
École Parc Élémentaire Fundraising Society Meeting

Wednesday January 11- School Library 7:59pm

Attendees

Jennifer Dechaine - Chair
Amy Archibald - Secretary
Leanna Betchel - Hot Lunch Coordinator
Jasymen Garbe - Treasurer
JJ Dechaine - Member
Daniel Verhoeff - Principle
Shelley Boswell - Vice Principal
Michelle Poulin - Member

Last Meeting Follow-up

Approval of minutes November 30, 2022

- approved by: JJ Dechaine

Approval of Agenda, January 11, 2023

- approved by: Leanna Betchel

Bylaw Special Amendment and Special Resolution

New Bylaws are attached below for reference. The new Bylaws were signed by the executive and will be submitted by Jennifer Dechaine this week. We have an extended deadline to submit these bylaws to January 15, 2023

Treasurer's Report: - Jasmyne Garbe - Treasurer

1. Savings Bank Account : \$14926.74
 2. Casino: \$1779.65
 3. Paypal: \$181.00
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DRIFcan will receive \$1290.50 from the bake sale.

AGLC report is submitted and **Annual Return Due January 31st and will be sent by Jasmyne Garbe.**

Motion by Jen Dechaine to spend the remaining casino money will be spent on literacy material.

Motion passed.

Principals Report: Dan Verhoeff - Principle

The Diabetes fundraiser is going well. Meghan is looking at the possibilities for a bubble run in the spring for a fundraiser.

Past Fundraising Reports:

1. Spirit Wear: - Meghan Anderson
 - a. Invoice has been paid \$2010.49
 - b. Amy will contact Meghan for final revenue numbers from this fundraiser and report next meeting.**
2. Hot Lunch: - Leanna Betchel
 - a. Net Earnings for December
 - i. Panago = \$340
 - ii. COBS = \$348
 - b. January - Boston Pizza

Emergency Food Reserve Report:

1. We have quite a few donations and toast fund money left over so we are well stocked for the rest of the year.
 - a. Leanna will let another volunteer take over the food reserve on a weekly basis.
 - b. Leanna will send JJ a list of regular options she usually buys.**

Composting program:

1. Amy Archibald contacted Sadie Miller at the City. She has agreed to add another green bin for the school and the city will cover the cost. They will also move our school to the weekly pick up for the winter starting the first week of January. Dan and Shelley will continue being in charge of draggin the bins out for pick up on Thursday after school.

New Business Fundraisers:

Green Space Project Report:

Tree Canada Grant: Application submitted and we will hear by the end of February.

Diabetes Fundraiser:

Notes above.

Panago Pizza Coupon Fundraiser

Michelle Poulin is heading this fundraiser for February. Max certificates are 250. They are \$10 for us and we sell them for \$14 and they are valid for 3 months.

Amy will put it up online to sell on the website as a store item with the limit stock of 250.

We will begin sales on Feb 6 and close on Feb 17.

A flier will be sent home, prepared by Michelle and after a week of review online sales.


Questions:

Meeting adjourned - 8:44pm

Next Meeting on Feb 8, 2023.

Further Actions:

1. Jennifer Dechaine submit new Bylaws by January 15, 2023
2. Jasmyne Garbe to submit our annual return by January 31, 2023.
3. Amy will get revenue numbers from Meghan from the spirit wear fundraiser.

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4. Leanna will send JJ a list of regular grocery supplies to pass onto another parent volunteer for a weekly grocery stock up of fruit and perishables as needed.
 5. Amy will get the Panago Fundraiser set up in the online store to open on February 6-17 with a maximum of 250 coupons.
 6. Jennifer Dechaine will add this to the weekly communication announcement for the gazette starting the week of January 28th.

