

## William Reid School Parent Council AGM Minutes

Date: Tuesday, November 18 Time: 7:00 pm to 8:30

pm Location: In Person & Online ([click for website link](#))



Attendance: J. McLeod, F. Zahra, T. Ward, K. Bennett, K. Rushton, S. Bullough, K. Clarke, C. Bourgault, Y. Bennani, R. Seeton, S. Lee, L. Riar, Genevieve, Hsiu-Yan C., T. Wagner, S. Simms, G. Gonzalez, V. Terstappen, V. Powell, M. Carr-Wiggin

### School Council (WRSC) Portion of the Meeting (7:00 pm to 8:00 pm)

1. Call to order – 7:03 pm
2. Acknowledgement of the Land
3. Consent Agenda
  - November 2025 WRSC AGM Agenda – motion to approve by T. Ward, seconded by K. Bennett
  - September 2025 Meeting Minutes – motion to approve by K. Bennett, seconded by T. Wagner
4. William Reid Parent Council Chair Annual Report - see Appendix A – Only amendment to initial draft was updating the date for Fall Fling, otherwise it'll be filed as presented.
5. Election of Officers (Chairs, Co-Secretary, two to six Members-At-Large)
  - The chair presented the proposed slate of candidates for the school council (see Appendix B). After review, the slate was unanimously approved. All candidates will proceed to serve in their respective positions.
    - o Action – in the future, add a committee lead role related to “Lost and Found”.
6. Update from our School Administration
  - Fall fling – The event was a great success, fostering connections between parents, teachers, and the school. Students participated in soccer activities, and it was wonderful to welcome back former students.
  - Return to School - It has been a busy return following the recent three-week disruption. Appreciation was expressed to parents for their support and for welcoming teachers back. Staff felt supported by the school community. As a result of the disruption, report cards will now be distributed a month later, on February 24, and IPPs have been rescheduled to November 28.
  - Oktoberfest – The event has been moved to November 21, 2025. See further discussion below.
  - School conferences – Bookings open this Saturday at 8:00 AM for in-person conferences. To facilitate in-person conferences, there are no kindergarten classes scheduled for Thursday, Nov 27.
  - Jacket Racket – ending Nov 21 – see further discussion in section 7.
  - Upcoming and recent events –
    - o Remembrance Day assembly
    - o Trickster theatre – The gym is currently set up as a theatre space, and all grades are participating in the production. Professional filming is scheduled for the end of the week.
    - o Picture retakes – Nov 25
    - o International Day – Nov 26 – Students are invited to wear cultural attire and bring foods representative of their cultural origin.
    - o Owl's Nest book fair – Dec 8 - 12
    - o Winter market – Dec 17 – Organized by Mme. Moreau and two parent volunteers – save your loonies/toonies.
  - Winter concert – Dec 11 – The concert will follow a modified format, including a premiere of the Trickster production followed by caroling. A video maybe available later.

7. Updates from our Committee Leads (annual initiatives):
  - Annual initiatives: Special Lunches/Healthy Hunger, Jacket Racket, Evenstart, Naturalization Committee, Lost and Found - items not collected by noon on the last Friday of the month will be donated
    - o Jacket Racket - A collection box is available until Nov 21 for gently used winter jackets, snow pants, hats and mittens (no boots) in all sizes, from kindergarten to grade 12.
    - o Naturalization – no update.
    - o EvenStart winter hampers - Continuing our annual tradition of assisting families during the holiday season. Each grade is responsible for sponsoring one family. Gift drop-off deadline is Dec 12.
      - Action – We are looking for five families to volunteer as drop-off locations for their grade.
7. Identification & Review of Action Items, future Agenda Items –
  - Open positions – the School Council is seeking a Chair and Naturalization lead.
8. Adjournment – 7:49 pm

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Next meeting Tuesday, January 13, 7:00 pm to 8:30 pm Hybrid

