

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

AFORCS Meeting Agenda:

Date: **February 10, 2026**

Time: **7:30 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	1
4. President’s Report	DJ	5
5. Treasurer’s Report	JE	10
6. Casino Report	TBD	5
7. Principal – Overview of Spending Wish List	SW	10
8. Review/Confirm Action Items	DJ - all	10
9. Confirm Next Meeting Date / Plan	DJ	2
10. 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:

- For approval: [Meeting Minutes from Jan 13, 2026 AFORCS Meeting](#)

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Meeting Minutes:

Attendance:

Parents:	In person: Darcy Johnson, Kiera Savoie, Chrissy Fraser, Kirsten Cadwell, Tania Trofimova, Online: Jessica Eijzinga, Sumitra Patel, Lauren Walker, Claire Johnson, Yeveline
School Staff	In person: Steve Wigglesworth, Tania Wong

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Meeting Notes:

Item Topics	Notes	Action Items (brief)
1. Welcome and Call to Order		
2. Approval of the Agenda	<ul style="list-style-type: none"> • No additional items were added. • Agenda approved as presented. 	<ul style="list-style-type: none"> • N/A
3. Approval of past minutes	<ul style="list-style-type: none"> • Draft: https://ranchlands.cbe.ab.ca/documents/09ab3e96-b86d-4328-bb48-f57c400a9dae/AFORCS-January-13-2026-Draft-Minutes.pdf • Approved pending update to remove two bullet points on page 2 referencing resignation details. 	<ul style="list-style-type: none"> • Steve to confirm that the minutes have a been amended, and changed from 'draft' to 'approved'.
4. President's Report	<ul style="list-style-type: none"> • AGLC executive update submission • AFORCS Governance review • Overview of immediate compliance priorities 	<ul style="list-style-type: none"> • Darcy to organize a governance review.
5. Treasurer's Report	<ul style="list-style-type: none"> • Bank appointment required at Bank of Montreal to update signing authorities, two signers per visit. Ink signatures required. • Alberta Registries filing pending. • Accountant required to review last two years of financial statements for insurance compliance. <ul style="list-style-type: none"> • August 2025 financial year requires completion. <p>Financial update:</p> <ul style="list-style-type: none"> • Approximately \$32,000 in casino account, and • Approximately \$6,000 in general account. 	<ul style="list-style-type: none"> • Jesica to set up meetings with banks, update signing authorities, and prepare financial statements. <ul style="list-style-type: none"> • Lauren and Darcy to each follow up with two accountants we know.

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<p>6. Casino Report</p>	<ul style="list-style-type: none"> • Next scheduled event, Q4 2026 • NEED – Casino Chair volunteer • Initial planning framework • Discussion of Casino Chair continuity strategy 	<ul style="list-style-type: none"> • Kirsten to be one of the Casino Chairs. Darcy to put her in touch with Christina for discussion.
<p>7. Principal – Overview of Spending Wish List</p>	<ul style="list-style-type: none"> • DJ – reminder, we currently do not have effective insurance (as discussed earlier). Strong preference to wait until March to make spending decisions, after insurance in place, and after discussion of school development plan. • Parent society previously paid for gym projector and laptops. Part of the reason Ranchlands has a 2-1 student-screen ratio (which is higher than the CBE minimum of 3-1) is due to support from the parent society. • Current Principal’s Wish list <ul style="list-style-type: none"> ○ \$10k - Upgrading the sound system in the gym. <ul style="list-style-type: none"> ▪ Current system is approximately 20 years old. ▪ Microphones - internet providers have bought up more of the bandwidth, creating some conflicts for the wireless microphones. Ours are currently running at 600 Mhz, and are cutting in and out. ▪ Amps need updating too. ○ \$5k – playground fund. <ul style="list-style-type: none"> ▪ Kiera to chair the playground committee, Jesica to add her (and all of us) to playground committee G-Drive ▪ Discussion on whether \$5k is sufficient toward the ultimate cost of replacing playground that is already 25 years old. 	<ul style="list-style-type: none"> • Group to revisit spending discussion in March. • Jesica to add Kiera to existing playground committee group. • Darcy to provide Kiera with previous playground committee group’s collected information. • Kiera and Steve to develop a fundraising goal (dollar amount and target year) for the playground initiative.

