



Minutes

Bowness High School
Parent Advisory Council Meeting
Wednesday, December 11th, 2024 at 6:30 pm
Online Via Teams
Facilitator: Leeanne Morrow, Bowness Council
Chair bownesshighparents@gmail.com

1. CALL TO ORDER – 7:30 pm
2. APPROVAL OF AGENDA- Santana and Alesia
3. APPROVAL OF MINUTES FROM LAST MEETING(November 6th) -Santana and Alesia
4. REPORTS

a. Treasurer's Report

-see attached report for details

1. For the casino account, the last of the advisor cheques cleared the bank as well as the reimbursement to Lisa T. for the insurance premium. The first reimbursement cheque to the school for the 2024/25 year also cleared.
2. The income represents the movement of money from the non-casino account to the casino account for an expense that was accidentally paid from the casino account that was not eligible.
3. For the non-casino account, the bank deposited the funds from a cheque that mistakenly cashed a second time. We also received \$725 in donations since the last meeting for a total of \$1125 in donations. Two cheques cleared the bank (descriptions on the report).
4. Feedback from using MailChimp for annual donation campaign:Using MailChimp was a moderate success even if it didn't yield a high number of donations. The statistics from MailChimp show that our emails had an open rate of 80% (first email - this is extremely high) and 64% for the subsequent 2 emails.

B. Casino Report

Big thanks to everyone who helped out. Everything went extremely smoothly.

C. Fundraising report

Continuation of what was shared in the first meeting.....

- Upcoming opportunity with Broadway Across Canada in January. The public relations firm that is helping our fundraising group is also the PR firm that handles Broadway Across Canada. They are asking Broadway Across Canada to help spread the word about theater seats specifically with the upcoming performance of Beetlejuice. Not exactly sure what that looks like at this point.
- January 8th, 2025 the director of Beetlejuice (also a former student of Janas) is going to come with one of the cast members and do a master class and want to bring media.
- Hoping to apply for a community arts grant the deadline is January 15th, 2025. This can provide up to a \$75,000 matching grant.
- Must prove viability in order to be considered for grant.
- Hoping to have a commitment of an amount of dollars we can get from the upcoming casino funds.

Lisa M motion we spend \$10,000 from the casino account to the theatre seat fundraiser. Stacey M seconded. All in favor, no opposed. Motion passed.

5. OLD BUSINESS- No old business
- 6 NEW BUSINESS -No new business
7. NEXT MEETING DATE -February 5th, 2025
8. ADJOURNMENT- 7:56 pm. Nkechi and Santana

Attendance: Leanne M., Maureen A., Pamela C., Marla R., Satana C., Stacey M., Nkechi S., Lisa M., Jana M., Heather J., Laurie D., Tracy L., Karen P., Marla R., Maria M., David R., Paul G.

Bowness High Parent Advisory Council
Treasurer Report (Nov 6 - Dec 10, 2024)
Presented at meeting on Dec 11, 2024
Prepared by: Lisa Turner

Casino Account (Chequing)

	Bank Balance Nov 6, 2024		29,158.17
Deposits	#120 BHPAC - reimbursement of funds incorrectly spent from casino (massage)	388.50	
		Total	388.50
Cheques	#005 Cindy Flanders (Casino advisor)	505.75	
	#008 Bowness High School (Math \$400; Science \$999.47; Phys-Ed \$475.61; F&PA \$1103.37; unallocated \$658.73)	3,637.18	
	#009 Lisa Turner (insurance premium reimbursement)	915.00	
		Total	5,057.93
	Bank Balance Dec 9, 2024		24,488.74
Pending Deposits		Total	0.00
Paid Expenses not cashed		Total	
	Pending Bank Balance		24,488.74
Pending Expenses Approved		Total	0.00
Department Cluster Funds	Fall 2024 (allocated)	18,876.46	
		Total	18,876.46
Funds available			5,612.28

Casino Funds Disbursement Dates			
Received		Spend By	Amount
15-May-2023	Casino	15-May-2026	79,593.01
15-Mar-2024	Kinsman Club of Calgary		1,000.00
3-Apr-2024	50/50 (net)	3-Apr-2027	1,499.10
		Total	82,092.11

Presented at meeting on Dec 11, 2024
General/Donations Account (Savings)

Bank Balance Nov 6, 2024 **10,776.54**

Deposits	#114 Madeline Budd (duplicate deposit - reversed)	500.00	
	Direct donations - annual donation campaign	725.00	
	Total	1,225.00	

Cheques	#119 Pam Chamberlain (fall yard clean-up expenses)	37.41	
	#120 BHPAC (repayment of ineligible casino expenses)	388.50	
	Total	425.91	

Bank Balance Dec 9, 2024 **11,575.63**

Pending Deposits	Tips from casino	504.00	
	Total	504.00	

Paid Expenses not cashed

Total **0.00**

Pending Bank Balance **12,079.63**

Pending Expenses Approved	Alex Spirit Award bursary (\$8000 approved May2018-\$500/year, last year 2033)	4,500.00	
	Staff appreciation (carryover from fall plus new approved amount)	1,549.57	
	Surplus - carry a balance for unexpected	500.00	
	Total	6,549.57	

Funds available **5,530.06**

Direct Donations	1,125.00
Staff Appreciation Donations	
Total Donations 2024-2025	1,125.00