

WSPSA MEETING MINUTES
June 8, 2016
Annual General Meeting

1. Call to order: The Annual General Meeting of the WSPSA duly called and held on June 8, 2016 at Wye Elementary School in the Learning Commons commencing at 7:02 pm called to order by Kelly Beran.

Present: Colleen Adamic, Karen Beran, Kelly Beran, Carol Brown, Celeste Burdinsky, Marlene Crippin, Jennifer Daly, Kim Dolynny, Sarah Hanson, Carol Hiebert, William Korec, Nichole Magneson, and Kathleen Melnychuk.

2. Introductions

3. Agenda Review

4. Approval of AGM Minutes – June 18, 2015: Motion to approve June 18, 2015 AGM minutes. 1) Sarah Hanson. 2) Kim Dolynny. Motion carried.

5. President's Annual Report (Kelly Beran): As attached.

6. Treasurer's Report (Sarah Hanson):

- A. Audited Financial Statement – 2014-2015: This document was presented (attached as WSPSA Income Statement).
- B. Current Financials – 2015-2016: Current school year financials have been presented (see attached ledgers for Casino account and General account). Also attached is the current school budget for WSC and WSPSA. Also attached is the fundraising amounts for the current school year. We had a fantastic fundraising year raising almost \$39,000 through our 4 main events. These current financials will be audited in August, 2016 and will be presented at the AGM next year (2017).
- C. Proposed Budget – 2016-2017: It is recommended to scale back the budget request for next year as we incurred an unnecessary expense (the Christmas videographer) that did not provide good value for dollars spent. Discussion has indicated the economic climate is such that we should evaluate expenditures and

eliminate any expenses that do not benefit the school population as a whole.

7. Appointing Auditors for 2015-2016 Financials: We require two parents to complete the audit for this year's financials. One parent has been confirmed (Christine B.) and we are looking for one more. This is to be completed near the end of August 2016 and will be presented at the 2017 AGM.
8. Special Resolution: Motion to rescind the legal name of the Wye School Parent's Support Association (WSPSA) and replace it with Fundraising Association for Wye School (FAWS). 1) Celeste Burdinsky. 2) Carol Hiebert. All in favour. Motion carried.
9. Special Resolution: Motion to repeal the current Objects from 1983 and replace with the proposed Objects. 1) Sarah Hanson. 2) Kim Dolynny. All in favour. Motion carried.
10. Special Resolution: Motion to repeal existing WSPSA by-laws and replace with proposed by-laws. 1) Celeste Burdinsky. 2) Nichole Magneson. All in favour. Motion carried.
11. Policies and Procedures Manual: A draft document has been created that contains information on best practices for the fundraising group to follow. It is not required by Corporate Registries; however, Members and Executive Members may find it helpful in the day-to-day functions of FAWS. It will be updated over the summer and will be stored in the WSC/FAWS filing cabinet at the school.
12. Election of Executive Committee for 2016-2017 (Carol Brown):
 - A. President – Three calls for nomination were requested by Carol Brown for the position of President. None were put forward. This position remains open for the 2016-2017 school year. Administration will list this position as open in the year end school newsletter.
 - B. Vice President – Three calls for nomination were requested by Carol Brown for the position of Vice President. None were put

forward. This position remains open for the 2016-2017 school year. Administration will list this position as open in the year end school newsletter.

- C. Secretary – Three calls for nomination were requested by Carol Brown for the position of Secretary. None were put forward. This position remains open for the 2016-2017 school year. Administration will list this position as open in the year end school newsletter.
- D. Treasurer – Three calls for nomination were put requested by Carol Brown for the position of Treasurer. None were put forward. This position remains open for the 2016-2017 school year. Administration will list this position as open in the year end school newsletter.

Open Discussion:

The Societies Act requires that the position of President be held in order for a group to be registered as a fundraising society. The current Executive Members term ends the day before school starts this year. Discussion ensued on what the options are and how members would like to proceed. As there is no President for the upcoming school year there are three options available:

-The first option is to dissolve FAWS. If this option is decided upon then all remaining funds raised from the Casino must be used following the Dissolution clause in the by-laws or returned to AGLC. The funds held in the general account will be disbursed as decided via vote with the FAWS Members. Dissolving FAWS will have the negative consequence of losing our licensing with AGLC and losing our position in the queue for getting another Casino. It is very difficult to get back on the queue list for a fundraising Casino even if FAWS was resurrected later.

