



**MINUTES  
May 22, 2024**

**Present:** Kerry Bodell, President  
Greta Gerstner, Director  
Richard Haggarty, Director  
Edward Tse, Director  
Ken Glazebrook, Vice President  
Ismeria Bruce, Director 7:56 p.m.  
Stephanie Bugbee, Director  
Brandi Rai, Past President

**Regrets/Leave:** Chelsea Ezeagwuna, Director (Leave)  
Meagan Parisian, Director

**Staff:** Wendy Keiver, Executive Director

**1. CALL TO ORDER AND WELCOME**

President Bodell called the meeting to order at 7:02 p.m. on Wednesday, May 22, 2024, and welcomed everyone before providing the Land Acknowledgment. Directors then participated in an Ice Breaker and Team Building activity.

**2. BOARD MEETING PROTOCOLS/TEAM AGREEMENT/CULTURE CONTAINER**

The ASCA Board Meeting Protocols, the ASCA Team Agreement and the ASCA Culture Container were supplied for information and review.

**3. REVIEW OF THE CONSENT AGENDA**

**3.1 Previous Board Minutes & Action/Motion Tracking:**

**A. April 26, 2024 Regular Board Meeting**

*That the ASCA Board of Directors adopts the April 26, 2024, Regular Board Meeting Minutes as presented.*

**B. April 28, 2024 Annual General Meeting**

*That the ASCA Board of Directors adopts the April 28, 2024, Annual General Meeting Minutes as presented.*

**C. April 28, 2024 Regular Board Meeting**

*That the ASCA Board of Directors adopts the April 28, 2024, Regular Board Meeting Minutes as presented.*

**D. May 4, 2024 Board Orientation**

*That the ASCA Board of Directors adopts the May 4, 2024, Board Orientation Minutes as presented.*

**MOTION:** Directors Gerstner/Haggarty

*That the ASCA Board of Directors adopts the Consent Agenda as amended.*

**ADOPTED UNANIMOUSLY**

**4. BUSINESS: STEWARDSHIP AND REPRESENTATION**

**4.1 Stewardship (Association Oversight)**

The President explained the new structure of ASCA Board Committees this year. There will be three (3) primary Committees this year: Internal, External, Fund Development.

The Internal Committee will focus on the tasks previously assigned to the Governance Committee, the Internal Finance Committee, and the Legacy Committee, and will be led by Director Gerstner, supported by Directors Haggarty, Bugbee, Parisian and Bruce.



The External Committee will be responsible for the tasks previously undertaken by the Advocacy and Resolutions Committee, the Member Engagement Committee, the Nominations Committee, and the Recognition Awards Committee and will be led by Vice President Glazebrook, supported by Directors Haggarty, Tse, Bugbee, and Parisian.

The Fund Development Committee, led by Vice President Glazebrook, supported by Directors Bruce and Tse, will require the work of all Board Members.

**MOTION:** Directors Haggarty/Gerstner

*That the ASCA Board of Directors approves the Internal Committee structure as presented, led by Director Gerstner, and supported by Directors Haggarty, Bugbee, Parisian and Bruce.*

**ADOPTED UNANIMOUSLY**

**MOTION:** Directors Tse/Haggarty

*That the ASCA Board of Directors approves the External Committee structure as presented, led by Vice President Glazebrook, and supported by Directors Haggarty, Tse, Bugbee, and Parisian.*

**ADOPTED UNANIMOUSLY**

**MOTION:** Directors Gerstner/Tse

*That the ASCA Board of Directors approves the Fund Development Committee as presented, led by Vice President Glazebrook, and assisted by Directors Tse, and Bruce with the support of all ASCA Board Members.*

**ADOPTED UNANIMOUSLY**

**A. Education Issues and E-Scan**

No Report.

