

FIMESPAF (Broxton Financial Committee) Annual General Meeting (AGM) Minutes

Date: Wednesday September 24, 2025 at 6:45pm

Time: 6:45pm

Location: Learning Commons / [Google Meet](#) / Phone: 705-416-9850 PIN: 961 829 936#

Call to Order:

Meeting called to order at 7:00 pm.

1. Attendance

Present: Ashley Harms, Nicole Maxfield, Kate Romphf, Calleigh Pagnucco, Karen Hamm, Maggie Lamigo, Amber Ruben, Taylor Rousseau, Mara Poltaruk, Linnaea Anderson

2. Approval of Previous Minutes

June 11th Minutes approved.

- *Motion: Kate, Second: Calleigh*

- *Vote: All in favour*

3. Approval of Agenda

Addition to the Discussion Items: Microwaves

- *Motion: Amber, Second: Maggie*

- *Vote: All in favour*

4. Treasurer's Report & Financial Update

- **Casino Funds:** \$17,367 left from last casino – Need to be used by Aug. 19, 2026, but everything needs to be paid well in advance of the deadline.
- Criteria for using funds has changed and is more lenient. Can be used for subscriptions, in-school presenters, educational field trips.
- Application submitted in January to do another casino. Waiting to hear when next our timeslot will be.
- Some Casino funds have been used for:
 - o Playground spring replacement ~\$6000.
 - o Curtain side panels - \$1079.
- In past usually ask admin for a list of priorities.

- **Invoices:** Treasurer needs to have physical printed invoices/forms. These are picked up from office every 4 weeks for reimbursement. Transition to monthly inputting going forward.

- **Accounts:**
- **CPF Parkland Chapter** (\$593.09): Need to close this account. Source of funds unclear (maybe from Booster Juice profits?).
 - o *Check if past treasurer/president can track where funds came from, so we can decide where to allocate funds to close account.*
- **Hot Lunch** (\$18,186): Balance requires review and comparison to previous June's balance to see what was. Usually ~\$3,000 held for donated lunches typically. ~\$25,000 monthly flows in and out for vendors.
 - o *Treasurer to provide breakdown of Hot Lunch account to check how much was in it at the end of the previous year.*
- **Raz kids** (\$1262): Online reading program used in the past. Currently the school purchases the Je Lis Je Lis online reading program, for ~\$2000. Currently the Purdy's fundraiser goes towards the Je Lis program. Should look into whether we can use casino funds to cover the Je Lis cost.
 - o *Change Raz Kids account name to Reading programs.*
 - o *Check if casino funds can pay for Je Lis cost.*
- **French Culture** (\$4872): Unsure whether this fund also covers Indigenous or general cultural initiatives. Need to look back to see description/intent of account. Suggestion to rename it to Cultural Events.
- **Indigenous Days** (\$671):
- **Youth Resilience** (\$1300): Purpose unclear.
 - o Follow-up needed with past president and treasurer, Carrie and Shawna.
- In past many fundraisers were done for specific things. Recently we haven't had many dedicated fundraisers.
- **Fundraising Ideas:**
 - o Purdy's fundraiser: done for reading programs in past, maybe do for Dance Ed instead if Je Lis subscription can be paid with casino funds. Tamara had mentioned interest in doing the Purdy's fundraiser again.
 - o Apple fundraiser: might be doing for Quebec trip, only profited \$1500 in past, late in season now.
 - o Greeting cards: was a good fundraiser, but maybe only needed every second year.

6. Discussion Items

- a) **Dance Ed Program:** Total cost is \$10,500, students pay \$10 each = ~\$3500-\$4000.
 - Funding request of \$6,000.
 - o Look into whether casino funds can be used for Dance Ed. If not, use the Purdy's fundraiser for Dance Ed instead of Je Lis.
- b) **Je Lis Reading Program:** \$2,000-\$3,000 cost.
 - o Maggie suggested: Fund with casino funds instead of the Purdy's fundraiser.
- c) **Outdoor Classroom / Basketball Court:** Request for \$10,000.
 - This should be eligible for casino funding.
- d) **Teacher Appreciation:** Past year covered with Booster Juice profits (\$250).

e) Stage Curtain Headers: Quote was \$2,653 + \$1,700 installation.

f) Quebec Trip: No update

g) Hot Lunch/Booster Juice profits

- In Feb. 2025 we voted next year's Booster Juice profits would be allocated as follows:

- Rounds 1 & 2 – Quebec Trip
- Rounds 3 & 4 – Cultural Events
- Rounds 5 & 6 – Teacher Appreciation

- **Cultural Days Presenters:** Linnaea will be looking at options for cultural days presenters, some are very expensive (Francophone theatre group). She will follow-up once invoices are available, for a request for support. Once we have a full listing of expenses requested, we should be able to make some decisions.