-The second option is to place FAWS on temporary hold which would require a Special General Meeting. This would still require the President position to be filled. The current President will be unable to continue in this role beyond September. This option means that the Association would still exist but no money would be disbursed from the accounts and minimal record keeping would exist. Reporting to Corporate Registry and AGLC would still be required.

-The third option is to hold a Special General Meeting in September exclusively for the purpose of electing an Executive and Committee Chairs. If no one steps forward at that point, one of the other 2 options must be decided on at that meeting.

Discussion ensued regarding School Council too as no parents stepped forward to fill their Executive roles either. Discussed Administration forming a Parent Advisory Committee (PAC) if no one steps forward (a group of 3-4 parents who work with the Principal). This way, School Council work would still continue but on a limited basis, and would be directed by Administration.

Discussion ensued and it was determined that FAWS will compose an email and/or a mail-out to be provided to parents before the end of the school year. This will include details of the future of FAWS (consequences if no one steps up) and the determination that a Special General Meeting will be held on September 13 2016 when Elections will be held again for Executive Committee positions.

Current Executive Members have agreed to hold their respective positions until September 13 2016 when the SGM will be held.

13. Appointment of Committee Chairs for 2016-2017: Not applicable due to uncertainty of FAWS status next year.

14. Adjournment: Meeting adjourned at 8:09 pm by Kelly Beran.

PRESIDENT'S REPORT – for WSPSA AGM (June 8, 2016)

Welcome again,

At the start of the year we had great intent - to increase our number of volunteers, to learn and educate ourselves and our members, and where necessary make some important improvements to how we work. Along with deliver what has been delivered in the past.

September was a busy start with surveys and membership forms sent out to parents.

We asked for input on what fundraising activities to pursue

We worked with administration to focus on a couple key events eventually selecting Purdy's and a math-a-thon.

We gathered insurance coverage for WSPSA

October was a month of financials - proposing and approving our budget

We also had our first session of learning from the Alberta School Council Association

November was our Purdy's fundraiser that was the most successful Purdy's school fundraiser, according to Purdy's. We raised over 30,000 and after expenses we retained over 17,000 dollars

Through the Fall many people worked to complete a Casino application and we had great volunteers going out on a Sunday and Monday in December to work at the Casino. The Casino was a great success where we added over 20,000 dollars into our funding.

In the early Spring we held our mathathon generating over 13,000 dollars after expenses. And again this would not have been possible without all the volunteers helping out.

And just recently we held the annual Carnival. This was an amazing event that greatly impacted my kids. Thank you to all who contributed.

Throughout the year the hot lunch team delivered a dozen amazing meals for our children.

Again this was powered by a number of volunteers and a strong team. Thank you.

In January we began work on our objectives, bylaws, and policy & procedure manual. These may seem like the most uninteresting components of the work this year. However I believe these to be the most important components of our work as a society. As many people know we had a new executive, constant inflow and outflow of parents and society members. I foresee this is just a natural part of how this Society will always function. And from the changes this past year I think we all experienced many new learnings. And these learnings impacted people. This past year I believe many of us felt emotions that varied from person to person and day to day. From significant highs to incredible lows - and I know we do not want to cause this hardship on anyone in the future from the administration to the parents, members, and even the future

executive. This is why we updated our documentation. Although the documentation is intended to be an improvement - it is not perfect and it may never get there - however we must all strive to build on the learnings and keep them alive - these documents are the most basic way to do that.

In summary - I believe we were successful at fundraising dollars, at learning and educating ourselves, including more input through a couple different surveys. But I believe our biggest challenges will continue to be

- 1) building up our knowledge base for future years and
- 2) making volunteering more infectious for everyone who is a part of this school.

And my final words are for my partners in the executive. I am very amazed at the energy and passion you have. I truly feel we learned together and did our best - I think we all grew through this experience, and I know it because of you we were as successful as we are. Thank you Celeste and Sarah for never ending energy, passion, drive, and your extensive knowledge. And thank you to my wife for keeping us organized.

