

Agenda – AFORCS Special General Meeting

Date: January 13, 2026

Time: 6:45pm – 8:45pm

Location: Ranchlands School

Meeting Chair: Darcy Johnson

AFORCS Secretary: Tania Trofimova

1. Call to Order (1 min)

- Chair opens the meeting and confirms quorum.

2. Roundtable Introductions (5 min)

- Each attendee states:
 - Name
 - Whether they are a parent/guardian or school staff.

3. Chair's Opening Statement (10 min)

- Chair provides:
 - Purpose of the meeting.
 - Current status of the AFORCS executive.
 - Explanation of roles:
 - Critical executive roles: President, Secretary, Treasurer.
 - Optional executive roles: Vice President, Casino Chair, Social Media Coordinator, Member(s) at Large.
 - Immediate priorities, including: election, follow up with banks, AGLC and insurance company.
 - Other priorities, including: development of a code of conduct, coordination of casino night, definition of fundraising committees, event planning.

4. Overview of School Council, Parent Fundraising Society, & Role of School Staff (10 min)

- Principal and/or Assistant Principal explains:

- Mandate and responsibilities of the School Council vs the Parent Fundraising Society.
- Fundraising needs, for example: (1) technology, (2) field trips, (3) playground.
- How school staff collaborate with the School Council and the Fundraising Society, including both do's and don'ts.

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.

6. Next Steps (15 min)

- Chair outlines:
 - Finalization of meeting minutes, to be approved at February meeting.
 - Updating bank account signing authorities and transfer of account(s) history.
 - Follow up with AGLC and insurance company.
 - Preparation of agenda for February's meeting.

7. Open Floor (5-20 min)

- Opportunity for questions, suggestions, or other business.

8. Adjournment (1 min)

- Chair closes the meeting and thanks participants.