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Bridlewood School Fundraising Society AGM Agenda Tuesday, April 21th, 2026

1. Call to Order
2. Additions / Amendments to AGM Agenda
3. Approval of AGM Agenda
4. Additions / Amendments of Minutes from Previous Meeting
5. Approval of Minutes from Previous Meeting
6. Old Business
 - 6.1. BSFS Financial Audit
 - Completed
7. Reports
 - Treasurer's Report see attached (Sarah)
8. New Business

8.1. Fund Requests

- See spreadsheet

Things	Price
Stationary Bicycle	\$1,098.86 CAD
Visual Timers 5 min Sand Timer	\$18.99/ timer
Jumbo Sand timer bundle (1,2,5,&10)	\$ 139.99
Electric Pencil Sharpener	\$900.00
Kindergarten Pencil Sharpener	\$ 66.46
brooms and dust pans for rooms	\$235.00
Magnet strips 5pack White	\$ 37.01/ pk
Hand held stop watches (15 for the gym)	\$345.00
Noise reducing headphones	18.99/ item
Double desks (12)	\$5,508.00
Individual Student Desks (20)	\$4,380.00

Previously approved all items below with prices except yoga mats.

Unallocated	\$7,000.00	\$7,661.66
Yoga Mats x 24		\$1,972.50
Stationary Bicycle		\$1,098.86
Visual Timers		
Electric Pencil Sharpners		\$900.00
brooms and dust pans for rooms		\$235.00
Magnet strips		\$1,110.30
Hand held stop watches (15 for the gym)		\$345.00
Floor Curling Sets		
Noise reducing headphones		
knitting or Crochet Tools and Materials		
Keyboar - for Music		\$2,000.00
Soil for Science		

8.2. Booking Future Residency's

We know \$49K is allocated for next year. Could we prebook and pay in the event that there are no volunteers next year to fulfill mandatory roles. Some ideas below:

Ideas from Bridlewood:

- We need a cart for our new Windows Laptops. The cart is a JAR Cart elevate system that holds 32 devices. The price is \$3200.
- Green Fools Circus School (2 weeks – expensive)
- RRR Drumming (3 weeks– expensive) Is this the one where we had a free trial?
- Aforza Tennis, just to name a few.

Ideas from BSFS:

- Can Calgary Minor Soccer be booked for next year as it was free.
- FitSet Ninja \$3750 for 2 days – they are asking because they gave a gift for the read-a-thon
- Gym Sense Gymnastics <https://gymsesegymnastics.ca/school-programs>
- Youth Singers Calgary <https://www.youthsingers.org/bookings/residencies/>
- Evergreen Theater <https://evergreenculturalcentre.ca/school-workshops/>
- SOGO Adventure Running <https://www.sgoadventurerunning.com/at-school.html>
- Aforza Tennis <https://www.aforza.ca/community-tennis/school-programs/>
- Youth En Route <https://youthenroute.ca/education/typical-biking/> (residency at Evergreen Elementary in June, ask for feedback)

8.3. Future Fundraisers

- Branded Merchandise (Leila)
- Next year plan to be determined offline if there is a volunteer for the Fundraising/Special Events and the 3 mandatory roles filled.

9. Elections

* Dissolution of current members

Current:

Chair - Stacey J.

Secretary - Teresa K.

Treasurer - Sarah F.

Special Lunch Coordinator – Brenda H.

Social Media Coordinator - Leila A.

*** Election of New Executive and Coordinator Members**

Positions:

Chair -

Vice Chair -

Secretary -

Treasurer -

Special Lunch Coordinator - Brenda H has volunteered

Fundraising/Special Events Coordinator -

Casino Coordinator – Bridget has volunteered

Communications Coordinator -

Social Media Coordinator -

Outdoor Maintenance Coordinator -

10. Next Meeting – Scheduled for **May 19, 2026** immediately following the regular Bridlewood School Council meeting

11. Adjournment -

BSFS Roles and Descriptions "Schedule A"

Executive Committee:

- Chair (Elected position)
- Vice Chair (Elected position)
- Past Chair
- Secretary (Elected position)
- Treasurer(Elected position)
- Fundraising / Special Events Coordinator (Volunteer position)
- Special Lunches & Snacks Coordinator (Volunteer position)
- Communications Coordinator (Volunteer position)
- Casino Coordinator (Volunteer position)
- Outdoor Build & Maintenance Coordinator (Volunteer position)
- Social Media Coordinator (Volunteer position)

Chair

It's expected that the Chair will be a parent/guardian of a student enrolled in the school. The Chair should be someone who can work collaboratively and knows how to organize both programs and people. The Chair should actively encourage others to become involved in meaningful ways.

Typical Chairing duties include:

- Chairing all meetings of the BSFS (8 in total) for one school year term;
- Call and schedule meetings, as required;
- Have general supervision of the Society;
- Be responsible for the overall functioning of the Society;
- Authorization to sign on behalf of the Society;
- Being the official spokesperson of the Society;
- Deciding all matters relating to rules of order at the meetings;
- Having custody of all Society meeting minutes, and present them to any member wishing to view them;
- Ensure the meeting minute filing system is up-to-date;
- Updating their duties and roles before the end of the Society operating year;
- Responsibility for maintaining and updating the Society's insurance;
- Reviewing the Agenda and Meeting Minutes before they are sent to the Communications Coordinator for distribution.
- Time commitment per month: approximately 5 hours(depending if the Chair is organizing a fundraiser), plus monthly meeting attendance.

Vice Chair

In some Societies the role of Chair is shared, either through the creation of co-Chairing positions or through the Chair's dependence on the Vice Chair to undertake part of the work.