Our current financials as of June 8, 2016. (2 page handout)

- a. School council budget and disbursed funds up to date
 - b. WSPSA budget and disbursed funds up to date
 - c. Fundraising totals for this current year
 - d. Casino account ledger – current as of June 8, 2016
 - e. General bank account ledger with totals - current as of June 8, 2016
2. Casino funds will need to be tracked as they are spent. We have created a casino binder for future groups, to make this task easier. The full amount raised by the casino must be spent within 24 months of receiving it. (was received Feb 2016, so must be spent by Feb 2018) The next casino will be in aprox. 3 years. There will be paperwork before the actual casino, this will need to be completed by the executive to secure the casino date. AGLC mails the school the forms etc.
3. Last year's audited financials from 2014/15 as at Oct 21, 2015 (1 page handout)
- a. These are copies of what the previous executive filed at corporate registries.
 - b. They are signed as audited by Cathy Jones, Marlene Crippin and Corinne Morris.
 - c. We are reporting these 2014/15 year end financials at our AGM as per regulations governing us under the societies act. Going forward this will be the normal time and place for the reporting of the year end financials.
4. At next year's AGM we will have our audited financials from 2015/16 available for reporting.
- a. It is impossible to do the current year end reports before the current year is finished, as the AGM is held in June and the school year is not finished. Also, the executive term runs from September to September.

5. At the end of August we will have the paperwork ready to file the annual return at corporate registries and the audited financials.

6. In the first few weeks of the new school year we will meet with the new executive and switch the signing authority at the bank, and the names at corporate registries and the names at AGLC.

It was a pleasure to be the treasurer for WSPSA this 2015-16 school year. Thank you all for a great year. Sarah Hanson, WSPSA Treasurer 2015-16.

