

**Association of Friends Of Ranchlands Community School (AFORCS) –
Meeting Agenda and Minutes**

AFORCS Meeting Agenda:

Date: **May 12, 2026**

Time: **7:45 p.m.** (estimated start time, could be earlier or later)

Location: **Ranchlands School**

Agenda Items	Lead(s)	Min est.
1. Welcome and Call to Order	DJ	1
2. Approval of the Agenda	DJ – all	1
3. Approval of past minutes	DJ – all	5
4. President's Opening Comments	DJ	5
5. Movie Night Review	CF	5
6. Treasurer's Report	JE	5
7. Casino Report	KC	5
8. Playground Report	KS	3
9. Bingo Night	ALL	3
10. Review Spending Needs, including teacher appreciation, RSC activity day	ALL	3
11. Review/Confirm Action Items	DJ - all	5
12. Confirm Next Meeting Date / Plan	DJ	2
13. Adjournment	DJ	1

Meeting Guidelines:

- These agendas are finalized in advance with the AFORCS Executive, usually with input from the Principal.
- To propose future items, email ranchlandscouncil@gmail.com, preferably one-week in advance. All item proposals must include:
 - A clear topic or motion
 - Supporting documents, if applicable
 - A draft 3 minute summary

Pre-Meeting Notes:

- See email for draft minutes, for approval at the meeting.

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Meeting Minutes:

Attendance:

	Name	Role	Present	Regrets
Parents:	Darcy Johnson	President	X	
-	Kiera Savoie	Vice President	X	
-	Jesica Eijzinga,	Treasurer	X	
-	Kirsten Cadwell	Casino Chair	X	
-	Chrissy Fraser,	Director at Large	X	
-	Lauren Walker	Director at Large	X	
-	Sumitra Patel	Director at Large	X	
-		Parent		
-		Parent		
School Staff	Steven Wigglesworth	Principal	X	
-	Tania Wong	Assistant Principal	X	
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Meeting Notes:

DRAFT

Item Topics	Notes	Action Items (brief)
1. Welcome and Call to Order	•	•
2. Approval of the Agenda	•	•
3. Approval of past minutes	• April minutes approved pending attendance fix.	•
4. President's Opening Comments	• Code of conduct sent for review. Kiera and Darcy will work on a second draft, and redistribute. Will look to all sign off on it in the June meeting. • Bylaw work to start, with a draft for September AGM. Will include an update to the standard operating practices. •	•
5. Movie Night Review	• Event was a success; • ~410 attendees • \$234.40 donations • Total profit from concession – \$224.32 • Total profit: \$458.72 • Learnings: ○ popcorn was a pain, took too long to prep. ○ But the product was good, and accessible to most dietary restrictions ○ Options for tap or e-transfer would help ○ Volunteers were effective, possibly more volunteers to help with popcorn set up ○ 4 school staff was helpful ○ Templates for similar events saved on G drive	• •
6. Treasurer's Report	• Bank accounts: ○ BMO Account (General) - \$9,400.33 ○ Servus (Casino) – \$32,663	• QR code for Mabel's Labels

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	○ Mabel's Labels - \$36.89 ○ Education Matters Playground Fund - \$3,112.00 • Financial Statements: ○ Year End 2020-2024 have been scanned and uploaded to the shared drive ○ Year end 2025 - Has been completed but requires two members to review it and sign that it has been reviewed. ○ Year end 2026 – started. • Healthy Hunger Cheques Update – ○ some of the cheques are older than 6 months and need to be reissued. • Fundraiser – ○ Ice Cream Truck for End of Year Idea; if we sell more than \$700 there would be profit sharing. ○ Discussed as a good idea, but would need to mitigate issues with bringing ice cream on the busses. ○ Suggested we reconsider for meet the teacher day on Sept 4th.	• Financials to be reviewed by Darcy and Chrissy. • Jes will prepare update for the AB Registries • Then we will seek accountant review. • • Revisit discussion for ice cream truck on meet the teacher day in June meeting.
7. Casino Report	• Casino is set for Nov 25th and 26th ○ Unfortunate conflict with parent teacher meetings on Nov 26th. If parents sign up for Casino night, they will get priority for Friday parent teacher meeting spots, and teachers will endeavour to meet with casino volunteers on alternate dates. ○ Need 20 volunteers for each night (40 spots total) • Kiera motioned to have Kirsten added as casino chair and bingo chair. All in favour – motion passed. • Casino licence application needs to be completed and submitted at least 60 days prior to even.	• Darcy to update AGLC contact information with Kirsten as contact. • Kirsten will talk with AGLC about any immediate requirements. •
8. Playground Report	• No updates this month. Will discuss in June.	•

