

# Leduc Composite High School Parent Association Meeting Minutes – December 7<sup>th</sup>, 2016

Minutes recorded and prepared by L. Bauckman

The meeting was called to order by M. Tait at 8:12 p.m.

## In attendance:

### Parents

Michelle Tait (Co-Chair)  
Tasha Gerlitz (Co-Chair)  
Derek Turner (Vice Chair)  
Missy Chehayeb (Past Chair)  
Lori Bauckman (Secretary)  
Sharon Burghardt (Co-Treasurer)

### Students

Emily Whitebear

### Community Members

Troy Clayton

### Admin & Staff

Dr. Paul Wozny (Principal, LCHS)  
Tim Hamblin  
Larry Sherwood

1. **Thank You & Introductions**
2. **Additions to & Approval of Agenda - Motion to Approve:** **S. Burghardt** **Carried**
3. **Minutes of Previous Meeting – Nov 2nd<sup>th</sup>, 2016 Motion to Approve** **D. Turner** **Carried**
4. **Correspondence**
  - a. *Thank You note from LCHS for Awards Donations; GAGLC GAIN Newsletter – No Action Required*
5. **Business Arising from the Previous Minutes**
  - a. *Notice to File Society Annual Returns for 2014, 2015 & 2016* **TABLED**  
*ACTION ITEM: Treasurers to prepare and file with Corporate Registry Society Annual Returns for 2014, 2015 & 2016.*
  - b. *Mandate Statements for Grad Banquet Planning Committee, AFTERgrad Planning Committee and Show and Shine Planning Committee* **MOTION to Accept as presented: L. Bauckman** **Second: T. Gerlitz** **Carried**
  - c. *AGLC Account Update* **TABLED**  
*ACTION ITEM: Missy Chehayeb to confirm online access to AGLC account and to file update to Executive information to be filed with AGLC.*
  - d. *ATB Signing Authorities* **COMPLETED**
  - e. *Banking Arrangements for Grad Banquet Planning Committee and AFTERgrad Planning Committee* **COMPLETED**
  - f. *Electronic Funds Transfer (EFT) of Parent Paid LCHS PA fees* **COMPLETED**
6. **Reports**
  - a. *Treasurer's Report (S. Burghardt)*
    - i. *Financial Statements provided for November 2016*  
**MOTION to Accept as presented: S. Burghardt** **Second: T. Clayton** **Carried**
    - ii. *Invoices to be paid: LCHS: Awards (\$200 – Gen Acct); Popcorn (\$51 – Gen Acct)  
Lloyd Sadd Insurance – Director's & Officers /Errors & Omissions 2016 (\$141.43 – Gen Acct)*
    - iii. *Michelle Tait moved that a cheque for \$467.21 be issued from the General Account to payment of the 2017 Errors, Omissions & Liability Insurance Policy.* **Second: S. Burghardt** **Carried**
    - iv. *2015/2015 Audited Financial Statement* **TABLED**
  - b. *Canada 150 Legacy – Nothing to Report*
  - c. *Casino – Nothing to Report*
  - d. *Grad Banquet Planning Committee (as reported under the School Council Meeting of the same date)*  
*Michelle Tait moved that \$3,000 be transferred from the General Account to the Grad Banquet Account.* **Second: T. Clayton** **Carried**
  - e. *AFTERgrad Planning Committee (as reported under the School Council Meeting of the same date)*  
*Sharon Burghardt moved that a cheque for \$500 be issued from the General Account to Amberlie Hedstrom in payment of the AFTERgrad Bursary awarded in May 2015.* **Second: D. Turner** **Carried**  
  
*Lori Bauckman moved that \$4,146.26 be transferred from the General Account to the AFTERgrad Account.* **Second: D. Turner** **Carried**
7. **New Business**
  - a. *Legal Name Change to Leduc Composite High School Parent Association (L. Bauckman)*  
*Lori Bauckman moved to direct that the Association's legal name be changed from Leduc Composite High School Parent and Teacher Association to Leduc Composite High School Parent Association be completed and filed by the Association's Secretary. It will be necessary to provide a NUANS Report on the proposed new name and to file an Articles of Amendment with Service Alberta. Two cheques shall be issued from the General Account in order to pay the fees associated with this name change: \$49.35 payable to LEDUC REGISTRIES for the NUANS Report and \$25.00 payable to the Government of Alberta for the Name Change filing.* **Second: M. Tait** **Carried**
  - b. *Google Email & Drive*  
*Michelle Tait moved that all LCHS PA files, reports and documentation be stored digitally on the School Council / Parent Association Google Drive Account being set up by the School Council.* **Second: M. Chehayeb** **Carried**

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c. *New Funding Requests (P. Wozny)*

i. *Athletic Department – T. Hamblin presented a request for \$5,145. Request did not include two price quotations so the request was tabled with direction given to resubmit at a future meeting with at least two quotations.*

ii. *Broadcast Journalism Department – L. Sherwood presented a request for \$4600 for additional recording equipment.*  
**TABLED TO NEXT MEETING**

iii. *Food For Thought Program – P. Wozny* **TABLED TO NEXT MEETING**

iv. *English Department (iPads) – P. Wozny* **TABLED TO NEXT MEETING**

**8. Parent Comments - NONE**

**9. Adjourned at 9:30 pm.**

**Next Meeting: January 11<sup>th</sup>, 2017 following the LCHS School Council Meeting**