



Woodbridge Farms Parent Association Annual General Meeting Meeting Minutes

Date: Monday, September 27, 2024
Time: 7:30pm
Place: Woodbridge Farms Elementary/ Virtual

President: Nana Thaver
Vice President: Jess Cook
Treasurer: Taryn Bryenton
Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	20:16 Called to order.	
2.0 Approval of Agenda	20:17 <ul style="list-style-type: none"> ● Mel motions to approve the current AGM agenda. Jamie 2nd. All in favour. 	Approved as circulated.
3.0 Year in Review	20:12 Executive WBFPA 2023-2024: <ul style="list-style-type: none"> ● President - Nana Thaver ● Vice President - Jess Cook ● Treasurer - Taryn Bryenton ● Secretary – Mel Fawcett Meeting Dates: September 09 2023, October 13, 2024, November 27, 2023, January 15, 2024, March 11, 2024, May 13, 2024. Parent Association Activities: Thank you to all our volunteers! <ul style="list-style-type: none"> ● Terry Fox Snack ● Hot Lunches ● Halloween Dance ● Read-a-thon Fundraiser ● Wee Wonderland ● Holiday Hot Chocolate & Cookies ● Stawnichy’s Fundraiser 	



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	<ul style="list-style-type: none"> ● Spring Flowers Fundraiser ● Salisbury Fundraiser ● Swim lesson Bussing ● Grade 6 farewell lunches ● Mabel's labels Fundraiser ● Teacher & Staff appreciation ● Cotton Candy Days 	
4.0 Financial Report	20:12 <ul style="list-style-type: none"> ● Financial report presented by Taryn. ● Nana motions to approve 2023-2024 income statement. Marco 2nd. All in favour. <ul style="list-style-type: none"> ○ Two volunteers needed for the annual audit. 	Approved as circulated. Lori and Stephen
5.0 Overview of Parent Association Executive Positions	20:20 Overview of positions, attached below. <ul style="list-style-type: none"> ● No questions from the floor regarding positions. 	
6.0 Election for the 2023-2024 Parent Association Executive	20:22 Call for nominations <ul style="list-style-type: none"> ● Kristin nominates Nana for President, Jamie 2nd. Nana accepts. All in favour. ● Nana nominates Jess for Vice President. Mel 2nd. Nana accepts on behalf of Jess. All in favour. ● Leah nominates Taryn for Treasurer, Nana 2nd. Taryn accepts. All in favour. ● Kristin nominates Mel for Secretary, Jamie 2nd. Mel accepts. All in favour. 	Nana for President. Approved as circulated Jess for Vice President. Approved as circulated Taryn for Treasurer. Approved as circulated. Mel for Secretary. Approved as circulated.
8.0 Adjournment	Adjournment 20:25	



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Woodbridge Farms Parent Association Positions Descriptions:

President

The President shall have general knowledge of all activities of the Association. He/she will be an ex-officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Association. He/she shall, when present, preside at all meetings of the Association and of the Board. The President will be the chief spokesperson for the Association, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

Vice President

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board. The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.



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Treasurer

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 the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she 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 a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association.