

Athlone School Parent Council Meeting
Annual General Meeting
September 22, 2022 - 6:00 p.m.
Minutes

In Person

Call to order at 18:05pm

In Attendance – 6 parents, therefore quorum of 5% of student population was not established

- Principal - Ryan Miller
- President - David Wade
- Vice President – Janna Thomson
- Katie McGregor
- Melissa Maruca
- Shelley Cook
- Janina Gerbrandt
- Amanda Jordan
- Olena Maichi

Attendees agreed to waive quorum in order to hold elections for executive positions.

Mr. Miller chaired the meeting, discussed the purpose Parent Committees and the different types (School Advisory Committee, Booster Committee, Parent Council, etc.), and the election of the Parent Council Executive was held. A brief description of the executive representatives was provided.

- Executive-President
 - Chairperson for Athlone School Parent Council (ASPC) monthly meetings and prepares the ASPC agenda for each meeting and brief newsletter following each meeting and sends to the Athlone School secretary via email
 - Knows the constitution, bylaws and meeting rules and ensures other members are familiar with these as it pertains to their positions.
 - Serves as spokesperson for the ASPC at extracurricular functions for school and school district events
 - Attends the transition meeting which takes place in September
 - Normally reviews all the correspondence forwarded to the ASPC at extracurricular functions for school and school district events
 - Attends the transition meeting which takes place in September
 - Normally reviews all the correspondence forwarded to the ASPC via the school mail slot
- Executive-Vice-President
 - Backup for the ASPC President
 - Has reviewed the constitution, bylaws and meeting rules
 - If the President is unable to attend the ASPC or school functions where the President is required, the Vice President normally fills in
 - Responsible for chairing the monthly ASPC meetings in the President's absence
 - Attends the transition meeting which takes place in September

- Executive-Secretary
 - Responsible for recording the minutes for each ASPC meeting, typing them up and making them available to ASPC members prior to the next meeting, ensure copies are given to the Athlone School secretary to post on the website and sent to the School Board. Also ensure that copies are filled in the ASPC minute book with relevant handouts/reports from that meeting
 - Help with other correspondence as requested by the ASPC
 - Attend the transition meeting which takes place in September
 - Some typing and secretarial skills are desirable as is access to a computer.

- Executive-Treasurer
 - Responsible for maintaining the books during the school year and presenting an updated financial statement at each ASPC monthly meeting
 - Responsible for preparing the books for the annual audit and to follow up on any recommendations
 - Attend the transition meeting which takes place in September
 - Some general bookkeeping knowledge and access to a computer is desirable.

Executive Elections

President

- Melissa Maruca was acclaimed as President

Vice President

- Janina Gerbrandt was acclaimed as Vice-President

Secretary

- Janna Thomson was acclaimed as Secretary

Treasurer

- Katie McGregor was acclaimed as Treasurer

Parent Council General Discussion/New Business

1. Banking

- Signatures required for the bank
 - Need to move forward with that
- Currently cannot spend any money
 - Janna to facilitate the changeover of signatures for the new executive with Katie.
 - 2 out of 3 signatures required for any cheques to be signed.
- In the past a letter has been sent to the bank (signed by principal)
- Copy of minutes required for the bank

Action: Janna – provide copy of meeting minutes for the bank.

2. The executive was optimistic that parent council would be able to engage in more community events, etc. this year, and a brief discussion was held regarding potential fundraising opportunities (Shelmerdines, boxes of chips before Halloween).

3. **Shaded pergola/covered learning space:** the architect has provided some ideas. David explained that the anticipated budget would be \$20,000 for this project. Mr. Miller advised that

the next step is to obtain approval from maintenance, and a site survey will need to be done for drainage purposes.

4. **Fun Lunches** – The parent council held two last year, and they were broken it up into 3 days/cohorts due as parents were not allowed to assist. This is not a fundraiser.

5. **Athlone Apparel** – the last couple of year’s apparel was sold, with varying degrees of success. Last year’s apparel sale was a fundraiser for 313 Farms due to their sudden and tragic loss of Benny the Alpaca and three other alpacas on the farm. Mr. Miller brought up the potential opportunity to sell Athlone Atoms Socks. If Parent Council commits to buying a larger quantity, the cheaper they will be, and the socks could be sold for \$15 per pair.

6. **Winter Concert** – the intent is for an in-person winter concert to be held December 8th. Parent council previously had a silent auction at the winter concert which would be a good fundraiser.

Action: Janna to locate in the Drop Box and update the silent auction letter and distribute to the parent council.

7. Next meeting date: October 4, 2022 at 7pm in-person, Athlone library (all future meetings will be held on the first Tuesday of every month at 7pm)

Adjourn Meeting (18:50 PM)