

AFORCS Special General Meeting

Date: January 13, 2026

Time: 6:45pm – 8:45pm

Location: Ranchlands School

Meeting Chair: Darcy Johnson

AFORCS Secretary: Tania Trofimova

In attendance: Chrissy Fraser, Mike McPherson, Jesica Eijzinga, Tania Trofimova, Sumitra Patel, Darcy Johnson, Tania Wong (AP), Steve Wigglesworth (P)

In attendance online: Lauren Walker, Claire Johnson, Brook, Wil Yee, Puntina Razdan, Tom Eijzinga, Rachelle Mullings, Shukri, Matt Pacque, Janny Hineman, Grant Cadwell, Laura Kerr, Lumadi, Saliem, Kirsten Cadwell, Kiera Savoie

1. Call to Order 6:50 pm

- called to order by Darcy
- second by Jessica and Chrissy
- Confirmed that we have 18 parents in attendance and therefore Quorum is confirmed

2. Welcome and introductions of staff and parents

Each person at the meeting both online and in person introduced themselves and stated what grade their children are in.

3. Chair's Opening Statement

- Welcome everyone.
- AFORCS - "Association for the Friends Of Ranchlands Community School".
- AFORCS is a fundraising group, with bylaws that are registered under the *Societies Act of Alberta*.
- Currently, there is one remaining elected executive of AFORCS – Tania Trofimova, who currently holds the Secretary position.
- The other six parents who were elected to the executive in September 2025 have all resigned.

- There are several 'immediate priorities', for the executive to do over the next month, including:
 - (1) conduct an election to fill the vacancies; record the results in the minutes for this meeting;
 - (2) provide the AGLC with an updated form listing the names of the newly elected executives;
 - (3) set up meetings with each of the two banks that we have accounts at, bring these minutes, and update the signing authority for the bank accounts.
 - (4) Collect two years of bank account history to update our financial statements;
 - (5) Submit the annual filing to Alberta Registries; and
 - (6) Update our financial statements, have a licensed accountant review the statements, and provide those to our insurance company.
- There are a few other priorities for the AFORCS to work on, likely after the first five are done.
 - Develop a code of conduct and a written set of operating procedures.
 - Start coordination of our next casino night. Our casino event is scheduled to occur in Q4-2026.
 - Make informed decisions on how we will use the currently available funds to support the school. There is approximately \$30k in the bank accounts that isn't already committed.
 - Define our fundraising committees including, for example, the Playground Committee.
- Ok, the last thing I want to touch on is an explanation of roles.
 - Three 'Critical executive roles', that have defined roles in the bylaws.

- President, responsible for chairing all meetings, and for board correspondence with the Secretary.
- Secretary, responsible for recording meeting minutes, and for board correspondence with the President.
- Treasurer, responsible for completing all monetary transactions, maintaining accounts for the funds, and reporting as required.
- We also need to have a fourth executive member, as they bylaws state that we need at least 4 executives to have quorum at a board meeting. The other potential roles could be:
 - Vice President – chairs meetings if the President is absent.
 - Casino Chair, responsible for coordinating casino events.
 - Social Media Coordinator – a potential new role, possibly separate or combined with Secretary or President.
 - Director(s) at Large – help with AFORCS matters as appropriate and discussed with the executive. For example, assignments to certain fundraising committees.
- Concluding remarks.
- I'll now hand the mic over to Steve and Tania W., the principal and assistant principal of Ranchlands School.

4. Overview of School Council, Parent Fundraising Society, & Role of School Staff

- Principal Wigglesworth stated that:
 1. School council: (not the subject of tonight's meeting but a few points for clarity)
 - Falls under the *Education Act* and the *School Councils Regulation*.
 - Provides a forum for parents to express their concerns, wishes, and to find out what is happening in the school
 - School Administration then either clarifies or discusses and comes to a decision regarding these action items
 - We can also do this 1:1
 - We currently have no executive for school council so this is currently on hold

2. AFORCS

- Is a registered entity established under the *Societies Act*
- Not required at the school level, however is an important part of the school
- Opportunity to raise money to support the school
- Need to sign a membership to vote during the AGM or any subsequent general meetings
- Executive is elected by parents
- Elected executives are the only parents who vote (with the exception of the AGM or subsequent Special General meetings such as today's meeting)
- Society and School Administration work together to spend the money raised for the school based on school needs and wants. For example:
 - The Principal makes decisions about what the school needs by creating a Wishlist of items.
 - The Parent Society can develop a vision, and it's own list of priorities.
 - The Parent Society votes on how to spend the funds.
 - The Principal can veto inappropriate purchases.
- Past and current wishes include playground, technology (which we have used funds for before) and field trips for students in need.
- We don't want to lose the opportunity for casino fundraising as this makes us the most money-it has been lost before and we do not want to lose it again.
- Government has made casinos an easy way to raise funds in a short amount of time
- Casino funds have very strict rules about what the money can be used for.
- Playgrounds cost significantly more money today than 20 years ago and it will take a lot of time and effort to raise the money needed for a replacement.
- Our bylaws say AFORCS needs to meet once every 3 months, but it can be more if needed
- Next meeting in Feb will most likely be executive only meeting
- We have an AGM in September 2026 where we will elect a new School council executive and a new AFORCS executive

