



Minutes

Bowness High School Parent Advisory Council Meeting

Wednesday, September 10th, at 6:30pm

In-Person Meeting **LOCATION - first classroom on the right after entering the building through the main yellow pillar doors**

Meeting Facilitator: LEEANNE MORROW, BOWNESS COUNCIL

1. CALL TO ORDER-7:16 pm
2. APPROVAL OF AGENDA- Addition to agenda : Clarifying the Casino Account, Add Playhouse Fundraiser under new business. With modifications Santana approves and Natasha seconded.
3. APPROVAL OF MINUTES FROM LAST MEETING (Wednesday June 11, 2025)-Pam and Shan.
4. REPORTS

- a. Treasurer's Report -see attached

Chery Ashworth has put her name forward to audit the Council books from last year.

- b. Casino Report-no activity -see attached
- c. Fundraising Report
 - i. Theatre Update

Casino Clarification

- Allocation-in December meeting was for \$10,000 to be used from Casino Funds for the theater seat project.
- March minutes up to \$30,000, only \$20,000 was the loan. Not \$30,000
- Numbers are \$212,000 is forward to CBE should be \$192,000
- 186,000 for CFEB-\$93,000

-Jana got ball rolling up to CBE

-Project Manager from CBE is the same Project Manager as who managed the office project.

-Unsure what costs currently are due to tariffs and inflation.

-CBE will pay for new flooring

-project was pushed to number 1. Will be done next Summer.

ii. Fall Fundraiser

Ideas for Fundraising this year

-50/50 ticket fundraiser

- a letter requesting direct donation

-Dillman's Catalogue

5. OLD BUSINESS -no old business

6. NEW BUSINESS

A. Play House Fundrplay house fundraiser

-construction teacher has taken new position

-partner with Morrison House

-6 playhouses can donate 1 one for a raffle

Spirit wear to be headed by Elaine and Sussanah.

7. NEXT MEETING DATE-October 8th, 2025.

8. ADJOURNMENT-8:02 pm Natasha and Elaine

*Attendance: Heather J., Jana M., Sarah-Jane S., Lisa M., Santana C., Kelsey S.,
Susannah T., Cheryl A., Marla R., Pam C., Elaine A., Brenda D., Shan R., Stacey P.,
Natasha S., Leanne M., Alesia M*



September Treasurer Report

Presented by Lisa Turner, BHPAC Treasurer

1. Casino Account

- There has been no activity in this account since the last meeting
- Amount remaining from the 2024-25 school year casino allocation is \$2471.68. Will this all move into the unallocated budget for the 2025-26 school year (see 2024-25 budget allocation report)
- Question for Jana: is the total budget for the 2025-26 school year \$50,000? Last year's allocations could be doubled and that would bring the total budget to \$49,000 plus \$1000 in the allocated plus last year's remainder (see 2025-26 budget allocation report)
- A vote is required to approve the budget for 2025-26
- Approximately \$1500 is required for the insurance premium in the casino account

2. Non-Casino Account

- Several individual and group donations were received for the theatre seat project totaling \$6,640.00
- Community Facility Enhancement Program (CFEP) grant from the Government of Alberta was received for the theatre seat project, \$93,287.00
- Several expenses related to staff appreciation events in June and September have been processed, leaving \$938.34 remaining in approved funds for staff appreciation
- There is a pending cash deposit of \$150 received from a parent for staff appreciation events in the future

3. Financial statement auditors

- Two auditors for the annual financials are required.
- Volunteers can contact Lisa Turner at bownesshightreasurer@gmail.com

4. Treasurer Position

- I am willing to have my name stand for treasurer for the 2025-26 school year but I hope to have a new parent volunteer join me in a co-treasurer capacity now so the transition can occur during the year (especially considering that the theatre seat project will not be complete until early next school year and the financial reporting will be due in the fall-winter of 2026).