**Wye School Parents Support Association
Income Statement
31-Aug-14**

	2015	2014	2013	2012	2011	2010
REVENUE						
Casino			\$ 19,910.02	\$ -	\$ -	\$17,756.80
Magazine/Cookie Dough Fundraiser	\$ 16,983.50	\$ 28,513.18	\$ 11,994.30	\$ 12,688.95	\$14,522.88	\$24,005.61
Hot Foods	\$ 22,475.36	\$ 24,150.60	\$ 19,104.70	\$ 20,398.10	\$13,092.50	\$13,437.35
Carnival	\$ 9,803.23	\$ 9,293.72	\$ 7,019.25	\$ -	\$ 6,845.10	\$ 8,692.25
School - Business Partnership	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00	\$ 7,700.00
Spirit Days formerly Monthly Editions	\$ -	\$ -	\$ -	\$ -	\$ 987.74	\$ 177.13
One Stop Shop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 729.50
Math - a - thon	\$ -	\$ -	\$ -	\$ -	\$26,153.85	\$ -
Fundsript (2013/14 profit)	\$ 783.38	\$ 13,250.00	\$ 26,109.50	\$ -	\$ -	\$ -
Sobeys Gift cards/Pointsettias	\$ -	\$ -	\$ -	\$ -	\$ 8,871.00	\$ -
Interest	\$ 11.72	\$ 12.73	\$ 8.23	\$ 8.56	\$ 12.16	\$ 7.00
Christmas Concerts DVDs	\$ 1,140.00	\$ 1,215.00	\$ -	\$ -	\$ -	\$ -
CMEF Grant	\$ -	\$ -	\$ 740.80	\$ 3,704.00	\$ -	\$ -
Community Spirit Grant	\$ -	\$ -	\$ 213.88	\$ 11,020.53	\$ -	\$ -
Misc. Revenue (PayPal Test Deposits)	\$ -	\$ 0.06	\$ 6.29	\$ -	\$ -	\$ -
Casino-advisors reimbursement	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Calgary Zoo Passes	\$ 1,742.00	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments	0	3.35				
Total Revenue	\$ 52,989.17	\$ 76,438.64	\$ 87,106.77	\$ 48,020.15	\$73,785.23	\$72,505.64
EXPENSES						
Fundraising Expenses						
Magazine/Cookie Dough	\$ 5,313.14	\$ 11,265.69	\$ 3,515.93	\$ 3,270.25	\$ 4,206.27	\$10,774.49
Hot Foods	\$ 19,542.24	\$ 20,585.58	\$ 17,465.67	\$ 19,055.94	\$ 9,705.38	\$ 9,402.86
Carnival	\$ 6,101.81	\$ 7,277.69	\$ 3,160.09	\$ -	\$ 5,554.99	\$ 5,518.37
Spirit Days	\$ -	\$ -	\$ -	\$ 503.68	\$ 567.77	\$ -
Sobeys Gift cards/Pointsettias	\$ -	\$ -	\$ -	\$ -	\$ 8,106.60	\$ -
Math-a-thon	\$ -	\$ -	\$ -	\$ -	\$ 7,105.25	\$ -
Fundsript	\$ -	\$ 13,250.00	\$ 25,055.00	\$ -	\$ -	\$ -
Casino - advisors	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Calgary Zoo Passes	\$ 1,421.00	\$ -	\$ -	\$ -	\$ -	\$ -
Christmas Concert DVDs	\$ 915.00	\$ 1,875.00	\$ -	\$ -	\$ -	\$ -
professional fees \$900/\$15 NSF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund. Expenses	\$ 33,293.19	\$ 54,353.96	\$ 51,196.69	\$ 22,829.67	\$35,246.26	\$25,695.72
Net Fundraising Income	\$ 19,695.98	\$ 22,084.68	\$ 35,910.08	\$ 25,190.28	\$38,518.97	\$46,809.92
School Disbursements						
Technology (casino \$\$)	\$ -	\$ -	\$ -	\$ -	\$17,713.50	\$ -
Library	\$ -	\$ -	\$ -	\$ -	\$15,319.10	\$ 3,000.00
Wye School	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 1,600.00	\$ 7,700.00
Classroom Setup Fees(Teachers/Mus	\$ 6,882.43	\$ 7,156.72	\$ 4,453.17	\$ 4,387.39	\$ 3,876.16	\$ 3,500.00
Grade Level Funding	\$ -	\$ -	\$ -	\$ -	\$ 3,274.52	\$ -
Student Cameras (Casino \$\$)	\$ -	\$ 4,249.95	\$ -	\$ -	\$ -	\$ -
Learning Carpets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,423.00
Special Events	\$ 2,922.00	\$ 2,371.95	\$ 1,435.45	\$ 1,109.00	\$ 3,255.20	\$ 2,878.25
ECS Yearbooks	\$ 170.00	\$ 470.00	\$ 800.00	\$ 460.00	\$ 720.00	\$ 650.00
Pennies for Peace donation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Noon hour clubs	\$ 572.05	\$ 574.25	\$ 509.96	\$ 280.70	\$ 383.53	\$ -
Grade Six Farewell Fieldtrip	\$ -	\$ -	\$ 1,020.00	\$ 1,380.00	\$ 1,120.00	\$ 1,100.00
Grade 6 Yearend	\$ -	\$ 333.49	\$ -	\$ -	\$ -	\$ -
Staff Appreciation Week	\$ 926.61	\$ 1,714.54	\$ 765.02	\$ 800.00	\$ 765.17	\$ 688.82
Indoor Recess Games	\$ -	\$ 286.22	\$ -	\$ -	\$ -	\$ -
Indoor Recess Games (Casino\$\$)	\$ -	\$ 922.55	\$ -	\$ -	\$ -	\$ -
Recess Buckets (Casino \$\$)	\$ 186.59	\$ 1,190.02	\$ -	\$ 789.23	\$ 145.95	\$ 420.41
Track and Field	\$ 229.08	\$ 112.50	\$ 139.80	\$ 110.80	\$ 109.67	\$ 170.48
Departing Staff(Retirement) Gifts	\$ 157.95	\$ 313.68	\$ -	\$ -	\$ 100.00	\$ 150.00
Ellison Machine for office	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -
Aboriginal Day	\$ -	\$ -	\$ -	\$ -	\$ 697.82	\$ -
Parent Coffee Room	\$ -	\$ 88.06	\$ 70.68	\$ 41.23	\$ 291.11	\$ 1,253.66
Bank charges	\$ 29.40	\$ 65.20	\$ 127.06	\$ 34.80	\$ 149.92	\$ -
Admin supplies	\$ -	\$ -	\$ -	\$ -	\$ 54.55	\$ -
Operating Expenses	\$ 469.39	\$ 301.94	\$ 279.61	\$ -	\$ -	\$ -
Photocopying and Recycle Fees	\$ -	\$ -	\$ -	\$ 390.96	\$ 2,004.51	\$ -
Church Donation	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 100.00	\$ -
CMEF Grant	\$ -	\$ -	\$ -	\$ 3,704.00	\$ -	\$ -
Community Spirit Grant	\$ -	\$ -	\$ 10,005.71	\$ 1,228.50	\$ -	\$ -
Education & Seminars	\$ -	\$ 683.79	\$ -	\$ -	\$ -	\$ -
Kitchen Supplies	\$ -	\$ 638.85	\$ -	\$ -	\$ -	\$ -
Student Agendas	\$ 2,491.65	\$ 2,669.63	\$ -	\$ -	\$ -	\$ -
Bus Driver Appreciation	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
Handbells for Music Room (Casino \$\$)	\$ 1,219.18	\$ 10,827.05	\$ -	\$ -	\$ -	\$ -
Classroom Cameras (Teacher Use)	\$ -	\$ 628.43	\$ -	\$ -	\$ -	\$ -
Microwaves for Div 1	\$ -	\$ 461.92	\$ -	\$ -	\$ -	\$ -
Buddy Bench	\$ -	\$ 1,374.90	\$ -	\$ -	\$ -	\$ -
Floor Curl Sets (Casino \$)	\$ 1,102.50	\$ -	\$ -	\$ -	\$ -	\$ -
Lego for Noon-hourClub(Casino\$)	\$ 183.26	\$ -	\$ -	\$ -	\$ -	\$ -
10-ft tables out of 2015/16 Budget	\$ 556.40	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 0.70	\$ 100.00	\$ 639.98	\$ 219.22	\$ 21.90	\$ 124.48
Total School Disbursements	\$ 18,349.22	\$ 37,666.83	\$ 20,496.44	\$ 20,165.63	\$52,902.61	\$25,369.10
Net Income	\$ 3,346.76	\$ 38,767.85	\$ 66,613.64	\$ 27,924.55	\$20,616.36	\$27,140.52

