

Ecole Secondaire Beaumont Composite High School
Parent Advisory Association (PAA) Non-Profit Society
Annual General Meeting (AGM) Minutes

- online via Google Meet -
September 29, 2021

Attendance: Chris Stiles, Mark Parrott, Kristina Corbett, Janice Schatz, Lynn Vaughan,
Stephanie Bailey, Robin Roy, Debbie Wilkinson, Lynnsey Russell

1. CALL TO ORDER - Kristina called the meeting to order at 8:10 pm. Quorum was met.
(Note: Kristina chairing the meeting as Mark is tuned in but in a vehicle, travelling homeward.)
2. VOTING PRIVILEGES – need to be a ‘member’ to vote. Registered members include parents of ESBCHS students. Note: Staff, students and guests are not eligible to vote.
3. APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES
Lynn moved the approval of the minutes from the AGM on September 30, 2020; Seconded by Janice. Carried.
4. PRESENTATION OF ANNUAL AUDITED FINANCIAL STATEMENTS
As per the Special PAA meeting last week, the audited financial statements were presented, as approved. Account balance to the end of July 2021 (PAA fiscal year end) was \$1,817.86
This info gets sent in with our Annual Society Return to the government.

Stephanie moved that the Annual Audited Financial Statements for 2020/21 be accepted as previously approved and presented tonight; Seconded by Mark. Carried.

5. REPORTS

5.1 Treasurer – Summaries of banking information to the end of August presented.
PAA account balance to August 31/21 is \$1,817.90

Stephanie noted some challenges with the transfer of the bank accounts to the ATB branch in Beaumont (from the Credit Union). She’s hoping that these initial struggles will sort themselves out and the quality of service at the bank will improve soon!

5.2 Casino – Nothing much to report. We were scheduled to have our next casino in the First Quarter of 2022, but it is known that the AGLC is about one year behind in the scheduling of groups due to the Covid shutdowns. Stephanie will double check that we have let AGLC know that she is now our primary contact person for correspondence with them. Once a casino date is set for us, we will need to appoint a ‘Casino Chair’ that will oversee this event including booking Casino Advisors and finding volunteers, etc.

5.3 Policy Review – A reminder that the PAA Bylaws and Policies Manual need to be reviewed each year; usually, it is done in January/February, just to check if any information needs to be updated or changed.

5.4 PIPA – Reminder that there are certain expectations and limitations surrounding online meetings. Everyone is asked to stay professional and follow the guidelines for privacy, etc. Thank you!

6 ELECTION OF OFFICERS AND DIRECTORS

Chris agreed to oversee the election process. The floor was opened to nominations and/or volunteers for the Executive positions on PAA. Each position was given a call for nominations three times before they closed, as per proper procedures. The following people stepped forward, were nominated or agreed to let their names stand ...

- 6.1 President – Mark Parrott
- 6.2 Vice-President – X open
- 6.3 Secretary – X open (*possibly Erin Madu? - not in attendance*)
- 6.4 Treasurer – Stephanie Bailey
- 6.5 Fundraising Director – Kristina Corbett
- 6.6 Parent Representatives – Janice Schatz, Debbie Wilkinson, Lynnsey Russell, Robin Roy
- 6.7 Community Representative – X open (*maybe a newly elected City councillor could be asked?*)

We will try to recruit and fill the open positions at the October meeting.

Lynn moved that the people noted above be elected into the PAA positions for the 2021/22 school year, as recorded; Seconded by Mark. Carried.

7. OLD BUSINESS

7.1. Directors and Officers Liability Insurance – Mark reported that we should be receiving an invoice via Blackgold School Division for our PAA insurance for the 2021/22 school year in the amount of approximately \$600. Once that invoice arrives, we will have a motion at a future meeting to approve payment of same. (We're still unsure about the whereabouts of the invoice for last year, but we will move forward and ensure we are covered for 21/22.)

8. NEW BUSINESS

8.1 Signing Authority 2021/22

This will be tabled until the October regular PAA meeting, to give us time to fill all the Executive positions. Until then, those with signing authority for the past year will remain in place

8.2 Meeting Dates 2021/22 – The following dates were decided for PAA meetings, as they will continue to follow on the same evenings as School Council:

2021 * October 27; November 24

2022 * January 26; February 23; March 23; April 27; May 25; (meet in June, only if deemed necessary)

8.3 AGM Date 2022 – The next Annual General Meeting of the PAA will be held on Wednesday, September 28, 2022, following the School Council AGM.

8.4 Appointment of Auditors 2022

Lynn moved that Lynnsey Russell and Debbie Wilkinson be appointed as PAA Auditors for the 2022 Annual Financial Statement; Seconded by Mark. Carried.

8.5 Timeline September 2022

Suggested timelines for next September:

* Financial statements given to the auditors by September 7/22;

* Audit completed by September 14/22;

* Special PAA meeting to approve the audited statements on September 21/22;

* Audited and approved year end financials ready for presentation at the AGM on September 28/22.

8.2 Thanks

Thanks extended to all those parents who have committed time to the PAA and Council over the past school year, and particularly to those whose children have now graduated or moved on to other schools so they will be stepping away from ESBCHS. In particular, thanks to Gary for his many years of tireless service on Council, giving valuable input and attending countless meetings ... and also to Scott for agreeing to help wrap up the audit for the PAA financials this month.

Special thanks extended to Lynn for her work over the past few years as Secretary for School Council and PAA. As she no longer has any children at ESBCHS, she will be leaving the Executive as of the end of this meeting. The staff really appreciated the work that was put into the compilation of the Staff Appreciation baskets last year; so fun and thoughtful.

(Awe, thanks for the kind words everyone. It has been a pleasure to work with such a wonderful group of parents and the great staff at Beaumont Comp. Wishing you all the very best with your future dealings; hoping that the world opens up and we can get back to 'normal' soon!! Reminder: I'm just a phone call or text away. Take care.)

9 NEXT MEETING DATE

The next Annual General Meeting of the PAA will be held on Wednesday, September 28, 2022. The next REGULAR meeting of the PAA will be held on Wednesday, October 27, 2021 following School Council. All ESBCHS parents are welcome to attend both General Meetings and Regular meetings of the PAA.

10 ADJOURNMENT - Kristina adjourned the meeting at 8:33 pm.