 7. Reassess Teacher appreciation budget in February.
 8. Thiel's fundraiser review in February .



École Parc Fundraising Society Bylaws Amended January 2023

Article 1 – Preamble

A. The name of the society is the École Parc Fundraising Society, which may also be known or referred to as the Society.

Article 2 – Membership

A. The Membership of the Society shall consist of:

1) Any person having a vested interest in the educational well-being of students enrolled in Ecole Parc Elementaire, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Society, is eligible to become a Member of the Society with voting privileges at any General Meeting of the Society Membership.

2) The majority of the Members of the Society will be parents or guardians of students currently enrolled in Ecole Parc Elementaire.

B. The parent/other ratio may vary at times, but the number of parent members must always

exceed the number of Associate Members.

C. Associate Membership shall consist of:

1) The Principal and staff members of Ecole Parc Elementaire can choose to have an Associate Membership only.

2) As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not have voting rights at any General Meeting of the Membership or Meeting of the Board.

3) Neither the Principal nor any staff member shall have signing authority for the Society.

4) The Principal, by virtue of the Education Act, shall have the power of veto relating to actions directly affecting the School building, staff or students, but not relating to financial expenditures, revenues or investments of the Society.



D. All members of the Society shall:

- 1) Abide by the legislation that governs them;
- 2) Be guided by the mission statements of the School and School Council;
- 3) Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
- 4) Practice the highest standards of honesty, accuracy, integrity and truth;
- 5) Recognize and respect the personal integrity of each member of the School Community;
- 6) Declare any conflict of interest;
- 7) Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- 8) Apply democratic principles;
- 9) Consider the best interests of all students;
- 10) Respect the confidential nature of some school business and respect limitations this may place on the operation of the Society;
- 11) Not disclose confidential information;

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- 12) Limit discussions at Society meetings to matters of concern to the School Community as a whole;
- 13) Use the appropriate communication channels when questions or concerns arise;
- 14) Promote high standards of ethical practice within the School Community;
- 15) Accept accountability for decisions;
- 16) Not accept payment for Society activities.

E. The Society may, by Special Resolution, expel any Member for any cause which is deemed

sufficient in the interests of the Society. This resolution is effective for the school year underway.

Article 3 – Meetings

A. Regular Meetings



A minimum of six (6) regular Society meetings will be held per school year or as called by the Officers of the Society. It will be decided when these meetings will take place at the Annual General Meeting subject to change for each subsequent meeting. The meetings will take place at the School, unless otherwise advertised. The Chairperson will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Officers of the Society and principal as to the appropriateness of the item requested.

B. Special Meetings

The Officers of the Society may at any time give notice of a Special Meeting of the Society. Notice will be given at least five days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special Meeting all parents in attendance shall have the right to vote.

C. Annual General Meetings

1) The Annual General Meeting of the Society will be held in the month of September or at an appropriate time during the school year as determined by the Society. The meeting will be advertised throughout the school and the community no less than two weeks beforehand and will state the business to take place at the Annual General Meeting.

2) The business of the Annual General Meeting shall include:

- a. the election of the Society Officers
- b. any proposed bylaw amendments;
- c. financial statement of the previous year;
- d. And may also include:

plans and budget for the upcoming year;

discussion of any major issue in which all parents should have input such as:

changes to the Vision or Mission; or other major changes in the school program

or focus;
any formal evaluation of the Society.

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D. Quorum

Quorum will be attained when the majority of voting members present at any Society meeting

are parents and the principal or designate is present. In the absence of a quorum no motions

may be considered or approved.

Article 4 – Governance of the Society

A. The Officers of the Society are the Chair, Vice-Chair, Secretary and Treasurer.

B. A person can be appointed or elected an Officer if they were present at the meeting when being

appointed or elected, and did not refuse the appointment. They may also become an Officer if

they were not present at the meeting but consented in writing to act as an Officer before the

appointment or election.

C. Any Officer, upon a majority vote of all members in good standing, may be removed from office

for any cause which the society may deem reasonable.

