

Athlone School Parent Council Meeting
Annual General Meeting
September 26, 2024 - 5:30 p.m.
Minutes

In Person

Call to order at 5:40pm

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

- Principal – Jane Couch
- President - Melissa Maruca
- Secretary - Janna Thomson
- Treasurer - Katie McGregor
- Shelley Cook
- Ashlyn Bohonos
- Janina Gerbrandt
- Laurie Schmitz

Attendees agreed to waive quorum in order to hold elections for executive positions. Motion to waive quorum was made by Shelley Cook, seconded by Janna Thomson.

Janina Gerbrandt makes a motion to form a Parent Council, seconded by Mel Maruca.

Janna Thomson makes a motion for Jane Couch to have voting rights at a meeting if necessary, seconded by Ashlyn Bohonos.

Mrs. Couch 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

- Katie McGregor was acclaimed as Vice-President

Secretary

- Janna Thomson was acclaimed as Secretary

Treasurer

- Crystal Krzemiem & Amanda Jordan were acclaimed as co-Treasurer

Parent Council General Discussion/New Business

Adjourn Meeting (6:00 PM)