## William Reid School Parent Council Agenda

Date: Tuesday, November 18, 2025 Time: 7:00 pm to 8:30 pm

Location: In person and online ([click for website link](#))



### Fundraising Society (WRSFS) Portion of the Meeting (8:00 pm to 8:30 pm)

1. Call to order – 7:49 PM
2. Questions / input requests from School Administration (if any)
3. Update from the WSRFS President
  - Seeking replacement for WSRFS President
4. Oktoberfest School Fundraising Event – November 21, 2025
  - Update from Rosalyn –
    - o 65 tickets sold-to-date. Families are encouraged to purchase tickets as sales are lower than expected.
    - o Donations were due yesterday, but late donations can still be submitted.
    - o Silent auction – items will be displayed Friday morning and bidding opens at 8 AM. The auction is hosted through Givergy. Bids can be made in-person or virtually.
    - o Action
      - Seeking a volunteer to act as a live auctioneer.
      - Additional help needed for event set-up; sign-up available via Sign Up Genius
    - o Thank you to teachers and school administration for providing exciting experiences for auction bids.
5. Update from the WRSFS Co-Treasurers
  - Presentation/approval of Audited Financial Statements for 2024/25 (See Appendix C Financials)
    - o Appendix C prepared by co-Treasurers and reviewed by an independent accountant.
    - o Highlights of the financial statements were reviewed by Sophia.
    - o Motion by Rosalyn to approve the audited financial statements as presented, with changes:
      - Change “Fall Fest” revenue caption to “Fall Fundraiser”
      - Approve the transfer of \$7.3K from the internally restricted Technology Fund to the Operating Reserve Fund, thereby making the funds available for general use.
      - Motion unanimously approved.
  - Budget –
    - o Sophia presented the proposed budget, noting increased allocation for technology (purchase of Chromebooks and laptop cart).
    - o Motion to approve the budget as presented, except for changing the revenue line item from “Fall Fest” to “Fall Fundraiser.”
    - o Motion unanimously approved.
  - Action – Send Talicia a note to see if she can be added as a signing authority.
5. Identification & Review of Action Items, future Agenda Items – Sophia to explore electronic banking options, as the current process (cheques) is quite manual and time consuming.
6. Adjournment – 8:33 pm

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Next meeting Tuesday, January 13, 7:00 pm to 8:30 pm Hybrid

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**School Council:** The primary role of a school council is to support and enhance student learning by organizing volunteer-run activities and events that support the school program. School councils also provide one means for members of the school community to communicate with the principal. It is not the primary role of school councils to: fundraise, lobby, or engage in school management.

**Parent Council:** “Parent Council” is our informal name for the joint meetings of our School Council and our Fundraising Society. Alberta Education rules require these to be separate entities.

**Fundraising Society:** The primary role of a fundraising society is to raise funds that support the school program and extracurricular activities.

# Appendix A: 2024/25 School Council Annual Report

## SCHOOL COUNCIL MEETINGS:

A list the dates of regular William Reid school council meetings in 2024-25, the second Tuesday of the month:

- October
- November
- January
- February
- March
- April
- May

## SCHOOL COUNCIL ACTIVITIES:

The following list is a summary of the major activities of the past year planned and executed by School Council during the 2024/25 school year:

- Fall Fling (all families welcomed to school in evening) September 2024
- Jacket Racket donations in October/November 2024
- Casino fundraising event (November 2024)
- Healthy Hunger Fun Lunches (each month October-June)
- Evenstart Christmas hamper donations in November/December 2024
- Ongoing maintenance of the naturalization area
- Teacher and Staff Appreciation Lunch in June 2025
- Last Blast (all families welcomed to school in evening) June 2025

School Council is grateful to the William Reid School Fundraising Society for providing the funding that makes these events possible. School Council would also like to gratefully acknowledge the many volunteer hours spent by our school administrative team, our school's teachers, and our community of parents to organize and executive School Council activities. We anticipate that School Council will organize the same recurring activities in the 2024-25 school year, provided we can find enough volunteers. Our large biennial fundraising event, Octoberfest, is anticipated to be planned for fall 2025. We also anticipate being assigned a Casino during the 2026/27 school year, at which time we will seek many volunteers to work shifts at.