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	<ul style="list-style-type: none"> ▪ Kiera and Steve to work together on a fundraising goal for the playground. ○ \$2k – support for families in need for field trips <ul style="list-style-type: none"> ▪ All supported this expenditure. ○ \$16.8k – 30 iPads – used for photos, learning apps. <ul style="list-style-type: none"> ▪ Majority of current iPads cannot be updated any more. Some get broken. ▪ Discussion on whether additional screens with relatively short useful lives is the best use of parent society funds. 	
<p>8. Other Fundraisers</p>	<ul style="list-style-type: none"> • Movie night confirmed – April 23rd <ul style="list-style-type: none"> ○ Discussed firming this up as a fundraiser for AFORCS, given there are no other fundraising events scheduled for this year. ○ Potential for a food bank donation option or a cash donation to AFORCS option; also proceeds from popcorn to AFORCS, and possibly a silent auction. • Mabel’s Labels to be communicated via school website and/or emails; • Discussed a potential Bingo Night. Several supported the idea as the Parent Society does get the Gym every Thursday; principals cautioned it’s already a busy spring, and suggested we consider holding one in the fall. • Casino night will be a big push for everyone in the fall too. 	<ul style="list-style-type: none"> • Kiera assigned to procure popcorn for the movie night. • Principals to communicate Mabel’s labels. • Tabled conversation regarding bingo nights. •
<p>9. Review/Confirm Action Items</p>	<ul style="list-style-type: none"> • See action items table below. 	
<p>10. Confirm Next Meeting Date / Plan</p>	<ul style="list-style-type: none"> • March 10, 2026 	<ul style="list-style-type: none"> •
<p>11. Adjournment</p>	<ul style="list-style-type: none"> • Meeting adjourned at 9:01pm. 	<ul style="list-style-type: none"> •

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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. <i>Revise and finalize Jan meeting minutes</i>	Steve/Tania	Feb 10, 2026	Feb 17, 2026	Pending
2. <i>Organize a governance review</i>	Darcy	Feb 10, 2026	Mar 10, 2026	Pending
3. <i>Update signing authorities with banks</i>	Jesica, Kiera, Tania	Feb 10, 2026	Feb 24, 2026	Pending
4. <i>Prepare 2 years financial statements</i>	Jesica	Feb 10, 2026	Mar 10, 2026	Pending
5. <i>See if Courtney is willing to review financial statements</i>	Lauren	Feb 10, 2026	Feb 17, 2026	Pending
6. <i>See if Greg is willing to review financial statements</i>	Darcy	Feb 10, 2026	Feb 17, 2026	Pending
7. <i>Handover casino binder and connect Kirsten (new casino chair) with Christina (former casino chair)</i>	Darcy to Kirsten	Feb 10, 2026	Feb 17, 2026	Pending
8. <i>Add Kiera to playground committee</i>	Jesica	Feb 10, 2026	Feb 17, 2026	Pending
9. <i>Handover playground chair information to Kiera</i>	Darcy	Feb 10, 2026	Feb 17, 2026	Pending
10. <i>Develop fundraising goal (target \$ and year) for playground</i>	Kiera / Steve	Feb 10, 2026	Mar 10, 2026	Pending
11. <i>Revisit spending requests in March</i>	ALL	Feb 10, 2026	Mar 10, 2026	Pending
12. <i>Kiera to procure popcorn for movie night (to be confirmed by April meeting)</i>	Kiera	Feb 10, 2026	Apr 14, 2026	Pending
13. <i>Principals to communicate Mabel's Labels fundraiser</i>	Steve/Tania	Feb 10, 2026	Mar 10, 2026	Pending
14. <i>Revisit conversation regarding movie night – advance planning</i>	ALL	Feb 10, 2026	Mar 10, 2026	Pending

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<i>15. Revisit conversation regarding bingo night</i>	ALL	Feb 10, 2026	Mar 10, 2026	Pending
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