

## Westboro Parents' Society - AGM

---

Meeting Minutes- May 22, 2024

7:30 p.m. School Library

*\*indicates written report/attachment provided*

### Attendance

**Voting Members:** Christan Rasmussen (President), Hilary Schmidt (Vice-President),  
Mallory Jackson (Treasurer), Carrie Bounds (Secretary), Dan Schmidt

**Associate Members:**

**Others:** Mike Lastiwka (Principal), Tracey Prouse (Vice-Principal), Andrea Perrotta (PLACE)

Call to order at 7:35 p.m.

1) Review of Agenda

Agenda approved as presented.

2) Approval of the minutes from Apr 17, 2024

Minutes were approved as distributed

3) Society Status Report: Christan Rasmussen

- a) Due to circumstances outside our current executive's control, our CRA Charitable status has been revoked. We are currently in the process of restoration, including re-applying for our Charitable status prior to October 19, 2024 which includes submitting charitable tax returns from 2018 forward. Completing this will allow us to continue with our plans and goals to support our students

4) Treasurer Report\*: Mallory Jackson

- a) Financials \* see attached  
b) Our annual return for fiscal year ending Aug 31, 2023 has been completed\*  
c) There is a temporary freeze on our spending due to current circumstances.

5) AGM Executive Election

a) President:

- Christan Rasmussen is nominated. Christan accepts and is acclaimed.

b) Vice President:

- Hillary Schmidt is nominated. Hillary accepts and is acclaimed.

c) Secretary:

- Carrie Bounds is nominated. Carrie accepts and is acclaimed.

d) Treasurer:

- Open

## **Westboro Parents' Society - AGM**

---

6) Open Discussion

- a) A huge Thank You to our Society President, Christan Rasmussen. There have been struggles and stresses and ups and downs this last year, and Christan has led our team with a calm clarity and a determined will. She has taken many things upon herself despite being a hard worker, and mother of two, and we are incredibly grateful to have her lead our team! This being said, we look forward to more of you volunteering your time and joining us here next year!

Adjourn 8:09 p.m.

Next meeting is Tuesday, October 8, 2024 at 7:30pm

- Future meeting dates: Oct 8, Nov 19, Jan 14, Feb 11, March 11, April 8, May 13

Westboro Parent's Society			Treasurer Report
			May 22, 2024 Meeting
Date	Debits / Credits	Balance	Description
Apr 15, 2024		\$6,414.54	Bank balance at time of last report
Apr 16, 2024	(\$203.37)	chq 0091	Parent Engagement Event Refreshments (Hilary Schmidt)
Apr 23, 2024	(\$495.00)	chq 0090	Parent Engagement Speaker (KDR Psychological Services Inc.)
Apr 30, 2024	(\$1,127.70)	chq 0092	April Hot Lunch (Jugo Juice)
Apr 30, 2024	(\$65.00)		Monthly Bank Fee
May 13, 2024	\$519.70		April Hot Lunch E-Transfer Payments (April 16 - May 13)
May 14, 2024	(\$11.75)	chq 0093	April Hot Lunch Refund (Christine Cooper)
<b>May 22, 2024</b>		<b>\$5,031.42</b>	<b>Current Bank Balance</b>
<b>Pending Transactions</b>			
		(\$65.00)	Monthly Bank Fee
		\$495.00	EIPS Parent Engagement Grant
		(\$500.00)	Late Filing Fee (CRA)
		(\$25.00)	Alberta Registry Documentation (Christan Rasmussen)
		(\$95.00)	<b>Sum of Pending Transactions</b>
		<b>\$4,936.42</b>	<b>Working Balance</b>

# Westboro Parent's Society

## Financial Statement

For the year (Jan 01, 2023) to (Aug 31, 2023)

### Assets

CIBC Acct 9800212 (Aug 31, 2023) \$8,842.71

Total Assets \$8,842.71

### Liabilities

Accounts Payable  
• *Outstanding chqs as of Aug 31, 2023* \$0.00

Total Liabilities \$0.00

### Income

Fundraising \$18,538.07

Total Income \$18,538.07

### Disbursements

Events - \$32,743.42

Total Disbursements - \$32,743.42

### Approval Statement

This financial statement has been reviewed and approved by:

Tracey Nielsen, CPA

Printed Name

*Tracey Nielsen*

Signature

May 20, 2024

Date

N/A

Printed Name

Signature

Date

**Expenses January 1, 2023 - August 31, 2023**

Category	Subcategory	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Total
Events	Christmas Concert	-\$812.33								-\$812.33
Events	Family Dance					-\$613.58	-\$1,865.86			-\$2,479.44
Events	Fun in the Sun						-\$507.83			-\$507.83
Operating Expenses	Insurance, Board Development	-\$1,593.90								-\$1,593.90
Board Expenses	Development			-\$824.25		-\$358.31				-\$1,182.56
Operating Expenses	Bank Fees	-\$154.00	-\$213.00	-\$65.00	-\$65.00	-\$65.00	-\$65.00	-\$65.00	-\$65.00	-\$757.00
Engagement	Parent Engagement		-\$25.00		-\$1,030.90					-\$1,055.90
School Support	Teacher Appreciation					-\$155.20	-\$934.50			-\$1,089.70
Fundraising	Big Box Cards			-\$8,113.00						-\$8,113.00
Fundraising	Hot Lunch	-\$437.38	-\$1,441.07	-\$2,521.91	-\$1,731.59	-\$1,941.35	-\$3,278.06			-\$11,351.36
School Support	Recreation & Activities		-\$997.50	-\$1,382.40	-\$249.75	-\$1,170.75				-\$3,800.40
<b>Total</b>		<b>-\$2,997.61</b>	<b>-\$2,676.57</b>	<b>-\$12,906.56</b>	<b>-\$3,077.24</b>	<b>-\$4,304.19</b>	<b>-\$6,651.25</b>	<b>-\$65.00</b>	<b>-\$65.00</b>	<b>-\$32,743.42</b>

**Income - January 1, 2023 - August 31, 2023**

Category	Subcategory	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Total
Fundraising	Art Cards	\$924.62								\$924.62
Fundraising	Save On Foods				\$576.25		\$203.07			\$779.32
Fundraising	Cobs Bread							\$114.10		\$114.10
Expenses	Bank Fees (Adjustment)			\$392.00						\$392.00
Expenses	EIPS Parent Engagement Grant					\$546.93				\$546.93
Events	Family Dance					\$1,593.50				\$1,593.50
Fundraising	Hot Lunch	\$1,587.00	\$4,200.80	\$1,088.75	\$2,263.05	\$2,216.50	\$2,831.50			\$14,187.60
<b>Total</b>		<b>\$2,511.62</b>	<b>\$4,200.80</b>	<b>\$1,480.75</b>	<b>\$2,839.30</b>	<b>\$4,356.93</b>	<b>\$3,034.57</b>	<b>\$114.10</b>	<b>\$0.00</b>	<b>\$18,538.07</b>

**Balance Sheet**

<b>Assets</b>		
Description	Amount	
Bank Balance at Aug 31, 2023	\$8,842.71	
<b>Total</b>	<b>\$8,842.71</b>	
<b>Liabilities</b>		
Description	Amount	
None	\$0.00	
<b>Total</b>	<b>\$0.00</b>	
<b>Total Equity</b>	Assets - Liabilities	<b>\$8,842.71</b>

**Income Statement**

<b>Income</b>		
Description	Amount	
All Sources	\$18,538.07	
<b>Total</b>	<b>\$18,538.07</b>	
<b>Expenses</b>		
Description	Amount	
All Sources	-\$32,743.42	
<b>Total</b>	<b>-\$32,743.42</b>	
<b>Net Gain/Loss</b>	Income - Expenses	-\$14,205.35

Westboro Parents' Society  
2023 Category Net Amounts

Category/Sub Category	Sum of Withdrawl	Sum of Deposit	Net
<b>Board Expenses</b>	\$ (1,182.56)		\$ (1,182.56)
Development	\$ (1,182.56)		
<b>Engagement Expenses</b>	\$ (932.57)	\$ 546.93	\$ (385.64)
Gifts	\$ (25.00)		\$ (25.00)
Speaker Event	\$ (907.57)	\$ 546.93	\$ (360.64)
<b>Events</b>	\$ (3,799.60)	\$ 1,593.50	\$ (2,206.10)
Christmas Concert	\$ (812.33)		\$ (812.33)
Family Dance	\$ (2,479.44)	\$ 1,593.50	\$ (885.94)
Fun in the Sun	\$ (507.83)		\$ (507.33)
<b>Fundraising</b>	\$ (19,464.36)	\$ 16,005.64	\$ (3,458.72)
Art Cards		\$ 924.62	\$ 924.62
Big Box Cards	\$ (8,113.00)		\$ (8,113.00)
Cobs Bread (Dough Raiser)		\$ 114.10	\$ 114.10
Hot Lunch	\$ (11,351.36)	\$ 14,187.60	\$ 2,836.24
Save On Foods		\$ 779.32	\$ 779.32
<b>Operating Expenses</b>	\$ (2,474.23)	\$ 392.00	\$ (2,082.23)
Bank Fees	\$ (757.00)	\$ 392.00	\$ (365.00)
Insurance	\$ (1,454.00)		\$ (1,454.00)
Supplies	\$ (263.23)		\$ (263.23)
<b>School Support</b>	\$ (4,890.10)		\$ (4,890.10)
Recreation & Activities	\$ (3,800.40)		\$ (3,800.40)
Teacher Appreciation	\$ (1,089.70)		\$ (1,089.70)
<b>Grand Total</b>	\$ (32,743.42)	\$ 18,538.07	\$ (14,205.35)