The Vice Chair's duties are to:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the BSFS;
- Assist the Chair and undertake tasks assigned by the Chair;

- Update their duties and roles before the end of the Society operating year.
- Time commitment per month: approximately 1-2 hours, plus monthly meeting attendance.

Past Chair

The BSFS Past Chair will:

- Carry out duties assigned by the Executive Committee;
- Act as an Advisor to the New Chair;
- In the event of resignation, suspension, expulsion, incapacity or leave of absence of the Vice Chair, fulfill the Vice Chair's responsibilities.
- Time commitment per month: approximately 1 hour, plus monthly meeting attendance.

Secretary

The Secretary will:

- Attend all meetings of the BSFS (8 in total) for one school year term; if unable to attend the meeting, find another member to fill the role;
- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Distribute the Attendance Log at the beginning of each monthly meeting, collect it at the end, and file document accordingly;
- Have custody of all Society meeting minutes, and present them to any member wishing to view them;
- Ensure the meeting minute filing system is up-to-date;
- Distribute to the Communications Coordinator, as determined by the Chair, agendas, minutes, and notices of meetings;
- Submit to the Society's Registrar, all changes and updates to the Society, as required by the Society's Act:
 - o File any changes to the Executive Committee of the organization,
 - o File amendments to the bylaws,
 - o File other incorporating documents with the Corporate Registry;
- Update their duties and roles before the end of the Society operating year.
- Time commitment per month: approximately 1.5 hours, plus monthly meeting attendance.

Treasurer

The Treasurer will:

- Attend all meetings of the BSFS (8 in total) for one school year term;
- Receive and deposit all monies or other valuable effects to the credit of the Society in the bank designated by the Executives;
- Receive and review all statements provided to the Society regarding the Society's bank account(s);
- Keep full and accurate accounts for nine (9) years, including all receipts and disbursements of the Society;
- Report at Society meetings regarding all transactions and of the financial position of the Society;
- Keep an updated book of accounting procedures to assist the incumbent Treasurer;
- Provide books and records to the new Treasurer upon completion of role;
- Ensure required insurance is paid;
- Prepare year-end financial statements and file charitable organization tax returns, and Alberta Annual return and reporting required by the AGLC;
- Prepare for the Society's AGM with a financial report outlining the Society's income,

disbursements, assets and liabilities fully audited by the Audit Committee in accordance with the Society Bylaws, and signed by the Audit Committee;

- Provide a copy of the financial statements presented at the AGM to the Chair for inclusion in the official minute filing system;
- Update their duties before the end of the Society operating year.
- Time commitment per month: approximately 2 hours, plus monthly meeting attendance.

Fundraising / Special Events Coordinator

Per section 8.4 in the Bylaws, should this position be vacant, the BSFS will cease fundraising efforts until the position is filled.

The Fundraising / Special Events Coordinator will:

- Assume duties and responsibilities as required, by consensus of the members (i.e., fundraising applications, event organization, etc.).
- Time commitment per month: approximately 3 hours (depending on events & fundraisers being coordinated), plus monthly meeting attendance.

Special Lunches & Snacks Coordinator

The Special Lunches & Snacks Coordinator will:

- Coordinate all special lunches and snacks with vendors, and posting each event on the Healthy Hunger website;
- Oversee the distribution of orders on lunch/snack day;
- Report on profits at each BSFS meeting.
- Time commitment per month: approximately 1.5-2 hours, plus monthly meeting attendance.

Communications Coordinator

The Communications Coordinator will:

- Forward all agendas and meeting minutes to the School Secretary for distribution to parents/ guardians;
- Assist with creating graphics/images/posters for events and announcements;
- Be responsible for all communications with the parents/ guardians (through the Bridlewood School Secretary) regarding BSFS activities (i.e., updates, fundraising events, newsletters and surveys).
- Time commitment per month: approximately 1 hour, plus monthly meeting attendance.

Casino Coordinator

Per section 8.4 in the Bylaws, should this position be vacant, the BSFS will cease casino fundraising efforts until the position is filled.

The BSFS Casino is held every two years in the fourth quarter of the year. Four months prior to the fourth quarter, the BSFS will be assigned a casino date.

The Casino Coordinator will:

Be responsible for all communication with the AGLC regarding the status and upkeep of the Society's Casino/ Gaming License, including "Allowable use of Proceeds" applications and Final Accounting summaries for each licensing period;

- Hire a Casino Advisor for each gaming event. The BSFS will execute a signed contract with the advisor;
- Coordinate and execute a contract with the Casino;
- Coordinate casino package with the AGLC 60 days prior to the casino event;
- Organize volunteers for each gaming event one month prior;

- Report all pertinent gaming correspondence to the Members;
- Coordinate with the BSFS Treasurer to complete the appropriate required financial documents at the end of each gaming event.
- Time commitment: approximately 10-12 hours during casino event coordination, plus monthly meeting attendance.

Outdoor Maintenance Coordinator

The Outdoor Maintenance Coordinator will:

- Assume duties and responsibilities as required, by consensus of the members (i.e., outdoor classroom, outdoor equipment, CBE rules & regulations as it applies to outdoor equipment/ repairs, and Member updates on the progress to the group);
- Delegate duties to additional Members, as required.
- Time commitment per month: approximately 1.5 hours, plus monthly meeting attendance.

Social Media Coordinator

The Social Media Coordinator will:

- Maintain social media accounts for Bridlewood School Council and Bridlewood School Fundraising Society
- Ensure that posts are created in a timely manner with news and upcoming events for Bridlewood School, Bridlewood School Council, Bridlewood School Fundraising Society, and fundraising activities
- Report on activity at each BSFS meeting
- Time commitment per month: approximately 1 hour, plus monthly meeting attendance.