## Appendix B: Slate of Candidates

Parents and guardians who are elected to volunteer positions on the William Reid School Fundraising Society (WRSFS) and the William Reid School Council (WRSC) hold their positions for one year. This means that every position is up for election at the AGM.

The slate of candidates below lists parents and guardians who indicated in advance of this meeting that they are willing to be nominated.

Please note that at the AGM, you are welcome to nominate any candidate for any position. If more than one person is interested in a particular role, we will hold a vote during the AGM. Often, however, a person who has held a role for a while is more than willing to step aside if a new person wants to take up the responsibility. If you are interested in volunteering, please don't hesitate to put your name forward!

WRSC 2024/25 Executive Roles	2025 Interested Candidate Name	2026 Shadow Candidate Name
Chair	<b>VACANT</b>	
Co-Secretary	Tiffany Ward	
Member-At-Large for Last Blast/Fall Fling	Marcie MacKimmie	
Member-At-Large for Jacket Racket	Sarah Simms	Frances Dares
Member-At-Large for Special Lunches	Sarah Simms	Vanessa Powell
Member-At-Large for Naturalization	Katrina Bennett	REPLACEMENT REQUIRED FOR 2026
Member-At-Large for Staff Luncheon	Amy Mercure	Merren Carr-Wiggin

WRSFS 2025/25 Executive Roles	2025 Interested Candidate Name	2026 Shadow Candidate Name
President	<b>VACANT</b>	
Vice President	Talicia Wagner	REPLACEMENT REQUIRED FOR 2026
Co-Secretary	Laura Riar	
Co-Treasurer	Sophia Lee	
Co-Treasurer	Catherine Bourgault	
Director-At-Large for Casino 2026	Vince Terstappen	
Director-At-Large for Evenstart	Sara Simms	Frances Dares
Director-At-Large for Evening Fundraiser 2025	Rosalyn Seeton	

# Appendix C: Financial Statements

## INDEPENDENT ACCOUNTANTS' REPORT

To the William Reid School Fundraising Society Executive

I have reviewed the accompanying financial statements of William Reid School Fundraising Society, which comprise of the statement of financial position as at August 31, 2025, the statement of operations, changes in fund balances and cash flows for the period then ended.

### **Management's Responsibility for the Financial Statements**

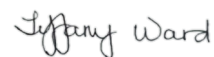
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Accountants' Responsibility**

My responsibility is to express an opinion on these financial statements based on my review. I conducted my review by performing procedures to obtain sufficient evidence to gain comfort over the plausibility of the amounts reported in the financial statements. The procedures I selected and performed depend on judgment, including the assessment of the risks of material misstatement of the financial statements, due to fraud or error. My review also included evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

### **Opinion**

Based on my review, nothing has come to my attention that causes me to believe the financial position of the William Reid School Fundraising Society as at August 31, 2025 and its results of operations, changes in fund balances and its cash flows for the period then ended are not, in all material respects, fairly presented in accordance with Canadian accounting standards for not-for-profit organizations.



Tiffany Ward, CPA, CA

October 26, 2025

Calgary, Canada

# WILLIAM REID SCHOOL FUNDRAISING SOCIETY

## Statement of Financial Position

As at August 31, 2025, with comparative information as at August 31, 2024

(Unaudited)

	August 31, 2025	August 31, 2024
Assets		
Current assets:		
Cash and cash equivalents	\$ 31,594	37,135
Restricted cash and cash equivalents	98,699	47,799
Prepaid expenses	-	-
	130,292	84,934
	\$ 130,292	84,934
Liabilities and Fund Balances		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 4,026	66
Fund Balances		
Externally restricted Casino Fund	96,335	47,799
Internally restricted Grounds Fund	5,734	5,734
Internally restricted Technology Fund	7,357	7,357
Internally restricted Operating Reserve Fund	16,840	23,978
	126,266	84,868
	\$ 130,292	84,934

