



Ernest Manning High School

Parents Advisory Committee Meeting

September 16, 2025, following School Council meeting -
MINUTES

Attendance: Mike Wilson (Principal), Sabrina Tan (Chair), Sandra Kane (Co-Vice Chair), Shannon Thomas (Secretary), George Katsimihas (Treasurer), Jennie Zhang, Angela Hoza, Laurel Suignard, Jana Masters, Renee Landry, Eileen Leon, Joan Waringer, Nora Szarka, Alberta Bezama, Wendy Karl, Meagan Moulton, Heather Albers

Online: Anna, Carrie K, David Byers, Cathy A, Jennifer, Keith L, Leonard, N, Lihua, Shuo, Stand, Stellanie H, Tsering Y, Daisy S, Mearah T, Longning Y, Kim B, Ronald C,

1. Welcome/Call to order - 7:24pm

2. Review & Approval of the Agenda (motion) 1st: George 2nd: Sandra Carried.

3. Approval of the Minutes from May 21, 2025 (motion): 1st: Sandra 2nd: George Carried.

4. Chair Council Report: Sabrina

- Parent Advisory Committee discussion and a call for volunteers. Sabrina shared details about the general roles of the committee and their responsibilities.
- This committee's general activities
 - Review and approve funding requests,
 - Organize the Casino fundraiser that is then used for funding requests from the school
 - Annual staff appreciation lunch: fully funded by the parent GoFundMe page
- We have an AGM coming up in October where we re-elect past committee members and elect in new members. Sabrina is asking for parents to please step forward and volunteer their time as we do have some roles available. One of these roles is the Casino Chair. Time commitment is low; 2-3 hours per month. Wonderful way to get involved and play a role at the school.

5. Casino Chair Report: Sandra

- Oct, 24 & 25 at Cowboy's casino
- Email went out last week with a link to sign up for volunteer sheet. The link should be coming out again so please keep an eye out for it.

- We had a super good response and have filled 80% of the spots but still looking to fill some final spots for the Saturday so please sign up. No experience is necessary.
- Those who have volunteered will be receiving an email prior to the dates before about your role and general information about your shift.
- Looking for anyone who is interested in being the next Casino Chair in 2027. Please reach out to find out more information.
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6. Treasurer Report: George

Bank Account # 00221178500 at ATB Westhills Branch

Account #		221178500			
Ernest Manning High School Parents Advisory Committee					
AGLC Fiscal Year March 1, 2025 - February 28, 2026					
Society Fiscal Year April 1, 2025 - March 31, 2026					
Treasurer's Report for Sept 17, 2025					
CASINO ACCOUNT					
DATE	DESCRIPTION	CREDIT	DEBIT	BALANCE	NOTES
01-Sep-24				\$ 129,763.69	Opening Balance
Sept Interest	Interest Payment	\$ 4.92		\$ 129,768.61	
Oct Interest	Interest Payment	\$ 5.09		\$ 129,773.70	
Nov Interest	Interest Payment	\$ 4.92		\$ 129,778.62	
25-Nov-24	50% Insurance Cost/Reimbursement		561.50	\$ 129,217.12	
19-Dec-24	EMHS Cost Reimbursement		24,399.51	\$ 104,817.61	
26-Dec-24	Insurance e-transfer undeposited	\$ 561.50		\$ 105,379.11	
07-Feb-25	Insurance e-transfer deposited		561.50	\$ 104,817.61	
21-Jan-25	Re-issue EMHSPAC cheques		2.17	\$ 104,815.44	
Dec & Jan Interest	Interest Payment	\$ 8.68		\$ 104,824.12	
12-Feb-25	Football Raffle net proceeds to school		6,450.52	\$ 98,373.60	
25-Feb-25	EMHS Cost Reimbursement		27,800.00	\$ 70,573.60	
Feb, Mar, Apr Interest	Interest Payment	\$ 8.40		\$ 70,582.00	
16-May-25	Football Raffle Net Proceeds	\$ 7,150.20		\$ 77,732.20	
16-May-25	EMMPA Raffle Net Proceeds	\$ 574.89		\$ 78,307.09	
26-May-25	EMMPA Raffle Proceeds to EMMPA		574.89	\$ 77,732.20	
19-Jun-25	School reimbursement for CNC/Press		20,000.00	\$ 57,732.20	
25-Jun-25	EMMPA Raffle transfer expired	\$ 574.89		\$ 58,307.09	
May to Aug Interest	Interest Payment	\$ 9.30		\$ 58,316.39	
	Ending Balance			\$ 58,316.39	TRUE
Total Credits/Debits		\$ 8,902.79	\$ 80,350.09		
Adjusted Balance				\$ 58,316.39	
Funding Requests for 2024/25 School Year					
	Item	Date approved	Budget	Spent	Use of Proceeds Category
		TOTAL	\$ -	\$ -	
* to be brought to EMHSPAC meeting for review and approval or currently being reviewed by EMHSPAC					

Sept 1, 24 to Sept 15, 25 Activity:

- AGLC completed year end filing (Feb 28, 25 YE) and submission approved by AGLC
- Completed Society Not-For-Profit year end Mar 31, 25
- Reimbursed school for CNC and Press
- School Casino Oct 25 & 25, 2025

- Donated \$575 Raffle to EMMPA however auto-expired; need to reissue amount to EMMPA
- Issued Football raffle – completed in April, received \$7,150
- Reimbursed cheque for \$27,800 for past approved items
- Reimbursed cheque for \$24,400 for past approved items & reimbursed for football raffle
- Paid for our 50% share (\$561) of the shared insurance between EMHSPAC and EMMPA
- Monthly interest
- AB Corporate Registry for Society new exec team and financials have been submitted and AB Corporate Registry has confirmed with proof of filing
- Completed fiscal year end financial for EMHSPAC Mar 31, 24 audited, reviewed, and approved
- AGLC new exec team has been submitted
- Obtained outstanding donation form EMMPA (prior school year), AGLC requirement

In addition to the two above accounts, there is approx. \$332 funds remaining (held in trust by CBE) from the 2019 cheque writing campaign

Questions: sports equipment - how do you split fees between player costs and council costs? Most of this fundraising is done through the team to offset some of the costs. Costs to players do not cover the full amount required.

7. Principal Report: Mike Wilson

- Provided an overview of how funding request come into this committee and the criteria that is required for requests to be reviewed.

8. Old/New Business

- Nothing to report

9. Questions

10. Adjournment: 7:45pm

Next Meeting: October 15, 2025 in person and virtual