 From Jeff Barefoot : in favor  
19:19:12 From Willem : in favour  
19:19:14 From Samantha : second  
19:19:19 From Ben : yes  
19:19:19 From Samantha : in favour  
19:19:21 From Finnessa Adams : In Favour  
19:19:22 From Curtis Arnold : In favor  
19:19:53 From Emily : can I bring my son who's starting next year, with me to do washroom volunteering?  
19:19:55 From Toone : in favor  
19:20:00 From Willem : seconfd  
19:20:12 From Samantha : in favour  
19:20:15 From Finnessa Adams : In Favour  
19:20:19 From Curtis Arnold : In favor  
19:20:22 From Emily : Emily Smith  
19:20:30 From Emily : in favour  
19:20:37 From Jeff Barefoot : in favor  
19:21:46 From Emily : ok thank you, you can reach me for washroom volunteer  
19:25:51 From tammymcdonald : Where does the casino revenue end up getting tallied?  
19:26:39 From christyford : Casino funds are in a different account : )  
19:33:56 From Erika Holter : In favour  
19:33:56 From Samantha : in favour  
19:33:58 From Curtis Arnold : In favor  
19:33:59 From Jeff Barefoot : in favor  
19:34:04 From Toone : in favor  
19:34:09 From Emily : in favour  
19:34:48 From Finnessa Adams : That's very interesting that we need to spend the casino money within a certain time frame....can we get an actual ok for if we can hang on to casino money for longer than the preferred time.  
19:35:16 From Finnessa Adams : Just to be sure that money we are banking on is an actual thing.  
19:36:37 From Finnessa Adams : Maybe a lump sum into a new building?  
19:37:01 From Finnessa Adams : thank you : )  
19:37:33 From Brooke button : Thanks Cara!  
19:38:11 From Finnessa Adams : that's very interesting....thank you : )  
19:39:00 From Qamar : Thank you all,  
19:39:05 From Finnessa Adams : Thanks!!!  
19:39:08 From Nancy K : thank you!  
19:39:11 From Michelle Stonehouse : Thank you so much everyone! Stay safe out there!  
19:39:11 From Jeff Barefoot : Thanks!  
19:39:13 From Tannis Dyrland : thank you  
19:39:16 From Emily : thank you! your smile looks great  
19:39:19 From AndersonJohnson : thank you  
19:39:36 From Ben : good night everyone  
19:39:44 From Curtis Arnold : Good Night!  
19:40:50 From christyford : Thank you everyone have a wonderful evening

