



Meadow Ridge School  
**Annual General Meeting Agenda**

Agenda – May 25, 2023  
 6:30pm – In person at Meadow Ridge School

Members must be present to vote. Proxies are not permitted.

*\* indicates items for which a written document/report will be attached/provided*

1.	Call to Order - Introduction of Guests and Executive Members - Verification of quorum	2 mins
2.	Review of Agenda	1 min
3.	Approval of Minutes of Previous Annual General Meeting (motion to accept)	1 min
4.	Reports 4.1 Annual Report for previous school year (motion to accept)	5 mins
5.	Elections	10 mins
	a. Dissolution of the current Executive (motion to dissolve the current executive)	
	b. Election of New Executive Members: Chairperson, Vice-Chairperson, Secretary, Treasurer (if needed)	
6.	Next Meeting of the Meadow Ridge School Council: May 23, 2024	1 min
7.	Adjourn	
	Role Summaries	
	<ol style="list-style-type: none"> <li>1) <b>Chairperson:</b> Notify School Division, in writing, of all new and returning Executive Members</li> <li>2) <b>Chairperson:</b> Notify ASCA, in writing (form on ASCA website), of new Chair and contact information</li> <li>3) <b>Chairperson:</b> Meet with principal</li> <li>4) <b>Vice-President:</b> Arrange updating of website with new names and contact information (if needed)</li> <li>5) <b>Vice-President:</b> Source and distribute information on resources, support, training available for executive (if needed) such as ASCA, School Division, etc.</li> <li>6) <b>Secretary:</b> Provide summary (or draft minutes) of meeting to all members and interested parties</li> </ol>	