

North Haven School Parent Association
Annual General Meeting (AGM)
Agenda – September 9, 2025

1) Call to order

- Welcome from the Chair
- Brief introduction of current committee members
 - **Chair:** Kaylyn Mackarenko
 - **Co Chair:** Erika Racicot
 - **Secretary:** Stephanie Sokolowski
 - **Treasurer:** Shea Friesen
 - **Casino Coordinator:** Tony Nguyen

2) Review of the Agenda

3) Approval of Previous Meeting Minutes

- Review and approval of the June 2025 Minutes, as presented (OR as amended)

4) Financial Report: Treasurer

- Presentation of financial summary for the pas year
- Current financial position
 - June 2025 minutes reported:
 - Regular account: \$13,584.90 (minus \$4,900 for Learning Grounds Grant)
 - Casino account: \$47,946.67

5) Election of Committee Members

- Notice, nominations and elections of mandatory positions to be filled for 2025/2026 school year.
 - **Treasurer: VACANT**
 - i. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch of the Board may order.
 - ii. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed and disburse funds as required.
 - iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.
 - iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
 - v. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Association.

- **Director of Communications: VACANT**
 - vi. Post current issues of appropriate Calgary Board of Education publications at North Haven School and/or on the school website
 - vii. Support parental input as requested by the Calgary Board of Education
 - viii. The Director of Communications may form a sub-committee to help in any responsibilities
- **Director of Fundraising: VACANT**
 - i. Encourage the fundraising for the school and the school community
 - ii. Manage any fundraisers (including Casino fundraising) and communicate any ideas, requests, and needs with the Parent Association
 - iii. The Director of Fundraising may form a committee to help in any responsibilities. Sub-committee currently consists of:
 - (a) **Casino Coordinator:** Tony Nguyen
 - (b) **Healthy Hunger Coordinator:** Kaylyn Mackarenko
 - (c) **Growing Smiles Coordinator: VACANT**
- **Director of Learning Grounds: VACANT**
 - Determine and coordinate funding and execution of maintenance with volunteers or professional services as appropriate and based on the Learning Grounds maintenance document.
 - Coordinate potential expansion activities including funding, approval, and execution.
 - Funding amounts for i) and ii) shall be approved by the council through voting
 - NHPA shall allocate appropriate funds annually to maintain the Learning Grounds which are not limited to, but may include: watering, mowing of the meadow, tree pruning/maintenance as needed, removal/replacement of failed planting.
 - The Director of Learning Grounds may form a committee to help in any responsibilities.

6) Committee Reports

- **Fundraising Update:**
 - Growing Smiles (VACANT)
 - Have typically done a winter and spring fundraiser
 - Winter fundraised \$xxx and spring fundraised \$1,360
 - Would be looking to do this again and what dates would work?
 - Healthy Hunger (Kaylyn):
 - Healthy Hunger dates have been sent to the school for approval
 - Per June minutes, we have decided to do Fun Lunches / Snack Days on Thursdays as Kindergartens will be Tues/Thurs and allows them to partake
 - Once school approves dates, vendors will be set up on Healthy Hunger website for the school year and students can sign up
 - Casino (Tony):
 - Application was sent through in early August and well before the deadline.

- Assigned casino dates are Tuesday October 28th & Wednesday October 29th at Cowboys Casino
- Waiting to hear back from AGLC
- Casino Advisor has provided volunteer schedule for the two Casino days. We will be doing a Sign-up Genius to recruit volunteers

- **Communications (VACANT):**

- Update/revision of Parent Association website required
 - Introduce Parent Association and what we do
 - Learning Grounds page - pictures and what we have done but remove any new phases and irrelevant information from this tab
 - Volunteer page sign-up
 - Healthy Hunger dates & info on how to sign up
 - Advertise various fundraising activities
- Facebook & Instagram pages for the Parent Association

- **Naturalization / Learning Grounds:**

- Looking for new director and Rene volunteered to help with hand-off and transition to new coordinator
- Fall / winter up-keep – what is required to be done prior to snowfall

7) **Standing School Council Updates**

- **Water Station**
 - Was any information provided over the summer regarding cost / installation information for water station?

8) **New Business / Agenda Items**

- **Upcoming Events:**
 - Meet and Greet night to be held the evening of Thursday September 25th
 - Confirm Parent involvement & volunteers
 - i. Provide food / additional activities – suggestions, ideas & feedback
- **2025/2026 North Haven swag program**
 - Erika to discuss options and finalize a program for the upcoming school year

9) **Next meeting(s):**

- **Council meeting dates for 2025/2026 school year have been set as follows:**
 - Tuesday September 9, 2025 (AGM)
 - Tuesday October 7, 2025
 - Tuesday November 4, 2025
 - Tuesday December 2, 2025
 - Tuesday February 3, 2026
 - Tuesday March 3, 2026
 - Tuesday April 7, 2026
 - Tuesday May 5, 2026
 - Tuesday June 2, 2026

10) Adjournment / Meeting Close

- Final Comments from Chair
- Thanks to all attendees