FLHS Parent Council/Advisory AGM
October 06,2026 6:30 pm
Learning Commons
Contact Email: flhsadvisorycouncil@gmail.com

1. FLHS Parent Council/Parent Advisory Association AGM called to order at PM
2. Motion to accept October 06,2026 agenda 1st 2 nd
3. Motion to accept AGM minutes from September 23,2025 1st 2nd
4. Motion to accept Combined Financial Statement Dated October 06,2026 attached

   - General Account Ending 1200 Transit 07709-219

Opening Balance as of September 01,2026	$ 119.86
Actual Balance Available	$ 119.86

   - Casino Account Ending 4424 Transit 07709-219

Opening Bank Balance ad of September 01, 2026	$ 94,135.71
Less Funds to be held in trust	$ 6,926.53
Actual Balance Available	$ 87,289.19

5. Brief overview of FLHS Parent Council / Parent Advisory Association
   - All positions up for nomination, if you are interested in a position if elected you will hold the same position on both the Parent Council and Parent Advisory Association.
   - Anyone can be nominated or self-nominate, if you are nominated you must accept the nomination prior to any voting taking place.
   - We typically hold eight meetings a year. Typically we don't hold meetings in December and June as they tend to be busy within the school.
   - We provide financial support to the administration and staff when needed, funds typically raised through Casino Funds Raised.
   - We support various groups within the school by applying for 50/50 and Raffle Licences to the AGLC, preparing and completing applicable paperwork and reports as required.
   - Members of the board must be able to attend monthly meetings, if 3 meetings are missed the member will be removed from their position. It is important to note all attendees present at meetings are able to vote on a motion however in order to meet quorum a minimum of 3 members of the executive board must be present for voting to take place.
6. Proceed with AGM nominations and vote for positions on the parent advisory

2026-2027 Nominations and Elected Representatives

Chair Position

Will preside over monthly meetings, ensure that a meeting agenda is prepared, serve as a direct liaison between school admin and the parent's group, and should be listed as a signing officer.

(Self Nominated)

Nominated By Accept Nomination

Vice Chair

Will support the chair, assume the duties of the Chairperson in the Chairpersons absence, and help with activities as required. May be listed as a signing officer.

(Self Nominated)

Nominated By Accept Nomination

Secretary

Attend and record all attendees, take minutes at the monthly meetings, prepare and submit the minutes in a timely manner prior to the next meeting to all board members and forward a copy of minutes to school administration. May be listed as a signing officer.

(Self Nominated)

Nominated By Accept Nomination

Treasurer

Ensure all funds are properly accounted for, complete bank deposits, disburse funds as authorized by the committee, report on all transactions, make financial records available at each meeting. complete and submit year end audits and must be a signing officer.

(Self Nominated)

Nominated By Accept Nomination

Casino (Volunteer) Coordinator

Coordinates casino activities (Typically takes place every 18 months).Files all necessary documents relating to Casino matters with the AGLC. Carries out other

duties as may be required for the casino like recruiting volunteers and scheduling shifts. If a casino does not align within the current year the appointed board member in this position will assist with the coordination of volunteer requests made by the school, including preparing raffle and 50/50 licence applications, completing all paperwork. *This Casino Position Does Not To Be Filled for the 2026-2027* School Year as our next Casino is Slotted First Quarter 2028

(Self Nominated)

Nominated By Accept Nomination

7. Upon the new board being elected we need to complete the following prior to ending AGM.
   - Signing officers will need to be changed on both accounts at ATB Forest Lawn Branch located at 3620-17th Ave SE.

     General Account Ending 1200 Transit 07709-219

     Casino Account Ending 4424 Transit 07709-219

     Appointment set for Friday October 16,2026 10:00 am.

