



**MINUTES**  
**Bowness High School Parent Advisory Council**  
**Annual General Meeting**

Wednesday, November 26

In-Person Meeting **LOCATION** - first classroom on the right after entering the building through the main yellow pillar doors

Meeting Facilitator: Leeanne Morrow, Chair ([bownesshighparents@gmail.com](mailto:bownesshighparents@gmail.com))

1. CALL TO ORDER: Meeting was called to order at 7:16 pm; quorum for AGM was met
2. APPROVAL OF AGENDA: Motion to approve the agenda was moved by Pam, seconded by Lisa M., all in favour
3. APPROVAL OF MINUTES FROM LAST MEETING (Wednesday, September 10, 2025):  
Santana has amendments bullet point 3 and 4 under casino clarification:
  - a. Number of \$212,470 was forwarded to CBE but should be \$192,470 which reflected the extra fundraising over the budgeted \$186,575
  - b. A budget of \$186,575 was submitted to CFEP and we were awarded \$93,287
  - c. Motion to approve the amended minutes of the September 2025 meeting was moved by Pam, seconded by Lisa M., all in favour
4. REPORTS
  - a. Treasurer's Report:
    - Financial email motions to add to minutes:
      1. September 25, 2025: Motion to appoint Cheryl Ashworth and Gabrielle Silberman as auditors of the BHPAC financials statements as moved by Lisa T., seconded by Lisa M., motion passed.
      2. September 29, 2025: Motion to approve \$1000 for the Directors and Officers annual insurance premium as moved by Lisa T., seconded by Lisa M., motion passed.
      3. October 30, 2025: Motion to approve up to \$500 on a post-strike teacher appreciation snack station as moved by Lisa T., seconded by Lisa M., motion passed.
    - Annual financial statements were prepared by Lisa Turner and reviewed by two Bowness High parents, Cheryl Ashworth and Gabrielle Silberman. All transactions, invoices, bank statements, and ledgers were audited.
      1. We received casino proceeds in fiscal year 2024-25, so BHPAC saw a large positive net income of \$75,516.45. The fundraisers and donations for the theatre project that were received directly to BHPAC also added to the surplus.
      2. The vast majority of expenses from the casino account are expenditures to the school to support student learning; expenses



from the non-casino account are largely associated with staff appreciation.

3. Total assets for BHPAC equal \$127,495.95 (represents the cash in the two BHPAC bank accounts).
4. There was \$1455.47 in liabilities left at the end of fiscal year. This represents 3 cheques that were not cashed before the fiscal year end (June 30). They were all cashed in early July.

- Current financial report
  1. Only expenditure from casino account was reimbursement to Lisa Turner for the Director's and Officer's insurance premium
  2. Revenue and expenses from the non-casino account are related to snack station set up for teachers after the return to school post-strike
- Motions pertaining to casino spending and theatre project
  1. Motion to rescind the motions adopted on December 11, 2024, and March 12, 2025, regarding the use of casino funds for the theatre seat project as moved by Lisa T., seconded by Leeanne M., 2 abstain, majority approves, motion passed
  2. Motion to approve that a maximum of \$32,000 from the casino account be allocated to the theatre seat project as moved by Lisa T., seconded by Lisa M., motion passed
  3. Purpose of these motions is streamline the motions pertaining to the spending from the casino account for the theatre project, and not leave any ambiguity from previous motions nor any motions that are not directly tied to the project
- Approval of new cluster budget
  1. Jana presented a new cluster budget for the 2025-26 school year for casino spending per department/curricular area
  2. Total budget is \$50,000, divided among the departments based on need (see attached budget)
  3. Motion to approve the budget as presented as moved by Lisa M., seconded by Pam, all in favour

b. Casino Report:

- Casino dates May 31-June 1, 2026 at Ace Casino Airport

c. Fundraising report

- Deilmans fundraiser netted \$844.15 for the non-casino account
- Pick up of items from this fundraiser is on Dec 2
- Will plan for a 50/50 in the new year



5. OLD BUSINESS:

- a. Playhouse: Jana will connect with the CTS team; does it make sense to try and sell a playhouse to this parent demographic; more info in January

6. NEW BUSINESS:

- a. Christmas staff social request
  - Hot chocolate and coffee bar (in house)
  - Social on Dec 12 (cookie decorating or wreath making) and at the Legion
  - 12 days of Christmas draw for gift cards (\$10 each)
  - Motion \$2000 to allocate for staff appreciation as moved by Shan R, seconded by Santana, all in favour
- b. Election of new board of directors
  - Pam nominated Lisa McGregor for casino coordinator, Leeanne seconded, all in favour
  - Lisa M nominated Leeanne Morrow for chair, Lisa Turner for treasurer and Heather Janett for secretary, Shan seconded, all in favour
  - Will try to recruit at open house as Leeanne, Lisa and Heather will all leave BHS as their students graduate this June; Jana will send a school-wide email (requested a short write-up on what is needed, expectations, time, etc)
  - No fundraising coordinator at this time

7. NEXT MEETING DATE: January 14, 2026

8. ADJOURNMENT: Motion to adjourn the school council meeting at 8:11 p.m. as moved by Shan R., seconded by Lisa M., all in favour

*Attendance: Jana M., Leeanne M., Lisa T., Lisa M., Pam C., Alesia M. (non-voting), Santana C., Maureen A., Shan R., Marla R., Nkechi S. (non-voting), Nindy B.*