

CAPE - Centre for Academic and Personal Excellence
201 5 Street SW
Medicine Hat, AB T1A 4G7
Tel: (403) 528-2983
Fax: (403) 528-3048
www.capeisgreat.org



CAPE SCHOOL COUNCIL ANNUAL GENERAL MEETING (AGM) PART B AGENDA

Date: Tuesday, November 21, 2023

Time: 6:30pm

Place: Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83525020843?pwd=NExFQithT2dwWnV5bIN6NEFtN3E1UT09>

Meeting ID: 835 2502 0843

Passcode: 6mpLzx

SCHOOL COUNCIL EXECUTIVE

Chair: Vacant

Vice Chair: Caitlin Hok

Secretary: Vacant

Treasurer: Vacant

Hot Lunch Representative: Vacant

Fundraising Representative: Tara Klatt

Board Representative: Vacant

School Representative: Jeney Gordon

Teacher Representative: Vacant

Present:

Absent with Regrets:

Administrative Assistant: Tannis Smeed

1. **ELECTION of CHAIR for the November 21, 2023 School Council Annual General Meeting (AGM) Part B.**
 - 1.1. **Motion:** to appoint ***** as chair of the November 21, 2023 School Council Annual General Meeting (AGM) Part B.

2. **CALL TO ORDER:** The chair, *****, called the meeting to order at *****.

3. ELECTION of RECORDING SECRETARY for the November 21, 2023 School Council Annual General Meeting (AGM) Part B

- 3.1. Motion:** to appoint ***** as recording secretary of the November 21, 2023 School Council Annual General Meeting (AGM) Part B.

7. DESCRIPTION of ROLES & ELECTION OF OFFICERS (Jeney Gordon)

8. ELECTION of EXECUTIVE for the year 2023-2024

8.1 CHAIR:

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

Motion: to elect ***** as Chair.

8.3 SECRETARY:

1st Call for Nominations: Linda Duong

2nd Call for Nominations:

3rd Call for Nominations:

Motion: to elect ***** as Secretary.

8.4 TREASURER:

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

Motion: to elect ***** as Treasurer.

8.5 HOT LUNCH REPRESENTATIVE:

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

Motion: to elect ***** as Hot Lunch Representative.

8.7 BOARD REPRESENTATIVE:

1st Call for Nominations: Vacant

2nd Call for Nominations:

3rd Call for Nominations:

Motion: to elect ***** as Board Representative.

8.9 TEACHER REPRESENTATIVE:

1st Call for Nominations: Chantiel Jenkins

2nd Call for Nominations:

3rd Call for Nominations:

Motion: to elect ***** as Teacher Representative.

9. DATE of the NEXT SCHOOL COUNCIL ANNUAL GENERAL MEETING (AGM):

Motion: to be determined at a later date.

10. ADJOURNMENT: Meeting adjourned at *****.

Motion by:

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CAPE SCHOOL COUNCIL EXECUTIVE POSITION DESCRIPTIONS

CHAIR

- Host meeting from provided agenda.
- Gives insight and helps committees.
- Signing Authority (1 of 3).
- Works with Mrs. Gordon and Mrs. Smeed.

VICE CHAIR

- Assists with meetings.
- Gives insight and helps committees.
- Works with Mrs. Gordon and Mrs. Smeed.

TREASURER

- Make deposits.
- Manages banking records.
- Works with the bank, Mrs. Gordon and Mrs. Smeed

HOT LUNCH REPRESENTATIVE

- Organize vendors.
- Set schedule and prices.
- Coordinate Hot Lunch volunteers.
- Works with Mrs. Gordon and Mrs. Smeed

FUNDRAISING REPRESENTATIVE

- Research ideas.
- Book fundraisers.
- Get information for school to make forms.
- Confirm money and order count with Mrs. Smeed.
- Work with fundraising volunteers.
- Works with Mrs. Smeed and Ms. Thompson.

BOARD REPRESENTATIVE

- Attends meetings, 2 per month.
- Share information between the School Council and the Board.
- Works with Board, School Council and Mrs. Smeed.