Prepared by

*Aaron Collier*

Aaron Collier, Co-treasurer  
November \_\_, 2025

Reviewed and approved on behalf of the board by

*Kerry Suto*

November 11, 2025

*Anna Mel*

November 12, 2025

Chair, William Reid School Council



**WILLIAM REID SCHOOL FUNDRAISING SOCIETY**

## Statement of Operations

For the year ended August 31, 2025, with comparative information for the year ended August 31, 2024

(Unaudited)

		Operating Fund	Casino Fund	2025 Total	2024 Total
Revenue:					
Casino contributions	\$	-	82,956	82,956	-
Fall Fest		-	-	-	24,416
Donations		280	-	280	-
Interest and other		-	-	-	2,345
		280	82,956	83,236	26,761
Casino eligible expenses					
Artists in residence	\$	-	10,319	10,319	9,820
Athletic equipment		-	359	359	1,294
Physical education specialists		-	-	-	-
Literacy and numeracy		-	-	-	1,573
Technology		-	5,464	5,464	2,043
Library books		-	1,235	1,235	-
Musical instruments		-	459	459	500
Arts and culture education and performances		-	9,182	9,182	1,407
Field trip bussing		-	1,985	1,985	507
Drumheller trip		-	-	-	2,500
Insurance		-	1,054	1,054	678
Administrative		-	4,364	4,364	8,350
		-	34,420	34,420	28,672
Other expenses					
Special events	\$	3,343	-	3,343	2,874
Fundraising costs		-	-	-	5,501
Naturalization area and grounds maintenance		69	-	69	66
Professional development		277	-	277	-
Water		537	-	537	1,315
Teacher allowances		2,242	-	2,242	1,991
Staff and volunteer appreciation		950	-	950	628
Student agendas		-	-	-	-
Student assistance		-	-	-	98
Miscellaneous		-	-	-	-
		7,418	-	7,418	12,474
	\$	(7,138)	48,536	41,398	(14,385)

**WILLIAM REID SCHOOL FUNDRAISING SOCIETY**

Statement of Changes in Fund Balances

For the year ended August 31, 2025, with comparative information for the year ended August 31, 2024

(Unaudited)

	Operating Fund	Externally Restricted Funds	Internally Restricted Funds			2025 Total	2024 Total
		Casino Fund	Grounds	Technology	Operating Reserve		
Fund balances, beginning of the year	\$ -	47,799	5,734	7,357	23,978	84,868	99,253
Excess (Deficiency) of revenues over expenditures	(7,138)	48,536				41,398	(14,385)
Transfers							
Allocation of Casino Contribution to Casino Fund						-	-
Allocation of Fall Fest Reserve to Fall Fest Revenue						-	-
Allocation of Operating Reserve to Operating Fund	7,138				(7,138)	-	-
Fund balances, end of the year	\$ 0	96,335	5,734	7,357	16,840	126,266	84,868

## **WILLIAM REID SCHOOL FUNDRAISING SOCIETY**

### Statement of Cash Flows

For the year ended August 31, 2025, with comparative information for the year ended August 31, 2024

(Unaudited)

	2025	2024
Cash provided by (used in):		
Operating activities		
(Deficiency) excess of revenue over expenditures	\$ 41,398	(14,385)
Increase (decrease) in accounts payable	3,960	(9,993)
Decrease (increase) in receivables	-	-
Decrease (increase) in prepaid expenses	-	2,187
	45,358	(22,191)
(Decrease) increase in cash and cash equivalents	45,358	(22,191)
Cash and cash equivalents, beginning of year	84,934	107,125
Cash and cash equivalents, end of year	\$ 130,292	84,934
Unrestricted	31,594	37,135
Restricted	98,699	47,799
Cash and cash equivalents, end of year	\$ 130,292	84,934