

Westboro Parents' Society – Special Meeting

Westboro Parents' Society Minutes- June 10, 2025

7:30 p.m. Virtual

**Indicates written report/attachment provided*

Attendance

Voting Members: Christan Rasmussen (President), Hilary Schmidt (Vice-President),
Carrie Bounds (Secretary), Kate Weberg (Treasurer), Allison McColl, Andrea Thibert,
Dan Schmidt

Associate Members:

Others:

Call to order at 8:00 p.m.

1) Review of Agenda

Agenda approved as presented.

2) Review Special Resolution SR25-02*

- a. By having our AGM at the end of the year we do not align with provincial and federal guidelines for submitting taxes. To ensure our Society taxes align with these regulations we need to change our AGM to within 6 months of our fiscal year end. The goal is to now make our first meeting of every school year in September our new AGM.
- b. Motion to pass special resolution SR25-02. Seconded. Passed unanimously.
- a. Copy to be printed and signed by the executive members and then submitted to Alberta Corporate Registry.

Adjourn 8:03 pm

Next Meeting: Tuesday, Sep 9 2025 at 7:30pm - AGM

2025-26 Meeting Dates (*meetings typically occur the second Tuesday of each month*):

- | | | |
|----------|----------|----------|
| • Sep 9 | • Jan 13 | • Apr 14 |
| • Oct 14 | • Feb 10 | • May 12 |
| • Nov 18 | • Mar 10 | |

Westboro Parents' Society

June 10, 2025 Special Meeting

NOTICE FOR PROPOSED AMENDMENTS AND/OR REVISIONS TO GOVERNING DOCUMENTS SPECIAL RESOLUTION SR25-02

PROPOSED CHANGE OF WESTBORO PARENT'S SOCIETY BYLAW 6.a.i. TO ALIGN WITH FEDERAL AND PROVINCIAL FISCAL REQUIREMENTS.

SR25-02

Background:

Westboro Parents' Society Bylaws currently require that the Annual General Meeting (AGM) take place on or before June 30th each year. However, this fixed deadline has resulted in an inability to meet federal and provincial reporting timelines, as legislation allows up to six months following the end of the fiscal year to hold an AGM and file our financial returns.

To ensure compliance with these legislative requirements and to allow adequate time for financial reporting and audit processes, the Society is proposing to amend Bylaw 6.A.i. to state that the AGM must take place within six months of the fiscal year end (August 31st).

To be approved, Westboro Parents' Society Bylaws require five (5) Voting Members in attendance to vote in favour of the changes. Once adopted by Westboro Parents' Society, the approved bylaw amendment does not take effect until approved by Corporate Registry.

Westboro Parent's Society

502927452 Corporate Access Number (CAN)

Society Bylaws

Special Resolution SR25-02

Subject: Amendment of Bylaw 6.A.i.

I hereby certify that the following Special Resolution was passed at a meeting of the members of Westboro Parents' Society:

The by-laws were changed as follows:

WHEREAS the current Bylaw 6.A.i. reads:

*"An **Annual General Meeting of the Membership (AGM)** will take place on or before June 30th each year, by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required."*

Bylaw 6.A.i is changed to read:

"An Annual General Meeting of the Membership (AGM) will take place **within six months of the fiscal year end**, by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required."

This amendment is effective as of the date of approval by the appropriate governing body.

Date: _____

President (clearly print name)

President's Signature

Vice-President (clearly print name)

Vice-President's Signature

Secretary (clearly print name)

Secretary's Signature

Treasurer (clearly print name)

Treasurer's Signature