



Minutes

**Bowness High School
Parent Advisory Council Meeting
Wednesday, November 6th, 2024 at 6:30 pm
in-Person Meeting Meeting
Facilitator: Leeanne Morrow, Bowness Council
Chair bownesshighparents@gmail.com**

1. CALL TO ORDER – 7:13 pm
2. APPROVAL OF AGENDA Sarah-Jane and Lisa T. Approval with the addition of Theatre Seats as a category for discussion.
3. APPROVAL OF MINUTES FROM LAST MEETING(October 9th) -Lisa and Lisa
4. REPORTS

a. Treasurer's Report

-see attached report for details

Thanks to Sarah Jane and Paul for auditing the 2023-2024 financial statements. Paul (auditor) found a receipt was submitted twice. To rectify this the amount was allocated to a not fully paid invoice for Theatre Calgary for the English Department.

Alex Spirit Award winner cashed cheque twice. Bank did not catch it initially but will reimburse our general account.

Lisa T. made a motion to repay the casino account for teacher massages in the amount of \$388.50 from the general account as to debit the correct account. Stacey seconded. All in favor. Motioned passed.

Insurance- Commercial and liability insurance, premiums are

based on financials. Based on revenue or expenditures. How much to

budget for the fiscal year? Premium will be \$915.00.

Lisa T. made a motion to pay \$915 for the group

insurance policy through Lloyd Sada Insurance Brokers for the 2024-2025 year.

Stacey seconded. All in favor. No opposed. Motion passed.

Lisa will investigate different banks and the possibility of moving due to BMO fees.

B. Casino Report

Casino went well. Thanks to all who volunteered. Submitted for next Casino.

5. OLD BUSINESS- No old business.

6 NEW BUSINESS

a. Funding request – Science-equipment \$1701.00.

b. Funding request – Construction-\$682.49

Lisa M. made a motion for up to \$1701.00 for science equipment. All in favor. No opposed. Motion passed.

Sarah Jane made a motion up to \$682.49 for construction equipment. Lisa seconded. All in favor. No opposed. Motion passed.

c. Funding request – Staff Wellness

Gift cards for staff competition \$300.00-30 x \$10

Curling January 24th, 2025 \$975.00

Total-\$1275.00

Lisa M made a motion to utilize up to \$1500.00 for teacher appreciation.

Shan seconded. All in favor. No opposed. Motion passed.

It was suggested to put a message out to parents to donate \$10.00 gift cards. These can be dropped off at the main office.

d. Jerusalem Shawarma discount due to issues at last ordering. 50% off order for next order.

e. Theatre Seats to be added to monthly agenda

-the Theatre Legacy Committee has had a couple of meetings.

-project need to raise \$150,000 before May 2025.

-save a seat leave a legacy=\$595.00 to get a plaque on seat. Donor will be able to get tax receipt. Terminology is important in order to get a tax receipt.

-spotlight donor for specific events. An organization, person or company will be highlighted for the entire event. Names in program, extra thanks and gratitude. Will be publicly honored at event.. Student or teacher will highlight the organization, person or company. Tax receipt will be available. \$10,000.00 minimum

-looking for Grants to fund project.

Pam made a motion to form a Theatre Legacy Committee with the purpose to refurbish the theatre. Lisa M. will Chair this committee. Sarah J. seconded. All in favor. No opposed. Motion passed.

Stacey made a motion to utilize up to \$200.00 for Theatre Legacy Committee for advertising expenses. Lisa M. seconded. All in favor. No opposed. Motion passed.

Theatre Legacy Committee would like to utilize some funds from the Casino funds to fund the project. Will review and discuss further when new casino funds are received.

Lisa M. would like to hold a 50/50 draw in January and draw in February.

7. NEXT MEETING DATE -December 11th, 2024

8. ADJOURNMENT- 8:27 pm. Stacey and Nkechi

Attendance: Shan R., Leanne M., Maureen A., Pamela C., Marla R., Satana C., Lisa T., Stacey M., Sarah-Jane S., Nkechi S., Lisa M., Jana M., Heather J.

Bowness High Parent Advisory Council
Treasurer Report (Oct 9 - Nov 6, 2024)
Presented at meeting on Nov 6, 2024
 Prepared by: Lisa Turner

Casino Account (Chequing)

	Bank Balance Oct 9, 2024		29,040.92
Deposits	Calgary Casino (Ace Casino) - reimbursement advisor fees	2,350.95	
		Total	2,350.95
Cheques	#004 Paul Drebit - casino advisor	1,151.15	
	#006 Bill Swagar - casino advisor	694.05	
	#007 Lisa Turner - reimbursement for massage services for teacher PD day	388.50	
		Total	2,233.70
	Bank Balance Nov 6, 2024		29,158.17
Pending Deposits		Total	0.00
Paid Expenses not cashed	005 Cindy Flanders (Casino advisor)	505.75	
		Total	505.75
	Pending Bank Balance		28,652.42
Pending Expenses Approved		Total	0.00
Department Cluster Funds	Fall 2024 (allocated)	24,420.52	
		Total	24,420.52
Funds available			4,231.90

	Casino Funds Disbursement Dates		
Received		Spend By	Amount
15-May-2023	Casino	15-May-2026	79,593.01
3-Apr-2024	50/50 (net)	3-Apr-2027	1,449.10
		Total	81,042.11

Presented at meeting on Nov 6, 2024
General/Donations Account (Savings)

Bank Balance Oct 9, 2024 **10,876.54**

Deposits

Direct donations - annual donation campaign	400.00	
	Total	400.00

Cheques

#114 Madeline Budd (duplicate deposit - pending reversal)	500.00	
	Total	500.00

Bank Balance Nov 6, 2024 **10,776.54**

Pending Deposits

	Total	0.00
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Paid Expenses not cashed

	Total	0.00
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Pending Bank Balance **10,776.54**

Pending Expenses Approved

Alex Spirit Award bursary (\$8000 approved May2018-\$500/year, last year 2033)	4,500.00	
Staff appreciation (carryover to fall)	49.57	
Surplus - carry a balance for unexpected	500.00	
	Total	5,049.57

Funds available **5,726.97**

Direct Donations	400.00
Staff Appreciation Donations	
Total Donations 2024-2025	400.00

BUDGET ALLOCATIONS

Department	2024-2025 Fall				Balance Remaining
	Budget	Approved Not Spent	Spent	Transfers Between	
<i>Higher need areas:</i>					
Career and Technology Studies (CTS)	5,000.00		0.00		5,000.00
Science	3,500.00		999.47		2,500.53
Physical Education	3,500.00		475.61		3,024.39
Fine and Performing Arts	3,500.00		1,530.14		1,969.86
<i>Lower need areas:</i>					
English Language Arts (ELA)	1,500.00		0.00		1,500.00
Social Studies	1,500.00		0.00		1,500.00
Mathematics	1,500.00		0.00		1,500.00
Athletics	1,500.00		0.00		1,500.00
Student Services/PLP	1,500.00		0.00		1,500.00
English as an Additional Language (EAL)	500.00		0.00		500.00
Second Languages (other)	500.00		0.00		500.00
Indigenous Education	500.00		0.00		500.00
Unallocated	2,925.74		0.00		2,925.74
TOTAL	27,425.74	0.00	3,005.22	0.00	24,420.52