

FLHS Parent Council Meeting Minutes
September 24, 2024
In Person FLHS Learning Commons 6:30pm
flhsadvisoryassociation@gmail.com

Attendees: Matt F, Amber AG, Lori K, Sabina B, Marcy M, Tina B, Sharon M, Hyam E, Betty L

1. Call Meeting to Order 6:35pm

- Introductions of our current council

2. Approve Agenda for September 24, 2024

1st Sabina 2nd Tina

3. Approve Minutes from the last meeting on May 21, 2024.

1st Sabina 2nd Tina

4. Chair Report

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5. Old Business

- Update on insurance - Annual renewal was completed over the summer. The new policy cost for General Liability and Director and Officer Insurance is \$1,175.00 and was paid out of the casino account. Annual Renewal Date is September 01.
- Amended Bylaws were forwarded after the May 21, 2024 meeting. Lori checked with Registries on September 23, 2024, and they were just assigned to an auditor for examination and approval, we should hear something within a week to ten days if they have been accepted.
- AGM notice was completed and submitted to the FLHS Administration for publication on August 22, 2024.
- Amber purchased (3) retirement gifts for long term teachers who were retiring on behalf of parents and students of FLHS and Parent Advisory Board.

6. Treasurer Report:

- General Account Bank Balance as of August 23, 2024 \$ 2,028.29.

Note: Bank Statement for September is not yet available at the time of AGM Meeting as the closing statement date is the 23rd of each month
See Attached Interim Balance Sheet October 01, 2023 to September 23, 2024.

- Textile Clothing Bin Financial Update - Ongoing Fundraiser

October 23, 2023- August 23, 2024 Total Revenue From TCTR \$2,235.95

- Fundraising Proceeds Allocated to Specific Programing

Carryover donation amounts from previous fundraising events that need to be held in trust: Dance Department \$ 50.00

Wrestling Team \$ 46.50

We recommend that these funds should be spent as soon as possible.

7. Principal Report: See attached

8. New Business:

9. Motions:

10: AGM Elections

- Brief overview of FLHS Parent Advisory Executive Council Positions and Expectations.

Chairperson

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

Vice - Chairperson

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

Secretary

Ensure meeting attendance is taken, Attend and record minutes of monthly meetings, prepare and make available the minutes in a timely manner prior to next meeting and forward a copy of minutes electronically to the chairperson and school administration.

This position is usually undertaken by the same person who is elected treasurer on the Parent Advisory Board.

Treasurer

Ensure all funds are properly accounted for complete bank deposits, disburse funds as authorised 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.

This position is usually undertaken by the same person who is elected treasurer on the Parent Advisory Board.

- Proceed with AGM nominations and vote for positions on executive council.

Chairperson

Nominations (must record if self-nominated): Amber

Voting Result Unanimous Yes

Elected: First Name: Amber Last Name: Anderson-Godfrey

Vice - Chairperson

Nominations (must record if self-nominated): Betty - Self nominated

Voting Result Unanimous Yes

Elected: First Name: Betty Last Name: Lam

Secretary

Nominations (must record if self-nominated): Marcy - Self nominated

Voting Result Unanimous Yes

Elected: First Name: Marcy Last Name: Moir

Treasurer

Nominations (must record if self-nominated): Lori - Self nominated

Voting Result Unanimous Yes

Elected: First Name: Lori Last Name: Kariga

8. Set next meeting date: October 15, 2024

9. Meeting Adjourned: 7:29pm