Bowness High Parent Advisory Council
Treasurer Report (Jun 11 - Sep 10, 2025)
Presented at meeting on Sep 10, 2025
Prepared by: Lisa Turner

Casino Account (Chequing)			
	Bank Balance June 11, 2025		\$105,557.37
Deposits			
		Total	0.00
Cheques			
		Total	0.00
	Bank Balance Sep 10, 2025		\$105,557.37
Pending Deposits			
		Total	0.00
Paid Expenses not cashed			
		Total	
	Pending Bank Balance		\$105,557.37
Pending Expenses Approved			
		Total	\$0.00
Department Cluster Funds	Theatre seat campaign (casino funds, casino dontion, 50/50s)	49,912.73	
	Fall 2024 (allocated) remainder	2,471.68	
		Total	\$52,384.41
Funds available			\$53,172.96

Presented at meeting on Sep 10, 2025
General/Donations Account (Savings)

Bank Balance June 11, 2025 **\$16,355.83**

Deposits	Theatre seat campaign donations (individuals)	\$1,260.00	
	Theatre seat campaign donations (BHS Music Parents, TMC, Bowcroft, Custom Edge)	\$5,380.00	
	Bowness High School (popcorn fundraiser)	\$494.00	
	Government of Alberta (CFEP grant)	\$93,287.00	
	Total	\$100,421.00	

Cheques	#125 Pam Chamberlain (gardening)	99.03	
	#126 Shan Roth (popcorn fundraiser expenses)	372.98	
	#127 William Campbell (Alex Spirit award)	500.00	
	#128 Josie Tudda (June staff appreciation)	1402.22	
	#129 Tom MacFarlane (June staff appreciation)	50.00	
	#130 VOID	0.00	
	#131 Dawn Berry (June staff appreciation)	582.49	
	#132 Sarah Owen (Sept staff appreciation BBQ)	547.77	
	#133 Andie Shaffer (Sept staff appreciation BBQ)	76.95	
	Total	3,631.44	

Bank Balance Sep 10, 2025 **\$113,145.39**

Pending Deposits	Staff appreciation cash donations	150.00	
	Total	150.00	

Paid Expenses not cashed	Total		
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Pending Bank Balance **\$113,295.39**

Pending Expenses Approved	Alex Spirit Award bursary (\$8000 approved May2018-\$500/year, last year 2033)	4,000.00	
	Staff appreciation (approved)	938.34	
	Theatre seat campaign	105,586.50	
	Surplus - carry a balance for unexpected	500.00	
	Total	\$111,024.84	

Funds available **\$2,270.55**

Direct Donations	\$1,729.00
Theatre seat donations	\$12,299.50
Total Donations 2024-2025	\$14,028.50

BUDGET ALLOCATIONS

Department	2024-25				Balance Remaining
	Budget	Approved Not Spent	Spent	Transfers Between	
<i>Higher need areas:</i>					
Career and Technology Studies (CTS)	0.00		0.00		0.00
Science	72.00		0.00		72.00
Physical Education	0.00		0.00		0.00
Fine and Performing Arts	737.50		0.00		737.50
<i>Lower need areas:</i>					
English Language Arts (ELA)	0.00		0.00		0.00
Social Studies	0.00		0.00		0.00
Mathematics	-12.18		0.00		-12.18
Athletics	0.00		0.00		0.00
Student Services/PLP	274.82		0.00		274.82
English as an Additional Language (EAL)	51.92		0.00		51.92
Second Languages (other)	500.00		0.00		500.00
Indigenous Education	0.00		0.00		0.00
Unallocated	847.62		0.00		847.62
TOTAL	2,471.68	0.00	0.00	0.00	2,471.68

POTENTIAL BUDGET ALLOCATIONS

Department	2025-26	Approved		Transfers	Balance
	Budget	Not Spent	Spent	Between	Remaining
<i>Higher need areas:</i>					
Career and Technology Studies (CTS)	10,000.00		0.00		10,000.00
Science	7,000.00		0.00		7,000.00
Physical Education	7,000.00		0.00		7,000.00
Fine and Performing Arts	7,000.00		0.00		7,000.00
<i>Lower need areas:</i>					
English Language Arts (ELA)	3,000.00		0.00		3,000.00
Social Studies	3,000.00		0.00		3,000.00
Mathematics	3,000.00		0.00		3,000.00
Athletics	3,000.00		0.00		3,000.00
Student Services/PLP	3,000.00		0.00		3,000.00
English as an Additional Language (EAL)	1,000.00		0.00		1,000.00
Second Languages (other)	1,000.00		0.00		1,000.00
Indigenous Education	1,000.00		0.00		1,000.00
Unallocated	3,471.68		0.00		3,471.68
TOTAL	52,471.68	0.00	0.00	0.00	52,471.68