



Partners of Meadowbrook Middle School Association

Meeting Minutes from October 11, 2022

Meeting held in the Learning Commons

Meadowbrook Middle School
1796 Meadowbrook Drive SE
Airdrie, AB. T4A 2R1

In attendance:

- Erin Leggett (President)
- Diana Stapor (Assistant Principal)
- Terri Hardy
- Wendy Perdue
- Nicole Torma
- Nadine Cardiff
- Ayo Oderinde
- Linsey Jay
- Rhonda Fradette

Council:

- A. Call to order at 7:16 pm.
 - Land acknowledgement.
- B. Approval of Agenda.
 - Erin motions to approve the agenda as written. Linsey Jay seconds the motion. Approved.
- C. Approval of Meeting Minutes from AGM held on June 13, 2022.
 - Erin motions to approve the AGM meeting minutes. Linsey Jay seconds the motion. Approved.

D. Partners Regular Business:

- 1) Secretary Position is currently vacant.

Kelsey Hartley who was voted in as Secretary at the AGM has decided to step down so the position is currently vacant. Erin asked if anyone wanted to step into this role. Noone came forward so Erin will take the minutes for now.

- 2) Casino (post event review & updates):

We held a successful casino event in July 2022. We are currently just waiting for AGLC to deposit our funds into the bank. It is expected to arrive in Q4, before the end of the year. We paid \$2,350.95 in advisor fees and \$827.63 in food for volunteers. The casino was held at Ace Casino which has now since closed. Thanks to all parents and school

staff members that came forward to support this event! We will circle back and have discussions in the new year about how best to spend these funds. We must abide by the approved AGLC “Use of Proceeds” list to guide our spending.

3) Annual Insurance Renewal.

At this point in time we are still waiting to hear back from Marsh Canada on our annual renewal and policy package but on September 27 we did receive a 30 day extension (as did all organizations like ours) while they transitioned. Please see email notes below for further clarification.

We were forced to get a month extension as the insurer wanted off risk, and we had challenges finding a new market to take on so many entities for such a low premium. Without the 30-day extension, we would have had a 30 day gap in coverage. In order for them to give us the 30-day extension, they requested double premium. As per our renewal documents that were sent out, we are working to finalize terms for our new insurance program. This term will be October 31, 2022 to October 31, 2023.

Brodie Loera, BComm AVP | Associate Client Executive Marsh Canada Limited

Our renewal date is usually October 1st each year (this year marks our second year of insurance with them.) Our 30 day extension took us to October 27. We intend to continue with insurance through Marsh. Once we get our renewal notice, Erin and Linsey will organize to pay the invoice by cheque. Ada will reach out and follow up with Brodie directly.

4) Society Annual Filing.

We are required to file our financial documents each year and provide them to Alberta Registries to stay active, compliant and up-to-date. The reporting period for these documents has a year end of July 31. And the due date for this document is October 31. Erin is on track to have these filings completed on time, she is just waiting on bank statements to arrive. Linsey and Christie will both sign the documents and they will be emailed off.

5) Funding Request (if any) from Principal Weaver – none at this time.

6) Any other business? None at this time.

F. Next Meeting Date:

- As Required. A meeting will likely be held in the new year 2023 once AGLC casino funds have been deposited.

G. Adjournment: 7:36PM.