

NOTRE DAME PARENT SUPPORT GROUP

October 16, 2019 at 6:30 pm
Notre Dame School Board Room

Minutes of Annual General Meeting.

Present:

Charmaine Moeller, April Floriant, Rachel Veiner, Allison Bijl, Alyssa McLain, Brittany Juell, Brittanie Kurjata, Shallyn Kocis, Merina Shearing, Amy Kaempf, Martha Faucher, Kristen Kopetski, Jashu Sandhu, Terri Haynal, Nikki Chmelyk, Amanda Coutts, Maggie Austin, Tiffany Martin

1. Meeting was called to order @ 6:28 pm.
2. The group prayed the Our Father.
3. Adoption of Minutes – from October 9, 2018 AGM – to adopt as presented.

Motion by Amanda Coutts
Seconded by Brittanie Kurjata
Carried

4. Approval of Agenda – to adopt as presented with two additions – Opening Prayer, and Bank Signing Authority.

Motion by Amanda Coutts
Seconded by Rachel Veiner
Carried

5. 2018-2019 annual financial report – Last year's financial records are not presently available. Amanda Coutts & April Floriant are still trying to gather information from the outgoing Treasurer. Amanda would like to have 2 volunteers do an internal audit of the financials. This will be brought up at a future, regular monthly PSG meeting.
6. Election of Executive Officers – The draft Constitution & Bylaws will be reviewed in detail at a future Executive meeting, and then presented at the next regular, monthly meeting.

Executive Officer nominations were put forward, and an election was held by secret ballot. The term of office for each position will be 2 years, unless the executive officer steps down earlier. In the event of a vacancy, the Executive will appoint a new officer until the next AGM. The election results are as follows:

- **Chairperson:** Rachel Veiner (by acclamation)
- **Vice Chairperson:** Allison Bijl
- **Treasurer:** April Floriant (by acclamation)

- **Secretary:** Amy Kaempf (by acclamation)
- **Fundraising Committee Chairperson:** Brittanie Kurjata (by acclamation)

5. Standing Committees – The following people agreed to serve on standing committees as appointed by the Executive:

- **Hot Lunch Coordinator:** Brittany Juell
- **Communication Liaison:** Amy Kaempf

6. Bank Signing Authority -

A motion was made to remove the following people from signing authority on the PSG's bank accounts at the Royal Bank: Maggie Austin, Amanda Coutts, Stephanie Barrington, Kattie Brigden, and Sarah Rausse.

Motion by Alyssa McLain

Seconded by Merina Shearing

Carried

A motion was made to add the following people to the signing authority on the PSG's bank accounts at the Royal Bank: Rachel Veiner (Chairperson), Allison Bijl (Vice Chairperson), and April Floriant (Treasurer).

Motion by Shallyn Kocis

Seconded by Merina Shearing

Carried

April Floriant has confirmed that the bank accounts at the Lakeview Credit Union are still open, but inactive. The bank is still charging us service fees. She will contact the bank to find out what exactly needs to be done in order to close the accounts, and will report back at the next regular, monthly meeting.

Meeting adjourned @ 6:55pm.

Minutes recorded and prepared by Charmaine Moeller.