- *Motion to: Combine Indigenous Days & French Culture and rename it 'Restricted Funds – Culture'.*
- *Motion: Heather, Second: Kate, Vote: All in favour.*

- **Hot Lunch Vendors:**

- Motion to use the following vendors for the 2025-2026 Hot Lunch program:

1. Boston Pizza	9. Jacks Drive in
2. WokBox	10. Hash the Brown
3. Sams 2 for 1	11. Talking Dog
4. Bite to Eat	12. Subway
5. Quiznos	13. Pizza73
6. Dairy Queen	14. Booster Juice
7. Pretzel shack	15. DLM for milk
8. Edo	

- *Motion: Ashley, Second: Karen, Vote: All in favour.*

- **Hot Lunch Software:**

- *Motion to pay the subscription for the HotLunch.Net software when invoice is received in February 2026.*
- *Motion: Ashley, Second: Karen, Vote: All in favour.*

h) Purdy's Fundraiser for Reading Programs: discussed previously

i) FIMESPAF name change

- Discussion regarding potential new names – want the name to be clear we don't just fundraise, but we allocate funds.
- Suggestions: Parent Association, Parent Advisory Committee, Broxton Financial Committee.
- *Motion to change name of FIMESPAF to 'Broxton Financial Committee' for use in non-legal communications.*
- *Motion: Karen, Second: Maggie, Vote: All in favour.*

j) Microwaves:

- Caleigh brought up concerns on number and location of microwaves. Linnaea explained due to a change to insurance policies the school needs industrial grade microwaves that are very expensive, so there is a current shortage. Breakfast Club may have some funds to buy some microwaves. Linnaea to follow-up with costs for future consideration.

- **Requests for Funding from Admin:** During the meeting the total was estimated to be \$14,353 (not including Quebec trip, teacher appreciation and cultural events from Booster Juice). There were a few other items like a scoreboard etc. that the school may also need.
- A detailed breakdown is provided below for consideration for a vote at our next meeting.

Item	Estimated Cost
Je Lis Reading Program	\$2000-\$3000
Dance Ed	\$6000
Stage Curtain Headers	\$4353
Outdoor Classroom & Basketball Court	\$10,000
Cultural Days Presenter	\$1000-\$2000?
Microwaves	?
School Council Events (Dances, Picnic, Cultural Potluck, etc.)	?
Total	~\$25,353

7. Executive Elections

Description of FIMESPAF Executive Roles:

- **President:** Chairs meetings, communicates with School Council Chair and Administration. Has signing authority, assists with disbursing payments and allocating funds, assists groups with fundraising with guidance and support.
 - Currently Tamara Hodgins
- **Vice President:** Works in partnership with the President and Treasurer, and steps in when needed to chair a meeting or do other tasks in the absence of the President. Also has signing authority.
 - Currently Ashley Harms
- **Treasurer:** Keeps and maintains the books for the society, prepares them for audit annually and presents reports at regular meetings. Has signing authority and can also Chair meetings when required.
 - Currently Nicole Maxfield / Shawna Banack (support)
- **Secretary:** Takes Minutes during meetings, types them and sends to members, updates the Membership list annually (post-AGM and as new members join), sends Agenda and previous Minutes to members, School Council Chair, and Administration bimonthly.
 - Currently Heather Robertson-Gagne
- **President:**
 - Due to personal family factors Tamara is unable to continue as President.
 - *Kate nominates Heather Robertson-Gagne.*
 - *Vote for Heather to become President of Broxton Financial Committee/FIMESPAF, giving her signing authority and removing Tamara Hodgins from signing authority.*
 - *All in favour.*
- **Vice-President:**
 - *Ashley Harms self-nominates for the role of Vice-President.*
 - *All in favour.*

- **Treasurer:**
 - *Kate nominates Nicole Maxfield, seconded by Maggie, with recommendation to provide regular account details at meetings.*
 - *All in favour.*
 - Discussion followed regarding the need for the treasurer role to present detailed info. about the accounts and balances at each meeting. It was discussed whether documents could be brought to Nicole earlier to help keep accounts current. Kate offered to pick documents up and drop them off or scan them. This may not be needed as every time something is added to the folder in the office, a picture is taken and sent to the treasurer. There was some uncertainty as to whether paper copies are required to be entered into Sage, but the books can be updated based on the digital pictures and then confirmed with the physical copies.
- **Secretary:**
 - *Kate motions for Caleigh Pagnucco and Heather Robertson-Gagne to share the position.*
 - *All in favour.*

8. Next Meetings

- 3rd Tuesday of the Month
- 6:00pm – School Council
- 7:00pm – Broxton Financial Committee
 - o October 21, 2025
 - o November 18, 2025
 - o December 16, 2025
 - o January 20, 2026
 - o February 17, 2026

Adjournment

Meeting adjourned at 7:40 pm.

Signatures:

_____	_____
President	Date
_____	_____
Vice President	Date
_____	_____
Treasurer	Date