As of June 8/16

Fundraising amounts 2015-16	WSPSA
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Purdy's	revenue	31,984.51
	expense	14,877.62
Total		17,106.89

Mathathon	revenue	20,759.90
	expense	7,327.88
Total		13,432.02

Carnival	revenue	7,127.00
	expense	4,663.76
Total		2,463.24

Hot Lunch	revenue	27,987.15
	expense	22,003.19 (possibly more expenses)
Total		5,983.96

Total raised	38,986.11
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Wye School

School Council Budget:

As of June 8/16

	Allocated	Disbursed	Difference
Start up fees (458 students x \$15 per student)	\$6,870.00	\$ 5,957.77	\$912.23
Music Teacher start up fee	\$300.00	\$300.00	\$0.00
Counsellor start up fee	\$150.00	\$53.75	\$96.25
Student Agendas	\$2,700.00	\$2,535.75	\$164.25
Special Events	\$3,850.00	\$2,222.70	\$1,627.30
Kindergarten Year Books \$10 per student x 60 students	\$600.00	\$240.00	\$360.00
Staff Appreciation week & Secretary Day	\$1,000.00	\$956.54	\$43.46
Noon Hour Clubs	\$600.00	\$416.39	\$183.61
Track n Field watermelon	\$100.00	\$0.00	\$100.00
Christmas Videographer	\$1,000.00	\$1,000.00	\$0.00
Departing Staff Gifts	\$400.00	\$0.00	\$400.00
Grade 6 farewell	\$500.00	\$0.00	\$500.00
Operating expenses	\$200.00	\$868.74	(\$668.74)
Parent coffee room/kitchen	\$175.00	\$61.34	\$113.66
Recess Buckets	\$500.00	\$246.55	\$253.45
AGM for AB school councils	\$200.00	\$0.00	\$200.00
Read in week	\$100.00	\$0.00	\$100.00
Online presentation (presenter fee)	\$100.00	\$0.00	\$100.00
Wyecliff Bible Chapel (thank you for parking)	\$250.00	\$0.00	\$250.00
			\$0.00
Balance	\$19,595.00	\$ 14,859.53	\$4,735.47

WSPSA Budget

Operating expenses	\$400.00	\$400.00	\$0.00
Insurance costs per year	\$539.04	\$539.04	\$0.00
Purdy's prizes	\$1,000.00	\$1,000.00	\$0.00
Carnival budget	\$5,000.00	\$5,000.00	\$0.00
Hot foods budget	\$0.00	\$0.00	\$0.00
Presentations/meetings	\$100.00	\$0.00	\$100.00
Math-athon fundraiser (prizes)	\$7,500.00	\$7,500.00	\$0.00
Contingency fund	\$150.00	\$0.00	\$150.00
Balance	\$14,689.04	\$14,439.04	\$250.00