

**RED DEER LAKE SCHOOL COUNCIL  
AGM MEETING AGENDA  
Tuesday October 8, 2024 @ 7:00pm  
Location: Learning Commons**

- |    |  |                   |
|----|--|-------------------|
| 1. | Welcome and Introductions  | 7:00 pm<br>Debbie |
| 2. | Land Acknowledgement   | Scott             |
| 3. | Amendments, Additions, & Approval of Agenda  |                   |
| 4. | Approval of AGM 2023 Minutes   |                   |
| 5. | Mission Statement/Objective of AGM<br><i>- The Red Deer Lake School Council will promote a vibrant school community and supportive learning environment by creating engaged students in partnership with administration, teachers, parents, students and the community.<br/>- To Vote in the Executive Council for Red Deer Lake Council and FCREC</i>   |                   |
| 6. | Executive/Director Annual Reports  |                   |
|    | - President/Vice President   | Debbie/Sarah      |
|    | - Communication  | Sarah             |
|    | - Principal report - school professional learning plan.  | Scott/Stacey      |
| 7. | Treasurer Report : Approval of financials - profit and loss, balance sheet for 2023/24 Budget, and Allocations (Allocations and Budget approved at the previous meeting) for 2023/24 school year   | Kate              |
| 8. | <b>****School Council Elections****</b><br><b>Positions- These will be valid for RDL Parent Council and FCREC</b>  |                   |
|    | <ul style="list-style-type: none"><li>● Presiden : Nominee Sarah Ftichar</li><li>● Vice President : Nominee Kerry Conroy</li><li>● Secretary : Open - Nominee Krista west</li><li>● Treasurer : Open</li><li>● Director of Landscape : Vacant</li><li>● Director of Hot Lunch : Amanda Moore</li><li>● Director of Communications :</li><li>● Director of Fundraising/ Sensory Project : Nominee Debbie McGuinness</li><li>● Director of Volunteer Coordinator: Lindsay Flynn</li><li>● Direct at Large :</li><li>● Director Casino Coordinator: Lisa Gordon</li></ul> |                   |

9. Business Arising from September Minutes (Old Business) Debbie
10. Trustee Report Theresa
11. Principal & Staff Reports Scott/Stacey
12. Committee Reports
  - Hot Lunch Amanda
  - Halloween Carnival Sarah
  - Sensory room Debbie
  - Foyer revamp Sarah
  - Home Alone/Babysitting Course Sarah
13. New Businesses
  - Potluck for parent teacher interviews Nov 20- can we do a sign up again?
14. Adjournment

Next Meeting: **Tuesday November 19, 2024**

## **Election info**

Current members who hold a position can choose to continue in that role by verbally indicating their desire to continue prior to nominations.

Other members interested in a position must be nominated by someone. If there are more than 2 people interested in a particular position each person will give a quick speech as to why they would be the best candidate. All votes will be by secret ballot.

## **RDL Parent Council Executive Positions**

### **President:**

- Acts as spokesperson and generally supervises the council
- Responsible for planning the agendas, calling and chairing meetings of the executive and general council
- Communication with divisional office, school administration and parent body
- Delegation of tasks needed to operate the council and obtains its objectives D Serves as the Alberta School Councils' representative and attends area meetings
- Monitor the RDL School Council email account

### **Vice President:**

- Assist the President in day to day operation of the School Council
- Assume the role of the President in his/her absence
- Attend COSC or other related meetings as required
- In conjunction with the 2nd Vice President, communicate with all committee chairs
- Constitution - review council constitution annually in conjunction with the School Act & RDL Policy and Procedure Manual and make recommendations to council should amendments be required.
- Assist in monitoring the RDL School Council email account

### **Secretary:**

- Record accurate minutes of al School Council meetings and proceedings
- Have charge of all correspondence and official records of the School Council D.
- Assist Treasurer to file Annual Returns as needed
- Maintain accurate list of members and addresses of the School Council

