September 27, 2021

| **PARENT ASSOCIATION EXECUTIVE**  **2021-2022** | President - Tara Lamabe  Vice President - Ashlee Salmons  Treasurer - Julie Ballhorn  Secretary - Jessica Cook |  |
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| **Time** | **Item** | **Owner** |
| **5:48** | 1. Welcome & Motion to Approve Agenda   -motion to approve minutes KH second JB all in favour, none opposed nor abstained  - Membership Forms- this was emailed out, please sign and return | Tara Lamabe |
| **5:49** | 2.0 2020-2021 Year in Review  Meetings in September, November, January,March, and May    Fundraisers were Cobs on Wye and Pango Pizza Nights    Funded: Staff funds for student supplies $10/student  Stafff Appreciation meals/gifts  Leaving gifts for retired and leaving teachers  Terry fox run snacks for kids  Stone circle and front beds revitalization  Christmas snacks | Tara Lamabe |
| **5:50** | 3.0 2020-2021 Financial Report  Bank Balance - $$42,681.49  Motion to approve the Income Statement Lori L. 2nd Mel F.  Bylaw needs 2 parents to audit the books that are not on the executive. Kerry H. volunteers Alexia F. volunteers | Julie Ballhorn |
| **5:52** | 4.0 Overview of Parent Association Executive positions descriptions (attached)  - President  - Vice President  - Secretary  - Treasurer  Questions from the floor regarding positions | Tara Lamabe |
| **5:53** | 5.0 Election of 2020-2021 Parent Association Executive  - Call for Nominations  PA President  Julie B. nominates Tara Lamabe  Alexia F. 2nds  TL accepts  call for other nominations x2  vote by default  Vice President  Julie B. nominates Ashlee S.  2nds Lori L  Ashlee S accepts  Call for other nominations x2  vote by default  Secretary  Tara L. nominates Mel F.  Julie B. 2nds  MF accepts  call for other nominations x2  vote by default  Treasurer  Ashlee S.. nominates Julie B  Tara L. 2nds  Julie B. accepts  call for other nominations x2  vote by default | Tara Lamabe |
| **5:57** | 6.0 Announcements  Next Meeting dates:  November TBD  January TBD  March TBD  May TBD | Tara Lamabe |
| **5:58** | 7.0 Adjournment | Tara Lamabe |

**Woodbridge Farms Parent Association Positions Descriptions:**

**President**

The President shall have general knowledge of all activities of the Association. He/she will be an ex-officio member of all Committees as defined by Robert’s Rules of Order. The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Association. He/she shall, when present, preside at all meetings of the Association and of the Board. The President will be the chief spokesperson for the Association, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

**Vice President**

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President’s absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President’s responsibilities.

**Secretary**

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board. The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.

**Treasurer**

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association

**Annual Report**

**Reporting Year 2020-2021**

**Executive:**

* Tara Lamabe, President
* Ashlee Salmons, Vice President
* Julie Ballhorn, Treasurer
* Jessica Cook, Secretary

**Meeting Dates:**

* September
* November
* January
* March
* May

**Parent Association Activities:**

* **Fundraisers**
* Cobs and Panago
* **Funded**
* $10 per Student Resource Fee
* Staff Appreciation- Poinsettias and 2 Pizza Lunches
* Appreciation gifts to staff leaving and retiring staff
* Terry Fox Run snack
* Funded the stone circle and front beds revitalization
* Christmas Snack
* Ongoing operating fees: computer security, insurance, bank fees and surcharges