



Ecole Secondaire Highwood High School
Fundraising Committee AGM
Monday, September 15, 2025 at 6:00pm in Learning Commons

Minutes

Attendees: Tanya Franklin, Kelly Hartmann, Crystal Affleck, Jenny Jones, Ian Whitworth, Dave Roberts, Carolyn Lenstra, Caley Jackson, Adrienne Lockton, Pam Kearsey

- 1) Welcome & Introductions
- 2) Approval of minutes from last meeting (April 28, 2025) Motion to approve Ian, Second-Crystal
- 3) Additions to and approval of Agenda- Motion to approve agenda as is-Jenny, Second- Crystal
- 4) Election of Council Positions – Reference Bylaws Section 2 for descriptions

2024/2025 School Year Board Members:

- Chairperson – Tanya Franklin
- Vice Chairperson – Jenny Jones
- Secretary – Nicole Warin
- Treasurer – Ian Whitworth

2025/2026 Election- Board Members:

- Chairperson – Ian Whitworth has put his name forward.
Motion to nominate/vote Ian into Chairperson-Tanya- Second- Crystal
(all present in favour)
- Vice Chairperson – Jenny Jones-put her name forward
Motion to nominate/vote Jenny for Vice Chairperson- Nicole, Second- Crystal second
(all present in favour)
- Secretary – Nicole Warin put her name forward
Motion to nominate/vote Nicole for Secretary-Ian, Second- Crystal
(all present in favour)
- Treasurer –Tanya put her name forward
Motion to nominate/vote Tanya for Treasurer- Ian, Second- Jenny
(all present in favour)

5) Report(s):

- Treasurer Report (Ian Whitworth)
 - General Account \$226.58
 - Gaming Account (Regulated by the AGLC, to be spent per the AGLC Approved Use of Proceeds) \$31,896.35
-AGLC Casino for Highwood will be in Q2 2028 (3 years out)



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-Jenny made a comment that council should have a plan on how we plan on spending casino proceeds of \$32,000. This can be tabled for a later date.

- Funds held for Football Eligible Spends: \$325 (left holding-cheque will be written to the vendor and not the team directly)
- Amounts that were held for Central Europe and Band Groups were paid out to vendors for eligible spends in June (to Oilfields High School \$550 for and Alberta Coach \$724.04)

6) ASCA Workshop Discussion (where applicable to the Fundraising Committee):

- Fundraising Societies should be carrying insurance. Look into and obtain this year. Best practice and look at options and be prepared to discuss at next meeting.
- Principal Dave Roberts discussed insurance for fundraising society with the schools Risk Manager and provided School Council with info regarding possible coverage. See links below.



Blank 2024-2025 SCS
Application.docx



Final 2025 - School
Societies and Parent C



School Councils
Program - Premium N

- Jenny Jones emailed Shelley (ASCA Instructor) for more information on insurance for the Fundraising Society. Shelley provided the link to the ASCA website which gave information and pricing for Lloyd Sadd their insurance partner.

<https://www.albertaschoolcouncils.ca/school-councils/fundraising-associations-insurance>

Funding Request:

- Dave Roberts requested via email that we consider supporting the annual T-Shirt order for new Grade 9 Students. Quote was \$1,705- This request was not approved as it does not qualify based on AGLC licensing.

7) Meeting Dates to align with School Council meeting dates, held at 6:00pm directly before school council meetings when deemed required (on months funding requests are received, or other relevant activities occur). To be confirmed monthly by the members and school executives.

8) Adjournment -6:22pm