

# **CAA School Council Society Meeting Minutes**

## **February 11, 2020**

### **Attendance:**

CAA Administration:

Rhonda Morrison, Elementary Campus Administrator

Executive Member Attendance:

Christy Ford, President

Lisa Ferris, Vice President

Cara Overholt, Treasurer

Stephanie Westlund, Secretary

Additional School Council members present: 4

Total parent attendance: 8

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

### **1. Welcome & Call to Order**

Christy Ford called the meeting to order at 7:46 p.m.

### **2. Approval of Agenda**

Lisa Ferris motioned to approve the agenda. Ahmar Khan seconded the motion.

### **3. Approval of Minutes from the December 3, 2019, Council Society Meeting**

POSTPONED. December minutes will be approved at the next Council Society meeting.

### **4. Updates:**

#### **a) Financials Update – Cara Overholt**

After taking over the treasurer position from Shelley Christensen in December, Cara undertook a profit and loss to understand the current state of the financials. We have both a Council Society account and a Casino account (we get approximately \$65,000 every 18 months from the casino). We will be getting those funds soon.

Currently, the account balances are as follows:

Casino account: \$4091.30

Main Council Society account: \$14,878.95 (by law, we must keep \$5,000 in the account)

Over the course of a year, our income generally washes out with our expenses. Every function we host has both income and expenses except for the pancake breakfast, which is a pure expense.

We are currently carrying a high balance in the Council Society account and may be able to use some of those funds to help out in areas that have been affected by budget cuts.

Parent question: Who makes decisions about budget/funding? Answer: The CAA Board approves the budget for the year – next year the Board has been told there will be less money, but is not yet sure what things will look like until the budget is released by the province.

In consultation with Michelle Stonehouse, it was determined that social events are very important for a school such as CAA, which relies on having a strong parent community. This is why we hope to earmark some of the funds for family events such as movie night.

**b) Budget Approval for Guided Reading – Suggested amount \$3,000.00**

Books is an area that we can use casino funds. As we currently have just over \$4,000 in the Casino account which needs to be spent before we receive the next installment, we would like to spend a large portion of the amount on purchasing the books identified by teachers at the Knob Hill campus, as discussed earlier in the evening during the School Council meeting.

**Motion:**

Christy Ford moved to approve a budget of \$3,000 from the current Casino funds to spend on books for the Knob Hill campus. John Pinnow seconded the motion. Motion approved unanimously.

**c) Staff Dinner - Jubilee Night - Christy Ford**

In previous years, we have typically spent \$1,500 on food for staff at Jubilee night. This year, we spent \$560. All the teachers and staff were happy with the food and choices available. We will continue to order food this way in the future.

**6. New Business**

**a) Budget for Family Movie Night - Christy Ford**

We need to set budget for family movie night in March. The budget represents a total amount of money that can be spent on the event (and does not account for money that we might raise from the concession). Based on the quotes received, we recommend a \$3,000 budget, some of which will be covered by funds earned through a concession.

**Motion:**

Christy Ford moved to approve a budget of \$3,000 to spend on family movie night. Lisa Ferris seconded motion. Motion approved unanimously.

**b) Budget for Volunteer Appreciation – Christy Ford**

Based on the discussion during School Council portion of the meeting, we would like to purchase gift cards that teachers could use to show their appreciation for parent volunteers who go above and beyond what they are called to do. Some cards will be kept at KH campus, some at the EC. Teachers will need to fill out a form to obtain a card (process will be determined by admin and communicated to teachers).

**Motion:**

Christy Ford moved to purchase \$200 worth of \$5 Starbucks gift cards (40 cards total). Fatima Kashavjee seconded motion. Motion approved unanimously.

**7. Parent Discussion and Questions**

None.

**8. Adjournment**

8:14 p.m.

Calgary Arts Academy School Council SOCIETY Profit and Loss 2020-02-08

Profit and Loss					
Calgary Arts Academy School Council					
Date Range 1: 2019-09-01 to 2020-01-31					
Date Range 2: 2018-09-01 to 2019-01-31					
ACCOUNT NUMBER	ACCOUNTS	Sep 01, 2019 to Jan 31, 2020	Sep 01, 2018 to Jan 31, 2019	Change	
	<b>Income</b>				
	Art Cards	\$3,562.00	\$3,448.50	\$113.50	
	Coin Drive	\$279.95	\$387.90	-\$107.95	
	Fall Fair	\$0.00	\$415.00	-\$415.00	
	Halloween Dance	\$2,274.43	\$4,111.50	-\$1,837.07	
	Hot Lunch	\$2,475.97	\$1,343.87	\$1,132.10	
	<b>Total Income</b>	<b>\$8592.35</b>	<b>\$9706.77</b>	<b>-\$1114.42</b>	
	<b>Operating Expenses</b>				
	Art Card Exp	\$2,547.72	\$2,533.28	\$14.44	
	Banking Fees - Main	\$28.15	\$8.15	\$20.00	
	Charity	\$3,282.28	\$2,300.00	\$982.28	
	Educational Support/Jube dinner	\$560.72	\$1370.25	-\$809.53	
	Fall Fair	\$0.00	\$94.61	-\$94.61	
	Halloween Dance Exp	1479.97	\$2,406.85	-\$926.88	
	KH Garden	\$31.09	\$195.61	-\$164.52	
	KH Kiss & Drop	\$0.00	\$387.69	-\$387.69	
	Office/Operating Exp	\$220.47	\$0.00	\$220.47	
	<b>Total Operating Expenses</b>	<b>\$8150.40</b>	<b>\$9296.44</b>	<b>-\$1146.04</b>	

Calgary Arts Academy School Council CASINO Profit and Loss 2020-02-08

Profit and Loss						
Calgary Arts Academy School Council						
Date Range 1: 2019-09-01 to 2020-01-31						
Date Range 2: 2018-09-01 to 2019-01-31						
ACCOUNT NUMBER	ACCOUNTS	Sep 01, 2019 to Jan 31, 2020	Sep 01, 2018 to Jan 31, 2019			
	<b>Income</b>					
	Casino	\$2,475.95	\$0.00			
	<b>Total Income</b>	<b>\$2,475.95</b>	<b>\$0.00</b>			
	<b>Operating Expenses</b>					
	Banking Fees - Casino	\$4.40	\$0.00			
	Casino	\$2,569.45	\$0.00			
	Technology - Casino	\$25,562.77	\$39,259.50			
	<b>Total Operating Expenses</b>	<b>\$28,136.62</b>	<b>\$39,259.50</b>			