ANNUAL GENERAL MEETING AGENDA

FUNDRAISING FRIENDS OF FATHER MICHAEL MIREAU SCHOOL ASSOCIATION
FATHER MICHAEL MIREAU SCHOOL - 3010 SPENCE WYND SW
Tuesday, October 4, 2022 at 6:30PM
**indicates items for which a written document/report will be attached/provided*

1. **Call to order**
   - ➢ Introductions of Board Members, opening remarks
   - ➢ Verification of quorum

2. **Approval of Agenda** *(motion to accept)*

3. ***Approval of Minutes of Previous Annual General Meeting from September 21, 2021** *(motion to accept)*

4. **Reports**
   4.1 Treasurer
      4.1.1 *Previous Fiscal Year Audited Financial Statements *(motion to accept)*
      4.1.2 *Current account balances: General, playground and AGLC

5. **Standing Business**
   5.1 Membership
   5.2 Organization Structure Review (membership, directors, voting, accountability)

6. **New Business**
   6.1 Fundraising for 2022-2023
      6.1.1 Davison Orchards Fundraiser campaign
      6.1.2 Hot Lunches
   6.2 Annual Fiscal 2022-2023 Auditors *(nominations and motion to accept)*

7. **Elections:**
   7.1 Elections for the following positions:
      7.1.1 President
      7.1.2 Secretary
      7.1.3 Director at Large (1 position)
   7.2 Bank account signing authority (*motion to remove and add)*

8. **Next Regular General Meeting of the Membership (RGM)** -

9. **Adjourn**

<u>*Action items:*</u>

1) *Secretary: Notify Corporate Registries, in writing, of all returning Directors/Officers*
2) *President: Update Directors/Officers and financials to renew insurance for FFFMMA*
3) *Secretary: Notify AGLC, in writing (form AGLC website), of returning Directors/Officers*
4) *Secretary: Provide summary (or draft minutes) of meeting to all members and interested parties*
5) *Treasurer/Secretary: Update signing authority at bank with new officer(s)*

Friends of Father Michael Mireau Fundraising Association
MEETING MINUTES

September 21, 2021
Virtual Meeting
Annual General Meeting

* Indicates written report/attachment provided

1: Call to Order/Introductions
   a. Meeting called to order at 7:07 PM by Tara Charlton
   b. Attendance
      i. Executives Present-Tara Charlton (President), Danielle L'Heureux (Vice President), Lindsay Stecyk (Secretary/Treasurer), Jill Sorenson (Director at Large 3), Craig Hunter (Director at Large 5), Juanita Bowman (Director at Large 4)
      ii. Executives Absent - Cheryl Potter (Director at Large 1), Ryan Lima (Director at Large 2)

2. Approval of Agenda, no objections
   i. Approved by Craig Hunter, seconded by Danielle L'Heureux

3. Approval of Meeting Minutes from last years AGM
   a. Approved by Craig Hunter, seconded by Danielle L'Heureux

4. Update from Treasurer
   a. Account Balance - $40 477.07
      i. FFMM Bank Account - $40 477.07 (allocated for playground - $25 736.98)
      ii. Powerschool Account - $0
      iii. City of Edmonton Account - $0
      iv. Outstanding cheques - $1406.75 from Write on Stationery

5. Update from President - Tara Charlton
   a. Thank you to our members whose terms have expired or who have left the association. Jill, Juanita and Cheryl - Thank you for all of your hard work and you will be missed!
   b. Membership
      i. Proposing to have a special resolution, any parent/guardian that has special interest with a child in the school gets voting privileges. Will be brought up at the next meeting and vote on to change bylaws.
      ii. Organization structure
         1. Members - parents / guardians

