William Aberhart High School

Friends of Orange Association

Friends of Orange Association (FOA) is a school parent society. ***Parent societies*** *are a formal group of parents, incorporated under the Government of Alberta Societies Act for the purpose of raising funds for the school. A society is a separate legal entity from the school council. For more information https://www.cbe.ab.ca/get-involved/parent-societies-and-associations/Pages/parent-societies-and-associations.aspx*

Current executive:

President: Farouk Gillani	Treasurer: Joshua Orzech	
Vice-President: Olga Tourin	Secretary: Tracy Duncan	

Annual General Meeting (AGM)

Meeting Date: September 28 2026 at 8 pm

Hybrid meeting meeting: in person and on Teams: **ABE School Council & FOA Meeting Link**

AGM followed by regular monthly meeting

8:00 pm	Friends of Orange Association Annual General Meeting Agenda	Action by
a)	Call to Order. ● Privacy Consent: Please sign in ● Welcome & introductions ● Voting Procedures - online voting will be by indicating opposition only.	Farouk
b)	Consent Agenda ● Approval of AGM agenda ● Approval of November 24 2026 FOA AGM meeting minutes here: 2026 AGM Minutes	Farouk
c)	President's Report for the 2025-26 school year ● Summary of 2025-26 activities - see annual report FOA Annual Report Draft. Includes a review of the significant initiatives pursued by the FOA and performance relative to the budget for the preceding Fiscal Year.	Farouk
c)	Treasurer's Report ● Review financial statements for the year ended December 31, 2025 2025 Financial Statement. ● Appointment of Auditors for the financial statements for the year ended December 31, 2026 ○ seeking 2 parent volunteers to audit the financial statements in Q1 2027 once they have been prepared	Josh

	○ Once 2 parents have put forward their name in this meeting, we will motion to approve their appointment as auditors at this meeting	
e)	Communications ● The annual return for the society was filed with and received by the Government of Alberta on Feb 26, 2026. ● Regular business meetings for FOA for the remainder of the 2025-2026 school year are posted on the school website and will be held on: ○ October 26 2026 ○ November 30 2026 ○ January 25 2027 ○ February 22 2027 ○ March 29 2027 ○ April 26 2027 ○ May 31 2027	Farouk
f)	2026-27 school year executive role nominations and election – see appendix for role descriptions. ● Seeking nominations for: ○ President and Chair ○ Vice-President and Vice-Chair ○ Treasurer ○ Secretary Once all nominations are presented at the meeting, we'll seek a motion to approve.	Farouk
g)	New business	Farouk
8:15 pm	Adjournment of AGM	Farouk

8:15 pm	Friends of Orange Association Agenda	Action by
a)	Call to Order. Privacy Consent: Please sign in	
b)	Consent Agenda ● Approval of today's agenda ● Approval of April 27, 2026 meeting minutes here	Farouk Gillani

c)	Financial Report Update – Treasurer ● The bank balance as of September 28 2026=$484.02 ● Benevity self-certification	Josh Orzech
d)	Fundraising Actions: ● Fundraising update:	Farouk Gillani
e)	New Business ●	Farouk Gillani
f)	Next Meetings: **October 26 2026** See FOA page on school website for dates and details William Aberhart High School (cbe.ab.ca)	
g)	Request for motion to adjourn	Farouk Gillani

APPENDIX: Executive Roles for Friends of Orange Association (FOA)

a. President

The President shall have general knowledge of all activities of the Association and will carry out duties assigned by the Association.

i. The President shall call all Meetings of the Board and shall preside at all General Meetings of the Membership and Meetings of the Board.
ii. The President will be the chief spokesperson for the Association, unless otherwise delegated.
iii. The President shall be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.
iv. The President shall have a vote at any meeting.
v. The President will be an ex-officio member of all Committees.

b. Vice-President

i. The Vice-President shall assist the President in all Association activities and will carry out other duties assigned by the President.
ii. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
iii. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
iv. The Vice-President will be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution.

c. Secretary

i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
iii. The Secretary shall have charge of all Association membership forms, correspondence and/or documentation and be under the direction of the President and the Board. All documentation, literature, correspondence, forms, thumb drives, etc. are the property of the Association. The outgoing Secretary shall transition this property to the incoming Secretary at the end of his/her term.
iv. The Secretary shall keep an accurate Register of Members of the Association, including contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

d. Treasurer

i. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
ii. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed and disburse funds as required. All records, receipts, documentation, forms, thumb drives, etc. are the property of the Association. The outgoing Treasurer shall transition this property to the incoming Treasurer at the end of his/her term.
iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.
iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
v. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Association.

e. Officers and Directors (at Large)

All Members of the Board will:

i. Attend Annual, Regular and Special General Meetings of the Membership.
ii. Be prepared for, attend and actively participate in all Meetings of the Board.
iii. Actively support the initiatives and actions of the Association.
iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
v. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
vi. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
vii. Participate in the development of the Association's plan and annual review.
viii. Review the annual budget for the Association and submit to the membership for approval.
ix. Assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School community.
x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
xi. Act as a leader and an ambassador of the Association.
xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
xiii. Address operational concerns openly and with input from Board Members.
xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.