

Annual General Meeting (AGM) Minutes

Date: June 25, 2025

Time: 7:30pm

Location: <https://us02web.zoom.us/j/87902113401?pwd=XG2pQacloNPbpByO8lnmKwYEQT9kZl.1>

**Attendees: Kristy Cuevas, Daniela Fietta, Adam Keith
Alex Ruaux, Veronica Santaguida, Yemen B,
Nicholas LeBel-Buchanan**

What You Want To Do	Say This
Suggest an idea	"I move that we..."
Change a motion	"I move to amend the motion by..."
Delay a topic	"I move to table this until..."
Close debate and vote	"I call the question."
End the meeting	"I move to adjourn."

Voting

- Chair repeats the motion.
- Members vote (by hand, voice, ballot).
- Chair announces the result.

1. Welcome

Presented by Kristy or Daniela (K or D)

2. Approval of Previous Minutes

- **Motion to Approve: Kristy**

- **Seconded by: Nicholas**
 - **Motion Carried**
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3. Approval of Agenda

- **Motion to Approve: Kristy**
 - **Seconded by: Alex**
 - **Motion Carried**
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4. Treasurer's Report (Adam – 5 mins)

- **End-of-year financial update: Estimated balance of \$3,000–\$5,000 remaining.**
- **\$60 in memberships were received late (dated June 13 and 18); these will be cross-referenced to determine if they apply to the upcoming year.**
- **WooPayments from June 1 to end of August will roll over into the next fiscal year.**
- **Opening Budgets for 2025–2026:**
 - **Family Support Fund (FSF): \$1,000 (same as last year)**
 - **Grad Committee: \$500**
 - **Home & School (H&S): \$4,500 last year**
- **Fundraising Highlights:**
 - **Froyo: Raised \$3,500 more than the previous year.**
 - **Corn Roast (Last Year): \$1,300. Note: Equipment purchased last year means lower expenses this year.**

5. Business Arising

A. Constitution and By-Laws

- **Constitution:**
 - [Link to Constitution Document](#)
 - **Motion to Approve: Kristy**
 - **Seconded: Veronica**
 - **Approved Unanimously**
- **By-Laws:**
 - [Link to By-Laws Document](#)
 - **Motion to Approve: Kristy**
 - **Seconded: Adam**
 - **Approved Unanimously**

6. Communications Report (Josh – 5 mins)

7. Website Report (Alex – 5 mins)

- **Website traffic spikes when newsletters are sent.**
- **Current host takes 2% commission—amounting to approx. \$1,300, which is too high.**
- **Next Steps:**
 1. **Review contract with Corinna (Kristy & Daniela)**

2. Obtain 2 alternative quotes
 3. Select a cost-effective provider
- Migration considerations: Files and database must be transferred—Corinna’s cooperation needed.
 - Opportunity to switch during 2 months of low usage.
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8. Family Support Fund Report (Nicholas / Kristin – 5 mins)

- Supported 15 students throughout the year with lunches, and others for field trips and emergencies.
 - Total spend: \$6,600
 - Proposed target for next year: \$8,000
 - Nicholas and Kristin to coordinate next year’s plan.
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9. Grad Committee

Elections and Budget Approvals

- Co-Chairs: Kristy and Daniela
 - Treasurer: Adam
 - Communications Chair: *Position remains open* (Josh has exited)
 - Quorum Definition: Number of filled positions minus one. With Communications Chair unfilled, quorum is reduced accordingly.
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10. Varia

- **Kindergarten Grad Sashes (\$180 – reusable)**
 - **Motion to Approve: Kristy**
 - **Seconded: Alex**
 - **Approved**
 - **Corn Roast Budget (\$1,500)**
 - **Motion to Approve: Kristy**
 - **Seconded: Nicholas**
 - **Approved**
 - **Scholastic Rewards: Must be used by December. Many orders placed; awaiting completion by some grades.**
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11. School Supply Campaign

- **Launches tomorrow; setup was simple.**
- **Deadline to order: July 23**
- **Vendor: Magasin Scolaire (formerly SESCO)**
- **Last year of contract.**
- **Rebate Tiers:**
 - **3% on sales up to \$5,000**
 - **5% on \$5,001–\$10,000**
 - **7.5% on \$10,001–\$25,000**
 - **10% on \$25,001–\$40,000**

- 12% on \$40,001–\$75,000
 - 15% on \$75,001 and above
 - Funds must be provided before September 30.
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12. Calendar: 2025–2026 School Year

September

- Sept 10 – Corn Roast
- Sept 17 – Home & School Meeting
- Sept 26 – FSF Application Deadline

October

- Oct 15 – Home & School Meeting
- Oct 17 – Pizza Day
- Oct 31 – Halloween

November

- Nov 6 – Froyo
- Nov 13 – Used Book Fair
- Nov 14 – Pizza Day
- Nov 19 – Home & School Meeting

December

- Dec 4 – Froyo

- **Dec 11 – Kindergarten Holiday Breakfast**
- **Dec 12 – Pizza Day**

January

- **Jan 15 – Froyo**
- **Jan 16 – Pizza Day**
- **Jan 21 – Home & School Meeting**

February

- **Feb 5 – Froyo**
- **Feb (TBD) – Teacher and Staff Appreciation Week (TSAW)**
- **Feb 20 – Pizza Day**
- **Feb 25 – Home & School Meeting**

March

- **Mar 12 – Froyo**
- **Mar 20 – Pizza Day**
- **Mar 21 – Pancake Breakfast**

April

- **Apr 1 – Home & School Meeting**
- **Apr 9 – Froyo**
- **Apr 24 – Pizza Day**

May

- **May 7 – Froyo**
- **May 14 – Used Book Fair**
- **May 22 – Pizza Day**

June

- **June 5 – Grand Finale**
- **June 11 – Froyo**
- **June 25 – Annual General Meeting**
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Additional Notes:

- **Meetings will now be held on Thursdays. Daniela will update dates and circulate.**
- **Holiday Market Date: TBD**
- **WooHoo BooHoo / Welcome Breakfast: Alex to lead; Silvana to be followed up with on August 20. Proposed budget: \$250. Some leftovers from the Grand Finale may be used.**
- **Film Festival: Date TBD. Volunteer-run. Follow up with Veronika in September.**
- **Halloween Event: Requires staff support. Ms. B was instrumental last year.**
- **Food & Toy Drive: Carolyn to revisit early next year. Consider alignment with H&S goals. Possibility to alternate efforts (e.g., Women on the Rise, Food Depot) for sustainability due to limited volunteer availability.**

13. Adjournment

- **Motion to Adjourn: Kristy**
- **Seconded by: Daniela**

- **Time: 8:24 PM**
- **Motion Carried**

Next Home & School Meeting: TBD