2. Directors at large - 5 voted in members
3. President, Vice President, Secretary, Treasurer

c. School Wish List
    i. Board members sit down to determine ideas on how to pay for these
        1. Members of the board get asked for ideas and input
d. Casino date is currently unclear. Original date was Winter 2021
e. Davidson Orchards Apple Fundraiser
    i. Information will be sent out this week
f. Financial Auditors needed for September 2021
    i. Monika Cox
    ii. Shelley Loveall-Whalen
        1. All in favor, Yes all in favor
        2. ***NOTE - Due to Shelley accepting the Secretary position, we will need to find a new auditor, will be brought up at October 19th meeting***
g. Secretary - Shelley Loveall-Whalen
    i. All in favor, Yes all in favor
h. Directors - Natashia Bowler, Marie Gurba, Chaliste
    i. All in favor, Yes all in favor

6. Update From Playground - Tara Charlton
    a. Sod is being installed today
        i. Delays due to equipment, heat and covid issues
        ii. City of Edmonton inspection will still need to be completed
        iii. Fence might stay up to protect grass once inspection is complete
    b. Phase 2 of playground project
        i. includes the pathways around the hill that links up to 88 street, and grande blvd

7. Next Meeting – October 19th, 2021
8. Meeting Adjourned – Tara Charlton moved that the meeting be adjourned and this was agreed upon at 7:50 PM

____________________ ____________________

Secretary
Lindsay Stecyk

Date of Approval

____

Position:
Name:

September 3, 2021
Date

To Whom It May Concern:

This letter is to confirm that the Financial Transactions including the Year End Balance Sheet and the Year End Profit and Loss report have been reviewed. We found them to be accurate and complete for the fiscal season of September 1, 2020 to August 31, 2021.

This review has been completed by:

Donna Smith Sept 3/21
Print Name and Date

Donna Smith
Signature

MONICA COX
Print Name and Date

Signature

10:15 PM
09/02/21
Accrual Basis

Fundraising Friends of Father Micheal Mireau School Ascn
Profit & Loss
September 2020 through August 2021

	Sep '20 - Aug 21	
Ordinary Income/Expense		
Income		
Other Types of Income		
Magic Show	631.18	
Playground Donations	29,000.00	
Total Other Types of Income		29,631.18
Total Income		29,631.18
Expense		
Events		
Magic Show	1,102.50	
Total Events		1,102.50
Facilities and Equipment		
Park	3,263.02	
School Donation	17,680.95	
Total Facilities and Equipment		20,943.97
Operations		
Bank Service Charges	22.68	
Donations	2,650.00	
Teacher Appreciation & Gifts	433.24	
Total Operations		3,105.92
Other Types of Expenses		
Insurance - Liability, D and O	1,350.00	
Total Other Types of Expenses		1,350.00
Total Expense		26,502.39
Net Ordinary Income		3,128.79
Net Income		**3,128.79**

Donna Smith

[illegible]

10:13 PM

09/02/21

Accrual Basis

Fundraising Friends of Father Micheal Mireau School Ascn
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Chequing/Savings	
Servus Credit Union Chequing	40,477.07
Total Chequing/Savings	40,477.07
Total Current Assets	40,477.07
TOTAL ASSETS	**40,477.07**
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	83,770.03
Unrestricted Net Assets	-46,421.75
Net Income	3,128.79
Total Equity	40,477.07
TOTAL LIABILITIES & EQUITY	**40,477.07**

Donna Smith

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10:21 PM

09/02/21

Accrual Basis

Fundraising Friends of Father Micheal Mireau School Ascn
Profit & Loss Detail
September 2020 through August 2021