**Calgary Arts Academy School Council Society**

**GENERAL ACCOUNT**

Sep 1, 2018 to Aug 31, 2019		Sep 1, 2019 to Aug 31, 2020		Budget for: Sep 1, 2020 to Aug 31, 2021	
<b>Income</b>		<b>Income</b>		<b>Income</b>	
Art Cards	\$3,448.50	Art Cards	\$3,562.00	Art Cards	\$0.00
Coin Drive	\$387.90	Coin Drive	\$282.95	Coin Drive	\$0.00
Colours of Spring	\$4,024.50	Colours of Spring	\$0.00	Colours of Spring	\$0.00
Fall Fair	\$415.00	Fall Fair	\$0.00	Fall Fair	\$0.00
Halloween Dance	\$4,111.50	Halloween Dance	\$2,274.43	Halloween Dance	\$0.00
Hot Lunch	\$7,641.71	Hot Lunch	\$4,864.71	Hot Lunch	\$0.00
Miscellaneous	\$0.00	Miscellaneous	\$102.00	Miscellaneous	\$0.00
Student Courses/Family Events	\$0.00	Student Courses/Family Events	\$240.00	Student Courses/Family Events	\$2000.00
<b>Total Income</b>	<b>\$20,029.11</b>	<b>Total Income</b>	<b>\$11,326.09</b>	<b>Estimated Income</b>	<b>\$2,000.00</b>
<b>Operating Expenses</b>		<b>Operating Expenses</b>		<b>Operating Expenses</b>	
Art Card Exp	\$2,533.28	Art Card Exp	\$2,635.51	Art Card Exp	\$0.00
Banking Fees - Main	\$12.00	Banking Fees - Main	\$33.10	Banking Fees - Main	\$50.00
Charity	\$2,300.00	Charity	\$3,689.59	Charity	\$3,000.00
Colours of Spring	\$4,505.77	Colours of Spring	\$0.00	Colours of Spring	\$0.00
Educational Support	\$1,370.25	Educational Support	\$1,611.34	Educational Support	\$2,800.00
Fall Fair	\$94.61	Fall Fair	\$0.00	Fall Fair	\$0.00
Halloween Dance Exp	\$2,406.85	Halloween Dance Exp	\$1,750.00	Halloween Dance Exp	\$0.00
KH Garden	\$195.61	KH Garden	\$31.09	KH Garden	\$0.00
KH Kiss & Drop	\$387.69	KH Kiss & Drop	\$147.40	KH Kiss & Drop	\$0.00
Office/Operating Exp	\$12.11	Office/Operating Exp	\$321.44	Office/Operating Exp	\$100.00
Pancake Breakfast Exp	\$3,426.38	Pancake Breakfast Exp	\$0.00	Pancake Breakfast Exp	\$0.00
Student Courses/Family Events	\$0.00	Student Courses/Family Events	\$216.08	Student Courses/Family Events	\$2000.00
<b>Total Operating Expenses</b>	<b>\$17,244.55</b>	<b>Total Operating Expenses</b>	<b>\$10,435.55</b>	<b>Estimated Expenses</b>	<b>\$7,950.00</b>
<b>Net Profit / Loss</b>	<b>\$2,784.56</b>	<b>Net Profit / Loss</b>	<b>\$890.54</b>	<b>Net Profit / Loss</b>	<b>-\$5,950.00</b>
				<b>Opening Balance 2020/2021</b>	<b>\$ 16,002.41</b>
				<b>Net Profit / Loss</b>	<b>-\$5,950.00</b>
				<b>Estimated Closing Balance</b>	<b>\$ 10,052.41</b>

**CASINO ACCOUNT**

Sep 01, 2018 to Aug 31, 2019		Sep 01, 2019 to Aug 31, 2020		Sep 01, 2020 to Aug 31, 2021	
<b>Income</b>		<b>Income</b>		<b>Income</b>	
Casino	\$0.00	Casino	\$69,736.55	Casino	\$0.00
<b>Total Income</b>	<b>\$0.00</b>	<b>Total Income</b>	<b>\$69,736.55</b>	<b>Total Income</b>	<b>\$0.00</b>
<b>Operating Expenses</b>		<b>Operating Expenses</b>		<b>Operating Expenses</b>	
Banking Fees - Casino	\$0.00	Banking Fees - Casino	\$4.40	Banking Fees - Casino	\$5.00
Casino	\$0.00	Casino	\$2,569.45	Casino	\$0.00
Educational Support - casino	\$3,000.00	Educational Support - casino	\$0.00	Educational Support - casino	\$15000.00
Technology - Casino	\$39,259.50	Technology - Casino	\$25,562.77	Technology - Casino	\$22,000.00
<b>Total Operating Expenses</b>	<b>\$42,259.50</b>	<b>Total Operating Expenses</b>	<b>\$28,136.62</b>	<b>Total Operating Expenses</b>	<b>\$37,005.00</b>
<b>Net Profit / Loss</b>	<b>-\$42,259.50</b>	<b>Net Profit / Loss</b>	<b>\$41,599.93</b>	<b>Net Profit / Loss</b>	<b>-\$37,005.00</b>
				<b>Opening Balance 2020/2021</b>	<b>\$ 71,351.90</b>
				<b>Net Profit / Loss</b>	<b>-\$37,005.00</b>
				<b>Estimated Closing Balance</b>	<b>\$ 34,346.90</b>
				<b>Additional Asset</b>	
				CASH FLOAT	\$ 500.00

School Council Society budgets to start each fiscal year with a minimum of \$5000 in the General Account. Throughout the year each expenditure will be analyzed accordingly and compared to profit results. School Council Society also maintains the mandate to not carry over an excess of funds, and will use income earned in a timely manner.