



**Calgary Board  
of Education**

**Henry Wise Wood  
High School**

**Henry Wise Wood High School Parents and Alumni Association  
Annual General Meeting Minutes  
October 28, 2024, in-person and online**

**In attendance:** Sue M. (Chair), Brandi D. (Secretary), Ana Maria G (Treasurer), Teresa M. (Principal), Tinke, Pooja S., Linda, Tabi

Online: Jen S., Rama K., Dami, Tolu O., Tina L.

1. **Call to Order and Meeting Guidelines** - Sue: Called to order at 7:21 pm.
2. **Motion to review and approve the amended Agenda** – Sue  
1st: Tinke 2nd: Ana Maria Carried.
3. **Motion to approve AGM Minutes from September 25, 2023** - Sue: 1st:  
Ana Maria 2nd: Tinke Carried.
4. **Overview:** What do we do? Sue
  - Raise funds to support learning and community at HWW
  - Fund wish list items and student and staff appreciation events
  - Governed by Societies Act of Alberta; also report to AGLC
  - Casino is biggest fundraiser
  - Other funds raised through Skip the Depot, parent direct donations, donations from GATE Parent Association

## 5. Treasurer's Report - Ana Maria

### Skip the Depot

<i>Henry Wise Wood School Council - Skip the Depot</i>		
Beginning Balance	23-Sep-24	\$211.66
Cash in: Various items donated by parents		
	Beverage Donations	\$12.95
	Electronics Donations	\$157.92
Ending Balance	28-Oct-24	\$382.53

### HWW School Council - Casino RBC Savings Account

<b>Ending balance as of September 23, 2024 :</b>	<b>\$2,453.99</b>
Cash In:	
Interest	\$ 5.04
<b>Total cash in</b>	<b>\$ 5.04</b>
Cash Out:	
<b>Total cash out</b>	<b>-</b>
<b>Ending Balance as of October 28, 2024</b>	<b>\$2,459.03</b>
> Notes: Average interest rate 2.5%	

### HWW PAA - Casino RBC Savings Account

<b>Beginning balance</b>	<b>23-Sep-24</b>	<b>\$39,872.63</b>
Cash In:		
Interest September		\$ 86.84
<b>Total cash in</b>		<b>\$ 86.84</b>
Cash Out:		
Wish List 2023/2024 Invoice 4 & 5, paid to HWW HS		-\$ 8,618.08
<b>Total cash out</b>		<b>- 8,618.08</b>
<b>Ending Balance</b>	<b>28-Oct-24</b>	<b>\$31,341.39</b>
> Notes: Average interest rate 2.5%		

### Disbursements for Wish List:

WISH LIST	Total \$\$ approved	Total reimbursed to date	Balance outstanding for Wish lists
These are the remaining funds from 2021(17,315.30) to be used for 2022-2023 wish list			
		\$5,753.56	\$0.00
2022-2023	\$42,484.00	\$25,712.72	\$11,017.72
Fall 2023	\$17,210.00	\$14,555.55	\$2,654.45
Spring 2024 April Approval	\$14,226.00	\$3,857.31	\$10,368.69
Spring 2024 May Approval	\$12,976.00	\$3,588.73	\$9,387.27
<b>Total committed</b>	<b>\$86,896.00</b>	<b>\$53,467.87</b>	<b>\$33,428.13</b>

Total committed approved funds out of the \$86,896 wish lists	\$33,428.13
Less: Funds approved on 2022/2023 wish list not used	-\$ 11,017.72
Less: Funds approved on Fall 2023/2024 wish list not used	-\$ 2,654.45
<b>Total remaining committed approved funds on wish lists</b>	<b>\$ 19,755.96</b>
<i>Bank Balance to date on Casino Saving account</i>	<i>\$ 31,341.39</i>
<b>Total remaining committed approved funds on wish lists</b>	<b>\$ 19,755.96</b>
<i>Funds Available</i>	<i>\$ 11,585.43</i>
Note: A minimum of \$2,000.00 has to remain on all times in the RBC Casino Savings Account	

### “Henry Wise Wood HS Council” RBC – Savings Account

Henry Wise Wood Parents and Alumni Association Regular Account Statement of Operations for the Year Ended July 31, 2024		
	2024	2023
<b>Revenues</b>		
Bank Interest	79.26	65.61
Skip the Depot Donations	416.51	430.98
Parents Donation	2,030.00	4,425.00
GATE Funds	200.00	0.00
<b>Total Revenue</b>	<u>2,725.77</u>	<u>4,921.59</u>
<b>Expenses</b>		
Bank Fees	47.50	11.19
Transfer GATE funds to HWW Casino Account	0.00	3,830.00
Teachers and Students Appreciation, Students Fuel the Brain	2,493.09	2,924.72
<b>Total Expenses</b>	<u>2,540.59</u>	<u>6,765.91</u>
<b>Net Surplus/(Deficit)</b>	<u>185.18</u>	<u>-1,844.32</u>
<b>Bank Reconciliation</b>		
Opening Balance	2,263.47	4,107.79
Net Surplus/(Deficit)	185.18	-1,844.32
Closing Balance	<u>2,448.65</u>	<u>2,263.47</u>

## “Henry Wise Wood HS Council” RBC – Savings Account

Henry Wise Wood Parents and Alumni Association

### Statement of Financial Position

As at July 31, 2024

	2024	2023
<b>Current Assets</b>		
Cash	2,448.65	2,263.47
<b>Total Assets</b>	<u>2,448.65</u>	<u>2,263.47</u>
<b>Current Liabilities</b>		
Long Term Liabilities	-	-
Short Term Liabilities	-	-
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>
<b>Net Assets</b>	<u>2,448.65</u>	<u>2,263.47</u>