Questions:

- Question from Brook- clarifying that this is a partial term? When is the next casino?
 - Yes this is a partial term from today until the next AGM in September 2026
 - Darcy said continuity would be great especially for casino chair

- Steve agreed and reiterated that for the sake of the casino continuity would be a good idea
- Q4 2026 is the next casino (Oct/Nov/Dec 2026)
- Question from Chrissy
 - Can we elect that the casino chair is a 1.5 year term?
 - Darcy- we need to have an AGM in September so will need to elect a person through the election at that time- the same person can be re-elected for continuity
- Question-what time commitment will there be if I join the executive?
 - Darcy- February will be heavy in terms of volunteer time due to non-compliance and we need to get back into compliance with casino and bank.
 - Steve- there are lots of documents and support available for us
 - Jessica-
 - the AGLC report one that was due today has been done and has been approved by AGLC
 - Financials still need to be done by an accountant to be in compliance with insurance
 - AGLC-we need to send the form with the new executives names and contact information. Alberta Registries will also need this information
 - Current casino money needs to be spent within 24 months-we currently have around \$30,000 which we do not want to lose-once banking is organized we will know the exact amount
 - Jes - casino money can be put into a parks account for a playground
 - Claire asked question-her understanding is that we now have 36 months from deposit date to spend-last deposit was Feb 2024-this has been tabled for now

5. Election of New Executive (30-50min)

- Chair facilitates:
 - Initial call for volunteers for all positions, names recorded.

- Volunteers raise hands, give a brief overview of why they are interested in the role and their strengths they bring to the executive.
 - Second call and formal election for each position.
 - Proceed through each role, allowing for any final volunteers to step forth, before Chair facilitates election.
- 7:33 pm- Open call for volunteers
 - Darcy asked for people to volunteer. The following people volunteered, and described their backgrounds and interest.
 - Jessica-Treasurer
 - Tania Trofimova - Secretary
 - Darcy-President
 - Kiera Savoie-Vice president
 - Chrissy-Director at large
 - Lauren-Director at large, social media
 - Kirsten Cadwell-Director at large
 - Simitra Patel-Director at large
- Elections
 - Darcy Johnson for President- elected with all in favour, none opposed.
 - Tania Trofimova-Secretary- elected with all in favour, none opposed.
 - Jessica Eijzinga- Treasurer- elected with all in favour, none opposed.
 - Kiera Savoie- Vice President- elected with all in favour, none opposed.
 - Chrisy Fraser, Lauren Walker, Sumitra Patel, Kirsten Cadwell- Directors at Large - elected with all in favour, none opposed.

6. Next Steps

- Chair outlines:
 - Finalization of meeting minutes,
 - to be approved by email, and posted to the website.

- Updating bank account signing authorities and transfer of account(s) history
 - Need 2 people to sign. Steve will coordinate with outgoing treasurer. Minutes will be posted in draft form and executive will meet online to approve for the banks

Bank account signing authorities:

 - Treasurer-Jesica Eijzinga
 - Secretary-Tania Trofimova
 - Vice-President- Keira Savoie
- Follow up with AGLC and insurance company.
 - AGLC- Darcy will follow up and do forms and will cc Jesica
 - Jessica will look for a chartered or licensed accountant
 - Kirsten knows someone
 - Clarie knows of a grade 1 parent-Alice
- Registry- person TBD
- Contact information:
 - Tania Wong (AP) will form the list and send out contact information list to all executive members-all members give permission to pull phone numbers, addresses and email from PowerSchool to create a list
- Other agreements:
 - All executives will be cc'd including Steve W and Tania W on all emails
 - Preparation of agenda for February's meeting. Tania T will start to pull together an agenda for Feb meeting and will put out a call for agenda items soon
 - April/May/June-start to look for people for the Casino
 - Steve went over how casinos run and volunteer positions
 - Next meeting Feb 10, 2026-2nd Tuesday of the month at 6:45- executives only

7. Open Floor

- Opportunity for questions, suggestions, or other business.
- Tom-do we need to fill out a form to be a voting member?

- Darcy- table this topic to February
- Kirsten-can we get a copy of the bylaws?
 - Will be sent by Darcy when he receives contact information from the school

8. Adjournment at 8:14pm

- Chair closes the meeting and thanks participants.
- Darcy motions to adjourn
- Seconded by Jessica and Chrissy