

**Normandeau School and Playground Society Meeting Minutes**  
**September 27, 2022**  
(immediately following Council meeting)

**Attendees:** Amanda B, Vanessa H, Glenda C, Krista H, Kim K, Dawn T

**1. Meeting Called To Order:**

By: Krista H

Time: 7:55 p.m.

**2. Motion To Approve May 24, 2022 Society Meeting Minutes:**

Approved By: Krista H,

Second By: Amanda B

**3. Motion To Approve Tonight's Agenda:**

Approved By: Krista H

Second By: Amanda B

**4. Treasurer's Report as of April, 2022 :**

- Casino 0: \$15, 478.61
- General Account 1: \$7, 527.83
- Presented last years Society Annual Return Financials as part of treasurer's report for acknowledgment.
  - Will submit to Service Canada with the year end financial balances.

**5. Business Arising From Previous Society Meetings:**

- New Bylaws Update - Our new bylaws were reviewed and voted on at our May 24th meeting. The changes to the bylaws requested by Shelley with Corporate Registry were deemed administrative in nature so there was no need to vote on the revised document. I received proof of filing on Aug 30 and emailed it to Kathy with AGLC. Kathy needed the stamped copy so she has sent in the request for us and will send us an electronic version once received.
- Reviewed budget and discussed plans for casino account funds
  - We submitted a letter of retention to AGLC on April 7, 2022 regarding our casino account totalling \$15,437.67 to extend our spending deadline to April 7, 2024. We must spend this amount by this date. Our last casino was in January 2020 so our next one should have been in 2023 but due to covid, our next casino will

probably not be for another year or two. We retained this money to support our students through transportation for field trips and our Marsh Insurance for the next two years.

- After reviewing the AGLC use of proceeds current list as of April 11, 2022, we can no longer use the casino account for agendas. We do have enough money in our general account to cover Normandeau's cost for the 2022-2023 school year. However, we will need to do fundraising of some sort to cover this cost in the future.
- Budget for this school year:
  - General Account 1 - Agendas \$1100, Christmas store \$2000, Grade 8 farewell gift \$300, retirement gifts for staff, these are things we have paid for in the past, that could come up again.
  - Casino Account 0 - Field trips \$3500, Marsh insurance \$900.
- We need to pay Normandeau for Aboriginal Red Deer Indigenous event. Use Casino account 0. Normandeau School will pay total amount of invoice so we will write a cheque to them for \$325. Approved event and payment at the May 24, 2022 meeting.
- We need to pay Normandeau for last years grad 8 grad gifts totaling \$293.58. Approved event and payment at the May 24, 2022 meeting. Pay using general account.
- Reviewed fundraising plan for this year - We may not need to cover agenda cost in the future. Kim would like to possibly move away from the paper agendas and use electronic communications.
  - Fundraiser ideas: Spring fundraiser, 50/50 for greenhouse, plant sale, movie in the park and we have received fundraising ideas in the mail that we can take part in as well: Admazing books, Deal Cards, Golden Fundraising. School dance/movie & cake walk, bake sale.
- Need to fill out the AGLC Annual Financial Report. The chair and treasurer received the document via email on Sept 27, 2022. We need to fill out the report, copy bank statements for June 1st to May 31st, then scan and email back.
- Need to Fill out the Elected Executives form and submit. Tabled until elections in October.
  - Due beginning of October
  - Email to [Cynthia.Nielson@aglc.ca](mailto:Cynthia.Nielson@aglc.ca). AGLC ID #10571

## **6. New Business Discussed:**

- Need to approve two auditors, outside of the treasurer, to audit the Society Annual Return forms for April 1, 2021 to March 31, 2022 fiscal year at the April 2023 meeting. Tabled until October meeting.
- Marsh Insurance renewal for October 1-31,2022. Krista will pay \$148.90 by CC. Reimbursement to be paid out of the casino account.
  - Motion to approve by: Krista H
  - Second By: Dawn T
  - All in Favor: yes
    - Ask about insurance at city wide to see what other councils use.

- Support for agendas for up to \$530.25. To be paid out of general account.
- Motion to approve by: Krista H
  - Second By: Vanessa H
  - All in Favor: yes
- Support for field trips for up to \$3500. To be paid out of the casino account.
  - Motion to approve by: Krista H
  - Second By: Vanessa H
  - All in Favor: yes
- Book a bank meeting with the north end Servus Credit Union to switch signing authority at the bank. Tabled until after Elections in October

**7. Meeting Adjourned:**

By: Krista H

Time: 8:41 p.m.