## “Henry Wise Wood HS Council” RBC – Savings Account

Henry Wise Wood Parents and Alumni Association

### Regular Account

### Statement of Change in Net Assets

For the Year Ended July 31, 2024

	2024	2023
Balance at the beginning of the year	2,263.47	4,107.79
Net Surplus/(Deficit)	185.18	-1,844.32
Balance at the end of the year	<u>2,448.65</u>	<u>2,263.47</u>

## HWW PAA - Casino RBC Savings Account

Henry Wise Wood Parents and Alumni Association (HWW PAA)

### Casino Account

Statement of Operations for the Year Ended July 31, 2024

	2024	2023
<b>Revenues</b>		
Bank Interest	2,055.03	777.93
Casino Proceeds	-	73,334.21
<b>Total Revenues</b>	<u>2,055.03</u>	<u>74,112.14</u>
<b>Expenses</b>		
Bank Fees	3.00	7.00
Henry Wise Wood School	41,935.36	11,871.49
<b>Total Expenses</b>	<u>41,938.36</u>	<u>11,878.49</u>
<b>Net Surplus/(Deficit)</b>	<u>(39,883.33)</u>	<u>62,233.65</u>
<b>Bank Reconciliation</b>		
Opening Balance	79,575.41	17,341.76
Net Surplus/(Deficit)	-39,883.33	62,233.65
Closing Balance	<u>39,692.08</u>	<u>79,575.41</u>

## HWW PAA - Casino RBC Savings Account

Henry Wise Wood Parents and Alumni Association  
Casino Account

**Statement of Financial Position**  
As at July 31, 2024

	2024	2023
<b>Current Assets</b>		
Cash	39,692.08	39,692.08
<b>Investments</b>		
GIC RBC	<u>0.00</u>	<u>30,000.00</u>
<b>Total Assets</b>	<u>39,692.08</u>	<u>39,692.08</u>
<b>Current Liabilities</b>		
Long Term Liabilities	-	-
Short Term Liabilities	<u>-</u>	<u>-</u>
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>
<b>Net Assets</b>	<u>39,692.08</u>	<u>39,692.08</u>

## HWW PAA - Casino RBC Savings Account

Henry Wise Wood Parents and Alumni Association  
Casino Account

**Statement of Change in Net Assets**  
For the Year Ended July 31, 2024

	2024	2023
<b>Bank Reconciliation</b>		
Balance at the beginning of the year	79,575.41	17,341.76
Net Surplus/(Deficit)	<u>(39,883.33)</u>	<u>62,233.65</u>
Balance at the end of the year	<u>39,692.08</u>	<u>79,575.41</u>

Teresa: Needs to follow-up to see where things are at with the wish list items - is it ordered? Need to submit invoices? For the wish list, are they itemized? A. involved people will follow up with Teresa

Motion to approve the financial report for 2023-24. 1st: Tinke 2nd: Brandi Carried.

### 6. Bylaws Amendment – Sue

- a. Revise section 8.1.1 to reflect the association’s revised fiscal year end of July 31.

Previously:

8.1.1 The books, accounts and records of the Treasurer shall be audited once each year by a duly qualified accountant or by two members of the Association appointed for that purpose at a regularly scheduled meeting of

the Association. The fiscal year end of the Association in each year shall be June 30th.

New:

8.1.1 The books, accounts and records of the Treasurer shall be audited once each year by a duly qualified accountant or by two members of the Association appointed for that purpose at a regularly scheduled meeting of the Association. The fiscal year end of the Association in each year shall be July 31st.

b. Modify the last sentence of the preamble

From: "This document was revised and adopted by the members on April 16, 2007, again on October 7, 2013, and again on October 24, 2022."

To: "This document was revised and adopted by the members on April 16, 2007, again on October 7, 2013, again on October 24, 2022, and again on October 28, 2024."

Motion to amend the bylaws section 8.1 and the preamble 1st: Ana Maria 2nd: Pooja Carried.

#### **7. Elections -Sue**

- Secretary - no nominations: position remains open
- Treasurer - Linda Li - acclaimed
- Vice-Treasurer - Tony Sun - acclaimed
- Chair - Tinke Zandstra - acclaimed
- Vice-Chair - Cinnamon Burrell - acclaimed
- Director(s) - no nominations: remains open

#### **8. Other roles – Sue**

- Casino Chair
- Any interest, please let us know. Just had ours last week; brings in about \$70,000. Thank-you to everyone who volunteered!

#### **9. Volunteer acknowledgments – Sue**

Thank-you to:

- James Hill, Scott Mclean, for tech and website support
- Teresa, Aileen, and all our wonderful APs, teachers, and student

## Presenters

- Cinnamon – Casino Coordinator extraordinaire!
- Thank-you to Tabi, who took on the volunteer coordinator role with gusto! Did an excellent job and thank-you for continuing
- Ana Maria for her work as Treasurer for both SC and PAA!
- To all the members who volunteered at the Casino, made Skip the Depot and individual donations, and participated at meetings and events
- Sue, who is stepping down but will be around to support. Thank-you for all you've done for the School Council and PAA!
- Thank-you to all the admin staff

**10. Next Meeting:** Monday, November 25th, immediately following the HWW School Council meeting (6:30 pm).

**11. Adjournment at 7:56pm**