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

AFORCS Meeting Agenda:

Date: **Sept 8, 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. President's Opening Comments	DJ	5
5. Election	DJ	15
6. Finances and insurance	DJ	5
7. Casino planning	DJ	5
8. Halloween dance	CF	10
Playground update		
9. School funding request	SW	5
10. Confirm Next Meeting Date	DJ - all	2
11. 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
- Major spending requests (i.e., expenditures over $1000) need to be added to the agenda ahead of time, and supported with a written justification.
- See email for draft minutes, for approval at the meeting.

Uploaded Documents:

- Financial Statements (links to Google Drive)

  - Year-end 2025 spreadsheet
  - Signed Year-End 2025 report
-
- Forms:
  - Updated AGLC contact form, June 2026
- Casino info:
  - Email from AGLC (May 2026)
  - Draw Calendar Q4 2026
  - Casino Advisor List, May 2026

Meeting Minutes:

Attendance:

- Darcy Johnson
- Riley Papero
- Chrissy Fraser
- Aleesha Lulani (staff - new classroom complexity role)
- Duncan White (acting assistant principal)
- Kiera Savoie
- Sumitra Patel
- Shyla Reicker
- Kiran
- Elaine
- Nick
- Nael
- Lydia
- Lumadi
- Matt
- Principal Wigglesworth
- April Scully
- Christina Bain
- Heather
- Claire

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Minutes:

1. Welcome and Call to Order

2. Approval of the Agenda

- Principal Wigglesworth added a $4000 spending request for the art residency.
- June minutes approved by email.

3. President's Opening Comments

Welcome everyone, and thank you for being here tonight.

As many of you know, last year began with a few challenges leading to a series of resignations from the society, and a mid-year election. At that time (January) the new Board stepped in, including myself (President), Kiera (VP), Chrissy (Events Coordinator), Sumitra (member at large) and four others who have since resigned. We worked toward establishing stability and direction for the society. For example, we:

- Established consistent agenda drafting and published minutes on the School website.
- Successfully submitted our 2025 financial report to the registry (a licensed accountant audit for insurance is next).
- Drafted a Code of Conduct and updated bank account signing authorities.

Through your participation in Healthy Hunger, our October Pumpkin Hunt, winter Purdy's Chocolates, April Movie Night, and event promotions, we directly funded:

- A new gymnasium microphone system
- Classroom iPads
- Field trip subsidies
- Staff appreciation sweaters

Our biggest long-term project is restarting the Playground Committee. Our playground has exceeded its 25-year lifespan. We are targeting $275k in fundraising over 5 years, which—combined with matching grants—will secure the $425k needed for a full replacement by 2031. Initial plans include an online silent auction with donated local business goods.

Our immediate priority is our Nov 25–26, 2026 Casino Fundraiser. This is our primary revenue driver, but we must update our application by Sept 25th and recruit volunteers to fill 40 operational shifts.

To sustain this momentum, we need your help. Our Treasurer, Secretary, Casino Coordinator, and one Member at Large recently stepped down. However, my understanding is that these are one-year terms, so all the positions are open, and the existing board welcomes new volunteers to any position. Tonight we hope to build a team that is excited to help deliver this year's events, including : the Halloween Dance, Spring Movie Night, the November Casino, and potentially other initiatives such as a pumpkin hunt, chocolate fundraiser and/or a silent auction.

Before we open the floor for elections, does anyone have questions about what the Parent Society does or the roles available?

5. Election

President: Darcy
- All in favor
- None opposed

Treasurer: Kiera
- All in favor
- None opposed

Secretary: April
- All in favor
- None opposed

Vice President: Sumitra
- All in favor
- None opposed

Casino Coordinator: Christina (April support)
- All in favor
- None opposed

Events Coordinator: Chrissy Fraser
- All in favor

- None opposed

Director at large – Heather Tuffnail

- All in favor
- None opposed
- Abstention: Darcy

6. Finances and insurance

- 2025 financial report needs to be reviewed by a qualified accountant.
  - Preferably we do a call out to parents at the school, and have a volunteer do it. Likely will take 1-2 hours of their time.