D. The officers and directors so elected shall form a Board, and shall serve until their successors are


elected and installed. Any vacancy occurring during the year shall be filled at the next meeting,

provided it is so stated in the notice calling such meeting. Any member in good standing shall be

eligible to any office in the society.

E. All Officer positions must be filled by members as defined in Article 2.A;

F. Every member is eligible to be elected to an Officers position with the Society;



G. The terms of office are from the Annual General Meeting to the following Annual General

Meeting. Any elected member may serve two (2) consecutive terms in the same position unless

otherwise decided by the membership.

H. The Officers of the Society will be elected by members attending the Annual General Meeting

or, in the event of vacancies after the Annual General Meeting, appointed at the first Society

meeting after the Annual General Meeting;

I. The Officers of the Society will carry out the day-to-day operation of the Society.

J. No Officer may accept payment for their volunteer time as Officer of the Society.

ARTICLE 5 - DUTIES OF THE OFFICERS OF THE SOCIETY

A. Chairperson

Unless otherwise delegated, the Chairperson of the Society will:

Chair all meetings of the Society;

Communicate with the principal on a regular basis;

Call regular Society meetings;

Decide all matters relating to rules of order at the meetings;

Ensure that minutes are recorded and maintained;

Have general supervision of all activities of the Society;

Be the official spokesperson of the Society;

Ensure there is regular communication with the school community, beyond those who attend meetings;

Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;

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Submit an annual report in conformance with the Regulations.

B. Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of the Society will:

In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;

In the absence of the Chair, supervise the affairs and preside at any meetings of the Society;

Work with and support the Chair in agenda preparation;

Promote teamwork and assist the Chair in the smooth running of the meetings;

Prepare to assume the position of Chair in the future;

Have signing authority, if required, on any financial accounts together with the Chair and/or the treasurer;

Aid the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the Society will:

Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Society meeting;

Keep minutes, correspondence, records and other Society documents;

Maintain a dated record of all the members of the Society who have knowingly provided their contact information, in compliance with PIPA;

Distribute notices of meetings and other Society events as required;

Ensure all materials relating to the Society including all meeting minutes and any relevant documents are available to the school public in an accessible location;

In the absence of the secretary, the Society shall choose a recording secretary for the meeting.

D. Treasurer

1) The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

2) Unless otherwise delegated, the Treasurer of the Society will:

Keep accurate records of all financial transactions;

Ensure that records are available upon request of the School, School Council, or parents;

Be responsible for the deposits of all monies paid to the Society in whatever bank, trust company, credit union or treasury branch the Society may order;

Have signing authority on any financial accounts together with the Chair and/or Vice Chair;

Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;

present a full detailed account of receipts and disbursements to the Society whenever requested and shall prepare for submission to the Annual Meeting a statement of the financial position of the society.

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3) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society (other than the treasurer) elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor in the Annual Report of the society. The fiscal year end of the society in each year shall be August 31.

4) The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.

ARTICLE 6 – BORROWING POWERS

For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of



money in such manner as it thinks fit, and in particular by the issue of debentures, but this power

shall be exercised only under the authority of the society, and in no case shall debentures be issued

without the sanction of a special resolution of the society.

ARTICLE 7 – BYLAWS

These Bylaws may be cancelled, altered or added to by a Special Resolution at any Annual General

or Special Meeting of the Society.

Date: January 11, 2023

Signature _____
City Prov Postal Code _____

Print Name Jennifer Dechaine Fort Saskatchewan AB T8L 1W5

Signature _____
City Prov Postal Code _____

Print Name Amanda Shand Fort Saskatchewan AB T8L 1W5

Signature _____
City Prov Postal Code _____

Print Name Amy Archibald Fort Saskatchewan AB T8L 1W5

Signature _____
City Prov Postal Code _____

Print Name Jasmyne Garbe Fort Saskatchewan AB T8L 1W5

Witness

Signature _____

City Prov Postal Code _____

Print Name Daniel Verhoeff Fort Saskatchewan AB T8L 1W5

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