### **Treasurer:**

- Maintain all financial records

- Manage banking, deposits, payment of bills, reimbursement of expenses, etc.
- Prepare financial statements monthly and for year end
- Coordinate year end audit as required for the Annual Society Return
- Present audited financial information at the Annual General Meeting
- File Annual Returns with the assistance of the Secretary

### **Role of Directors:**

- Attend all council meetings.
- Act as a liaison with the executive and the school population.
- Represent the school interests.
- Assist with special projects.
- Take a leadership and/or participatory and/or liaison role in a committee such as: Lunch support, Communications, Spirit Clothing, Volunteer Recruitment, Lunch Programs, Classroom Reps and other Special Interest Committees Example: Gala Committee.
- Engage and connect with community members in a mutually beneficial manner

### **Director: Internal/ External Communication**

- School Council newsletter - reporting of council dates, events, issues regarding council, special interest or any other item related or required by council which requires to be communicated to the school community.
- Publish contact info for school council [RDLcouncilpresident@gmail.com](mailto:RDLcouncilpresident@gmail.com) on the school website
- Maintain School Council Bulletin Board
- Post required notices on active school council media ie. Twitter, Instagram, Facebook
- Communicate information on RDL activities, sporting events, etc. to external media publications
- Liaison with teachers, committee members and School council for reporting of activities and events.

### **Director: Volunteer Coordinator**

- Assist with the organization of volunteers with office administrative staff, council and committee leaders
- Maintain accurate information of contact information of volunteers
- Develop volunteer sign up sheets and communicate with the Director of Communications should volunteer requirements need to be published on the RDL website.

### **Director: Fundraising Coordinator/Sensory Room Project**

- The liaison between parent council and the volunteers on the fundraising committee.
- In charge of recruiting volunteers for specific fundraisers
- Making sure the volunteers are directed and know what they are responsible for in each fundraiser

- Overseeing all fundraisers

### **Director: Hot Lunch Coordinator**

- Attend monthly RDL Parent Council meetings
- Contact person for any changes in volunteer schedule - this will be monitored through the RDL hot lunch email
- Communicate with Scott Flintoft if there are any volunteer openings so that Grade 9 students can step in
- Set up volunteer hot lunch shifts in sign up genius using RDL hot lunch email
- Organize days for grade 9's to help. This year they will be in charge of Holy Grill, helping to set up on hot dog day/ deliver food and put away delivery containers after lunch is done
- Communicate with Hot Dog Lunch coordinator to ensure hot dog supplies are in order

### **Director: Casino Coordinator**

- Attend monthly RDL Parent Council meetings
- Contact person for the Alberta Gaming & Liquor Commission(AGLC)
- Schedule and request Casino dates- chosen casino location is usually Calgary's Deerfoot Inn & Casino for 2 days.
- Organize casino positions, recruit and schedule volunteers to assist. Ensure all roles are filled.
- Maintain a schedule of volunteers, work with Council Pres and treasurer to ensure that there is accurate accounting of all finances relating to any casino expenditures..
- Time commitment is relatively minimal until RDL Council is assigned a casino and date. Bulk of time is in recruiting volunteers to fulfill casino commitments on the 2 days of the assigned casino. (Database of past volunteers is maintained and provided to assist with this).
- Work with the Council President, Treasurer and School Principal to make requests for new casino dates, filling out use of funds forms, and special use of funds forms.

**Foothills Cultural & Recreational Enrichment Centre Foundation (FCREC)**  
**MEETING AGENDA**  
**Tuesday October 8th, 2024 8:00pm**

1. Call meeting to order Debbie
2. Amendments, Additions, & Approval of Agenda
3. Approval of September Minutes
4. Old business from September
  - Apple Fundraiser
  - Art Cards
  - By laws have been registered and in process of getting insurance
5. Financial Report Kate
6. Casino - no casino this year Lisa
7. Request for funds
  - \$18,900.00 plus GST for 60 new computers to be purchased through FSD
8. New Business
  - Quebec trip fundraising
  -
9. Adjournment

Next Meeting: **Tuesday November 19th , 2024**