



ANNUAL GENERAL MEETING AGENDA

October 25, 2023 @ 7:00pm

1. Call to Order – 2 mins (President)

- 1.1. Verification of quorum
- 1.2. Introduction of Executive Members

2. Review of Agenda – 2 mins (President)

3. Review Minutes from 2022 Annual General Meeting – 3 mins (President)

4. Financial Report – 5 mins (Treasurer)

- 4.1. Previous Fiscal Year Audited Financial Statements
- 4.2. Current Account Balances

5. New Business – 10 mins

- 5.1. Fundraising Update

6. Standing Business (President)

- 6.1. Review Bylaws - Organization Structure Review: (membership, directors, voting, accountability)

7. Review of Roles (President)

8. Elections – 15 mins (Principal)

- 8.1. Dissolution of the current Executive
- 8.2. Election of New Executive Members: President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, Fundraising Coordinator, Casino Coordinator, Three Directors at Large
- 8.3. Two Financial Auditors (members w/o signing authority)

9. Signing Authority Change – 2 mins (President)

10. Adjourn

- Our next CSFA meeting will be held on November 22nd immediately following the School Council meeting.

Action Items:

- 1) **President:** Notify Corporate Registries, in writing, of all new and returning Executive/Directors/Officers
- 2) **President:** Notify AGLC, in writing (form on AGLC website), of all new and returning Executive/Directors/Officers
- 3) **Vice-President:** Arrange updating of website with new names and contact information

- 4) **Vice-President:** Source and distribute information on resources, support, training available for executives such as ASCA, AGLC, Alberta Board Development, etc.
- 5) **Treasurer:** Set appointment with bank to change signing authorities
- 6) **Secretary:** Provide draft minutes of meeting to all members and interested parties.