   Motion to remove Amber Anderson-Godfrey and Lori Kariga on the above named accounts as authorized assigning officers effective October 16,2026

   Motion to add new signing officers as listed below on the above named accounts as authorized assigning officers effective October 16,2026

   - New Chair
   - New Treasurer

   - Sign a new AGLC List of Executives prior to leaving

8. Meeting adjourned

Forest Lawn High School Advisory Association
Financial Statement
For the Year October 01, 2025 to August 31, 2026

Assets		
Cash - ATB Community Spirit Account ending in 1200 - General		$ 1,694.42
Cash - ATB Community Spirit Account ending in 4424 - Casino		$ 42,086.65
Total Assests October 01,2025		$ 43,781.07
Recorded Income/Revenue		
Bank Interest	(Account Ending in 4424)	$ 14.13
Gaming Raffle Income Transactions	(Account Ending in 4424)	$ 472.00
AGLC Casino Proceeds Disbursements	(Account Ending in 4424)	$ 85,146.93
Fundraising	(Account Ending in 1200)	$ 2,025.44
Total Income		$ 87,658.50
Recorded Income Deposits		
Bank Interest	(Account Ending in 4424)	$ 14.13
Gaming Income Transactions	(Account Ending in 4424)	$ 473.00
AGLC Disbursements of Pooled Funds	(Account Ending in 4424)	$ 85,146.93
Fundraising	(Account Ending in 1200)	$ 2,225.44
Event Transactions (Casino Advisors)	(Account Ending in 4424)	$ 2,445.44
Total Deposit		$ 90,304.94
Disbursements		
Student Enhancement Expenditures	(Account Ending in 4424)	$ 32,404.99
Event Transactions (Casino Advisor)	(Account Ending in 4424)	$ 2,445.44
Commercial and Directors Insurance	(Account Ending in 4424)	$ 1,180.00
General Account Expenses	(Account Ending in 1200)	$ 3,600.00
Total Disbursements		$ 39,630.43

Continuity Verification General Account Ending 1200		
Bank Balance as of October 01,2025		$ 1,694.42
Deposits	+	$ 2025.44
Total Balance	=	$ 3,719.86
Less Disbursements	-	$ 3,600.00
Recorded Balance Forward as of August 31,2026	=	$ 119.86

Continuity Verification Casino Account Ending 4424		
Bank Balance as of October 01,2025		$ 42,086.65
Deposits	+	$ 88,065.37
Interest	+	$ 14.13
Total Balance	=	$ 130,166.15
Less Disbursements	-	$ 36,030.43
Recorded Balance Forward as of August 31,2026		$ 94,135.72

Forest Lawn High School Advisory Association
Financial Statement
For the Year October 01,2025 to August 31,2026

Bank Balance as of August 31,2026	$119.86
Bank Balance as of August 31,2026	$94,135.72
Combined Financial Statement August 31,2026 Balance Forward	$94,255.58

This Financial Statement has been prepared by Lori Kariga on this the 05th day of October 2026.

_____
Name: Lori Kariga
Treasurer
Date: October 05, 2027

This Financial Statement has been audited and approved on October 06,2025:

_____
Auditor Name; Celia Burns
Date: October 06, 2026

_____
Auditor Name: Valerie Little
Date: October 06, 2026

FLHS Parent Advisory Minutes
September 23,2025 6:30 pm
In person in learning commons
Contact Email: flhsadvisoryassociation@gmail.com

Attendees: Marcy M, Ceilia B, Dana W, Danielle L, Michelle C, Truong Thi L, Manbel U, Desiree H, Prashant H, Catherine R, Amanda F, Sharon M, Valerie L, Betty L, Amber AG, Lori K, Roushdia Y, Nadia M, Mynhailo M, Kelly S, Salona B, Alex F

1. Call Meeting to Order: 7:28pm

2. Approve Agenda for September 23,2025 1st Ceilia 2nd Valerie

3. Approve Minutes from meeting on May 20, 2025 1st Ceilia 2nd Valerie

4. Chair Report

- Casino will be in Quarter 2 (April,May,June) 2026

5. Old Business

- AGM notice was sent out in August and has been ongoing
- We had a table set up at meet the teacher on September 18, 2025 as per request of Administration in May 2025

6. Treasurer Report
- The Commercial and Directors Insurance was paid during the summer in the amount of $1182.00
- Payments were made on outstanding approvals since the May 20,2025 meeting.
- Fiscal year end is September 30 Annually and Annual Financial Reports should be presented in the October Meeting.for review and audit.
- The General Account falls under Parent Council and typically the financials are presented in the Parent Advisory Meeting however, due to the AGM being held it was previously discussed in the Parent Council Meeting.

