

HWWMPS Annual General Meeting Minutes

Wednesday September 16, 2026

In attendance: Melissa Malejko, David Silverstone, Kristin Newman, Carolina Chamorro Vine, Rackel Scarcello, Jennifer Sollid, Niki Stone, Dawn Donohue, Joanne Armstrong, additional names on separate sheets

Call to Order: 8:01pm

Approval of Minutes:

- June 23, 2026 - motioned by Melissa Malejko, second by David Silverstone, all approved

Music Director Report (Ms Newman)

1. Upcoming events:
 - a. Symphonic band portraits taken already, video to follow. Please complete media release forms so all the photos and videos can be shared.
 - b. MRU clinicians scheduled late September (28th & 29th).
 - c. Sectionals with seniors leading juniors Sept 17am.
 - d. Veteran's Tea & open house performances listed in calendar & student handbook
 - i. Veteran's tea only for in-schedule; open house likely just for jazz band
 - e. Fri Nov 27 optional field trip: dinner & CPO. How the Grinch Stole Christmas
 - f. Winter concert at HWW Thurs Dec 10. Can't go off site due to legal challenges that CBE is trying to work out with UofC. Goal to get off site for winter and/or spring concerts in the future.
2. HWWMPS overview including website review, calendar volunteer signups.
 - a. No operational budget from CBE, all funds come from program fee & fundraising by HWWMPS.
 - b. Student credits can be used for program fees, any trips (day or overnight).
 - c. Only bingo & raffle license allowed in the school held by HWWMPS.
 - i. General school parents society bought us a tuba last year
 - d. Fundraising makes things affordable and meaningful for all students.
3. Music Student Handbook review including schedule, credits, and jblock days
 - a. D2L page intended for students, rather than parents
 - b. Locally developed curriculum, reviewed every 3 years. Tons of resources for kids, Breezin Thru Theory, all sheet music is there if lost or damaged.
4. Current program enrolment just under 60 for concert band (gr 10), 77 for symphonic band (11s & 12s); jazz band 35 students.
 - a. Reminders to scan ID card on arrival for attendance.
5. Overnight trips survey feedback
 - a. Camp Caroline usually rolls into Vic Lewis; not this year, dates didn't align. Understanding of lack of desire to miss 3 days of school.
 - b. About 50% would attend Camp Caroline and Vic Lewis.
 - c. Symphonic band likely only to do Vic Lewis. Will reach out to grade 10 parents specifically.
 - d. Spain spring 2028: done out of country 3 years in a row; expensive, long trip. To allow families to do more fundraising, will delay.
 - e. 2027: will be BC. More details to follow.

Financial Update (Melissa Malejko)

1. 2025-2026 Financial Statement review
 - a. General account does not include TD account funds.
 - b. Significantly more via bingo than usual; an expense adjustment of \$314/event, an accounting error found on audit resulting in another almost \$300/event over 2 years.
 - i. Usually get around \$800-\$1000/event x 8 events per year.
 - c. Cash raffles were new: fall raffle sold just over 900/1200 tickets, overall profit was good. Spring raffle did poorly, 329/1200 sold, not enough profit to pay out student incentives.
 - d. Purdy's & Coco Brooks did similar to previous year.
 - e. Silent auction event brought in over \$1000!
 - f. More fundraisers in general; over \$4,000 additional revenue (mostly fall raffle)
2. Upcoming expenses overview
 - a. \$12000 transportation for trips expected
 - b. Clinicians approx \$6000; 3 rounds
 - c. Opportunity for bursaries for those who can't afford.

Bingo Report (Ms Newman)

1. Bingo program overview
 - a. \$50 credit for each volunteer slot filled
2. 2026-27 bingo dates and volunteer signup
 - a. No experience needed, all training done on site. Just need to be 18 years old.

Financial Update

1. Upcoming fall fundraisers
 - a. Texas donuts – cut off Sept 17, delivery Sept 24
 - b. Coupon books: expiry Aug 31 '27; orders end Oct 19
 - i. Student credit: \$2/book sold. Motion to approve Melissa, second David, approved.
 - c. Coco Brooks – cut off Oct 20, pick up Nov 4
 - d. Purdy's – cut off Nov 30, pick up Dec 15
 - e. Bottle drive November 8 with Vic Lewis return depending on timing
2. Fall cash raffle decisions:
 - a. Number of tickets: 1000 tickets suggested: approved.
 - b. Draw date: Dec 11, day following winter concert
 - c. Student incentives: \$1 per ticket plus \$50 for most sold (min 50 sold) suggested: approved.

Special Resolution: HWWMPS bylaw update

1. Updated school year for other fine arts students to allow these students to receive credits for participating in fundraising; for bingo signups, priority is given to band parents. Fine Arts not voting members.
2. Removed references to TD bank signing authority as these accounts will be closed.

Motion to approve Carolina, Melissa seconded; all approved

HWWMPS Directors Review & Changes

1. Election of new members:

- a. Secretary: Candice Moston nominated; Melissa motioned, David seconded all approved.
 - b. Treasurer: Dawn Donohue nominated; Kristin motioned, all approved
 - c. Volunteer Director: Joanne Armstrong nominated; Melissa motioned, all approved
 - d. Bingo Director (1): Jen Sollid nominated; Kristin motioned, all approved.
 - e. Bingo Director (2): Niki Stone nominated; Kristin motioned, all approved.
2. Student credit for BoD work? No response; Melissa would like to discuss at future meeting.

Action Items Following Meeting:

- BoD to discuss, decide on amount of funding for transportation, clinicians
- Complete new executive forms
 - Submit new executive list to government
- Submit new bylaws to government
- Get new Board members access to Google Drive & all necessary files
- Outgoing Treasurer to sign AGLC Financial report, then submit
- Close TD accounts
- Get new signers authorized at Servus
- Discuss expectations for grade 12 parent BoDs for summer

Meeting adjourned: 8:45pm

Immediately following AGM, new Board convened to make the following resolutions:

- Resolution to close TD bank accounts, authorize Melissa & Jennifer to do so
 - Motioned by Melissa, seconded by Dawn, all approved.
- Resolution to authorize new bank signers at Servus & remove previous ones
 - Motioned by Melissa, seconded by David, all approved.