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	NOTES FROM PREVIOUS MEETING • Planning to develop the playground budget, target goal by June. In time for AFORCS discussion of available funds at the June AFORCS meeting. • While the playground is over 25 years old, SW expressed that it is highly unlikely that the CBE will remove the playground. • Discussion of our fiduciary responsibility for future generations. For example, we (the current generation of parents/kids at Ranchlands) did not pay for the current playground, but we should help save for the next playground so future generations continue to have a playground.	
9. Bingo Night	• Need to do community bingo licence application – they need to know: ○ When we are doing it, or if we are doing multiple we can get a license for a year. ○ What games will be played ○ What the prizes will be (cash, donated items) ○ Confirmation that we understand the rules and regulations and that those will be posted during the event. • Tentatively scheduled for October 1st, Kirsten will work on the license application.	- Kirsten will work on the license application.
10. Spending Needs	• Teacher appreciation? Merch? ○ Hoodies are generally liked by the teachers. Would be needed for 40 staff – • Discussion of iPads spending need - \$16k ○ Principal Wigglesworth added this to the agenda. ○ Darcy indicated that we previously agreed to table this item until after the playground target savings goal	• AFORCS members to look for potential hoodies options and discuss in June. • Principals to order the iPads.

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	(target amount and year) was set, which was scheduled for June. ○ In response, Principal Wigglesworth: ▪ guaranteed that the existing playground would not be deemed unsafe within the next ten years; ▪ indicated the decision to purchase the iPads is urgent as there could be a potential spending freeze that could affect this purchase from the fundraising society. ○ Chrissy and Lauren supported the spending request, to maintain a supply of iPads for students, noting the iPads as particularly effective education aids. ○ Darcy's view is that we should not be spending all our funds prior to discussing the playground target, as the playground is 26 years old, and in that time, only \$3k has been saved toward a new one that could cost \$500k. ○ Kiera supported the need to have a playground target, and indicated a want to have a more fulsome discussion of potential spending priorities (e.g., sports equipment, music supplies, etc.) - Motion to spend \$16,000 on iPads: ○ Votes in favour- 4 - Chrissy, Kirsten, Jesica, Lauren, ○ Votes abstained – 2 - Kiera, Darcy ○ Motion passed.	
11. Other Topics	•	•
12. Confirm Action Items (new, pending and completed items)	• See action items table below.	•
13. Confirm Next Meeting Date / Plan	•	•

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14. Adjournment	• Meeting adjourned at 9:17	•
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Ongoing List of Confirmed Action Items:

Action Items (new and outstanding)	Assigned to:	Assigned Date:	Target Date:	Status (Pending, In Progress, Completed)
1. Organize a governance review	Darcy	Feb 10, 2026	June, 2026	Partially completed
2. Prepare 2 years financial statements	Jesica	Feb 10, 2026	May 2026	Completed
3. Review financial statements	Darcy	May 2026	June 2026	Pending
4. Send email to Courtney and Greg asking for quotes on service fee to review financials	Jesica / Darcy	Mar 10, 2026	TBD	Pending
5. Prepare update for AB Registries	Jesica	May 2026	June 2026	Pending
6. Develop fundraising goal (target \$ and year) for playground	Kiera / Steve	Feb 10, 2026	June, 2026	Pending
7. Draft application for grant toward residencies	Lauren	Apr 14, 2026	TBD	Pending
8. Revisit conversation about teacher appreciation	All	Apr 14, 2026	May 2026	Pending
9. Look at potential options for hoodies, discuss in June	All	May 2026	June 2026	Pending
10. Revisit discussion about ice cream truck	All	May 2026	June 2026	Pending
11. Update AGLC form with Kirsten as Casino and Bingo Coordinator	Darcy	May 2026	June 2026	Pending
12. Advance Bingo Licence application	Kirsten	May 2026	June 2026	Pending
13. Order iPads	Principals	May 2026	June 2026	Pending