  → **Steve will include a call out for an accountant in the next Week at a Glance.**

- Insurance premium due by end of the month. Need updated count of new executives. $1165/year (no change from last year).

  → **Darcy to confirm 7 Directors;**

  → **Kiera and Darcy to sign a cheque and send.**

Current situation:

- Approximate balances:
  - $1,000* in casino funds and
  - $5,000 in general funds.

  → Kiera will update balances for treasurer report for next month.

*this approximation was updated to account for the June $5000 commitment to the playground savings. See appendices to the June meeting minutes.

7. Casino planning

- Christina confirmed as casino coordinator.
- By Sept 25, we need to submit to a Casino Licence Application, including the name of the 'advisor' we hired and the names of volunteers for key positions.
- E.g. general manager (Christina will do first and last shift)
- Volunteer sign up already up.
- We will take advantage of Casino Angels, to help fill positions if needed
- Please reach out to friends and family.
- Week at a glance call outs, likely every week prior to the casino.

- Volunteers get a free meal (cost to be limited, as it comes out of the charity funds raised).

Casino Licence Application Checklist

To process your application efficiently, please ensure the following information is included:

Page 3
- ☐ Group information (legal name, address, etc.)
- ☐ Casino Chairperson (may be contacted for clarification of this application)
- ☐ Casino location and casino dates

Page 4
- ☐ The President, Vice President, Treasurer or Secretary must sign the Authorization for Application.

Page 4
- ☐ Casino bank account number
- ☐ Staffing – volunteer key position – list individuals working in the following key positions: General Manager, Alternate General Manager, Banker, Count Room Supervisor & Cashier
- ☐ Registered Advisor name(s)

Electronic Funds Transfer
Page 5 - This form is used to verify the casino account for an electronic funds transfer of the pool payout.
- ☐ Electronic Funds Transfer (EFT) Request *must* be completed in full and signed by the volunteer elected President or Treasurer.
- ☐ The full legal name of the group is required. Abbreviations will not be accepted.
- ☐ A preprinted, unaltered photocopy of the VOID cheque for the casino bank account *must* be attached.

Volunteer Worker Application Forms (please print clearly)
- ☐ Volunteer Worker Application forms must be completed in all areas, including the criminal record question.
  - Volunteer Worker Application forms are required for each key position volunteer *only*.

Submit only one copy of your completed Casino Licence Application, including the EFT form with the pre-printed, unaltered, photocopy of the VOID cheque and Volunteer Worker Applications forms by mail, fax or email approximately 60 days prior to your casino events.

8. Halloween dance

- Set for Thursday, Oct 29
- We need lead coordinators for: (1) concession; and (2) front desk.
- Proceeds would be net of the cost of supplies and the cost of the DJ.
- Heather volunteered to DJ and help with lights.
- Kiera to start pricing out concession items, including snacks and glow sticks
- Chrissy to prepare a flyer advertisement.

9. Playground committee update:

- Website partially started, needs seed funds to be advanced
  - Currently set up with April's email, plan is to transition it to Ranchlands School Council email.
  - Hosted on

- Claire offering to organize the pumpkin hunt fundraiser, proposed for a weekend prior to Thanskgiving.
    - Kids hunt for pumpkins, pay for by donation or volunteer
    - Last year we had several sponsors donate items for the silent auction, we raised $1350
    - Request/motion for $300 cash to buy supplies
    - Request/motion for a Director to help coordinate with
    - Darcy motion, Chrissy second,
    - All in favor

è Kiera to update the playground budget.

10. Spending requests

- SW request $4k to support residencies, specifically art residency, first week of October.
    - All in favor.
    - None opposed.
- While this spending request was approved, AFORCS executives noted that:
    - we would appreciate more lead time to consider spending requests.
    - our bank balances are now very low. This commitment to residencies will result in less money available for non-playground spending requests later in the year.

→ Kiera and Darcy to revisit playground savings plan, and discuss with Steve.

11. Other

→ Darcy to set up a what's app chat

11. Confirm Next Meeting Date

- Oct 13, 2026

10. Adjournment – at 8:59pm