Current Balance Sheets

Casino Expenditures and Fundraising

Casino Account

- Balance Forward as of May 23, 2025 $51,915.22
- Bank Balance as of Aug 23, 2025 $44,929.06
- Less Cheques Written $ 2,843.89
- Less Holdbacks $ 3,799.57
- Estimated Available Balance Forward $38,285.60

7. Casino Account Funding Requests

Department Request Amount

- Construction Workbench Vices $ 1,623.75
- Dance Costumes $ 2,000.00
- Dance illFX Education $ 3,045.00
- Drama Fall Production $ 700.00
- Drama Drama Festival $ 1,175.00

Total $ 8,543.75

General Account Funding Requests

- Department Request Amount Guidance Scholarships $ 2,900.00
  It would be the recommendation of the current council that voting on these requests be deferred until the October after a new council is elected.

8. Motions

- Amber motions to defer decision on funding requests noted above until a new council and advisory board has been elected.

  All those in favor: Unanimous Motion Passed

  Note: Alex indicated a new policy for funding approvals was coming. Will get more information during the next meeting.

9. New Business

Executive Elections for the 2025-2026 School Year

Brief overview of the Parent Advisory

- We hold eight meetings a year to take place immediately after the Parent Council meetings, typically we don't hold meetings in December and June as they tend to be busy within the school.
- We provide financial support to the administration and staff when needed, funds typically raised through Casino Funds Raised.
- We support various groups within the school by applying for 50/50 and Raffle Licences to the AGLC, preparing and completing applicable paperwork and reports as required.
- Members of the board must be able to attend monthly meetings, if 3 meetings are missed the member will be removed from their position. It is important to note all attendees present at meetings are able to vote on a motion however in order to meet quorum a minimum of 3 members of the executive board must be present for voting to take place.

Brief Descriptions of Executive Positions

CHAIRPERSON

Will preside at monthly executive meetings, ensure that a meeting agenda is prepared, serve as a direct liaison between school admin and the parent's group, and be a signing officer.

VICE-CHAIR

Will support the chair, assume the duties of the Chairperson in the Chairpersons absence, and help with activities as required.

SECRETARY

Attend and record minutes of monthly meetings, prepare and make available the minutes in a timely manner prior to the next meeting and forward a copy of minutes electronically to school administration. May be a signing officer.

TREASURER

Ensure all funds are properly accounted for, complete bank deposits, disburse funds as authorized by the committee, report on all transactions, make financial records available at each meeting. complete and submit year end audits and must be a signing officer.

Note: Secretary and Treasurer Elected on Parent Council fulfill the position on Parent Advisory as well.

CASINO CHAIRPERSON

Coordinates casino activities (Typically takes place every 18 months). Files all necessary documents relating to Casino matters with the AGLC Carries out other duties as may be required for the casino like recruiting volunteers and scheduling shifts.

This Position Must Be Filled for the 2025-2026 School Year As We Are Scheduled for A Casino in Quarter 2 of 2026

Nomination Procedures
Anyone interested in an executive position can either be nominated by another person or self nominate. If you were nominated by another person you must first accept the nomination prior to a vote taking place.

Time for any questions

Commence with Nominations and Elections

Chairperson
Nominations: Roushdia Yassine
Nominated By: Mynhailo M
Accepted Nomination: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Roushdia Yassine

Vice Chair
Nominations: Betty Lam
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Betty Lam

Secretary
Nominations: Sharon McLellan
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Sharon McLellan

Treasurer
Nominations: Lori Kariga
Self - Nominated: No
Nominated By Celia
Accepted Nomination: Yes
Vote: All in favor
Objections: None
Voted Chairperson: Lori Kariga

Casino Chairperson
Nominations: Ceilia Burns
Self - Nominated: Yes
Vote: All in favor
Objections: None
Voted Casino Chairperson: Ceilia Burns

Closing remarks

10. Next Meeting: October 21,2025 Meeting Adjourned: 8:01pm