Type	Date	Num	Name	Memo	Clr	Split
Ordinary Income/Expense						
Income						
Other Types of Income						
Magic Show						
Deposit	04/15/2021		Cash			Servus Credit ...
Total Magic Show						
Playground Donations						
Deposit	12/04/2020					Servus Credit ...
Total Playground Donations						
Total Other Types of Income						
Total Income						
Expense						
Events						
Magic Show						
Cheque	04/12/2021		Magic Show 2 Go			Servus Credit ...
Cheque	05/03/2021		Danielle L'Heureux			Servus Credit ...
Total Magic Show						
Total Events						
Facilities and Equipment						
Park						
Cheque	03/26/2021		Tara Charlton			Servus Credit ...
Total Park						
School Donation						
Cheque	12/16/2020		Father Michael Mire...			Servus Credit ...
Total School Donation						
Total Facilities and Equipment						
Operations						
Bank Service Charges						
Cheque	03/23/2021	46	Servus Credit Union			Servus Credit ...
Total Bank Service Charges						
Donations						
Cheque	12/18/2020	Transfer	Dream For Kids ECSD			Powerschool
Cheque	05/27/2021		Hope Mission			Servus Credit ...
Total Donations						
Teacher Appreciation & Gifts						
Cheque	06/16/2021		Lindsay Stecyk			Servus Credit ...
Cheque	06/16/2021		Tara Charlton			Servus Credit ...
Cheque	06/22/2021		Danielle L'Heureux			Servus Credit ...
Total Teacher Appreciation & Gifts						
Total Operations						

Donna Smith

[illegible]

Fundraising Friends of Father Micheal Mireau School Ascn
Profit & Loss Detail
September 2020 through August 2021

Type	Date	Num	Name	Memo	Clr	Split
Other Types of Expenses						
Insurance - Liability, D and O						
Cheque	12/01/2020		Foster Park Brokers ...			Servus Credit ...
Total Insurance - Liability, D and O						
Total Other Types of Expenses						
Total Expense						
Net Ordinary Income						
Net Income						

Fundraising Friends of Father Micheal Mireau School Ascn
Profit & Loss Detail
September 2020 through August 2021

Amount	Balance
631.18	631.18
631.18	631.18
29,000.00	29,000.00
29,000.00	29,000.00
29,631.18	29,631.18
29,631.18	29,631.18
840.00	840.00
262.50	1,102.50
1,102.50	1,102.50
1,102.50	1,102.50
3,263.02	3,263.02
3,263.02	3,263.02
17,680.95	17,680.95
17,680.95	17,680.95
20,943.97	20,943.97
22.68	22.68
22.68	22.68
1,650.00	1,650.00
1,000.00	2,650.00
2,650.00	2,650.00
199.49	199.49
89.25	288.74
144.50	433.24
433.24	433.24
3,105.92	3,105.92

Donna Smith

Fundraising Friends of Father Micheal Mireau School Ascn
Profit & Loss Detail
September 2020 through August 2021

Amount	Balance
1,350.00	1,350.00
1,350.00	1,350.00
1,350.00	1,350.00
26,502.39	26,502.39
3,128.79	3,128.79
3,128.79	**3,128.79**

servus credit union

Account Details

14358592 - Community Plan-0

Account Information

Balance	Available Balance	Banking Plan
$40,477.07 CAD	$40,477.07	Community Plan

Showing

All Transactions

From 01 Sep 2020 - To 31 Aug 2021

Date	Description	Debit	Credit	Balance
22 Jun 2021	Clearing Cheque # 54	-$144.50		$40,477.07
16 Jun 2021	Clearing Cheque # 52	-$199.49		$40,621.57
16 Jun 2021	Clearing Cheque # 53	-$89.25		$40,821.06
27 May 2021	Clearing Cheque # 51	-$1,000.00		$40,910.31
03 May 2021	Clearing Cheque # 50	-$262.50		$41,910.31
15 Apr 2021	AFT Pre-Authorized Credit EVENTBRITE, INC | 000009930769		$631.18	$42,172.81
12 Apr 2021	Clearing Cheque # 48	-$840.00		$41,541.63
26 Mar 2021	Clearing Cheque # 49	-$3,263.02		$42,381.63
23 Mar 2021	Cheque Printing Fee	-$22.68		$45,644.65
16 Dec 2020	Clearing Cheque # 47	-$17,680.95		$45,667.33
04 Dec 2020	Business Deposit summerside community league-atb		$29,000.00	$63,348.28
01 Dec 2020	Clearing Cheque # 46	-$1,350.00		$34,348.28
16 Sep 2020	Clearing Cheque # 45	-$2,415.00		$35,698.28

accounted for in 2019/2020 Financials

ND

Donna Smith

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