**B. Financial Report**

- i. Income Statement at April 30, 2024, forecast and revised budget

**MOTION:** Directors Haggarty/Bruce

*That the ASCA Board of Directors adopts the April 30, 2024, Income Statement with 2023-2024 Budget and Year End Forecast for information.*

**ADOPTED UNANIMOUSLY**

- ii. Balance Sheet at April 30, 2024

**MOTION:** Directors Bugbee/Gerstner

*That the ASCA Board of Directors adopts the April 30, 2024, Balance Sheet for information.*

**ADOPTED UNANIMOUSLY**

**MOTION:** Directors Haggarty/Bruce

*That the ASCA Board of Directors directs the Executive Director to prepare a revised 2024-2025 ASCA Budget for review at the June 22-23, 2024, Board Meeting.*

**ADOPTED UNANIMOUSLY**

**MOTION:** Directors Gerstner/Haggarty

*That the ASCA Board of Directors removes Brandi Rai and Shelley Odishaw from signing authority on all ASCA accounts.*

**ADOPTED UNANIMOUSLY**

**MOTION:** Directors Bruce/Bugbee

*That the ASCA Board of Directors adds Kenneth Glazebrook to signing authority on all ASCA accounts.*

**ADOPTED UNANIMOUSLY**

**C. Board Progress: Vision Path Destinations and Growth Goals Progress**

No Report.



**D. Executive Director Report**

No Report.

**E. Board Management**

i. Mentorship/PODs

President Bodell let the Board know she will be setting up monthly Zoom meetings for informal mentorships and discussions. All Board members are invited to attend any of the meetings but are not in any way obligated to attend.

ii. In Camera

The Board did not move into camera during this meeting.

iii. Confirmation of August and Weekend Board Meeting Dates

The ASCA Board of Directors will meeting on the following dates and times:

June 22-23, 2024, 8:00 a.m.

August 28, 2024, 6:30 p.m.

September 21-22, 2024, 8:00 a.m.

November 23-24, 2024, 8:00 a.m.

January 18-19, 2025, 8:00 a.m.

March 22-23, 2025, 8:00 a.m.

iv. Director Vacancies – Processes

Vice President Glazebrook spoke to the report provided in the Board Package.

Director Haggarty left the meeting shortly after this item was introduced (8:55 p.m.) and was not present for the discussion or motions.

**MOTION:** Vice President Glazebrook/Director Gerstner

*That the ASCA Board of Directors adopts the Committee of the Whole report for information.*

**ADOPTED**

**MOTION:** Vice President Glazebrook/Director Gerstner

*That the ASCA Board of Directors adopts the policy for addressing vacancies on the ASCA Board of Directors as an addition to "Governance Policy 2, E. Appointment to the ASCA Board of Directors" as proposed on the following page(s).*

**ADOPTED**

**MOTION:** Vice President Glazebrook/Director Gerstner

*That the ASCA Board of Directors directs the Committee responsible for reviewing the Board of Directors Nomination Process and package to include the same or similar requirement as listed in the proposed Governance Policy 2, E. Appointment to the ASCA Board of Directors, Section 3) Evaluation and Selection: Point ii. "The selection process may include interviews, reference checks, and other relevant assessments to assess the suitability of candidates for the vacant position."*

**ADOPTED**

v. Social Media Management

President Bodell reminded the Board that as of July 1, 2024, the Association will not have a contract Communications Specialist or Social Media Manager. If the Board wishes to continue to maintain a Social Media presence, it will need to determine who will be responsible for it.

**Action:** The External Committee will create draft parameters and criteria for what would be expected from Board members who may be wanting to volunteer to manage the Association's Social Media accounts to present to the Board at the June Board Meeting.



**Action:** The Executive Director will provide the External Committee Lead with details regarding current Social Media Management, including but not limited to, frequency of posts on the various platforms.

#### 4.2 Representation (Provincial Level Participation)

- A. Director's Reports**  
No Reports.
- B. School Council Engagement Task Force:**  
No Report.
- C. Stakeholder Engagement**  
No Report.
- D. Advocacy in Action Summary**  
A link was provided to the Board on the agenda.

#### 4.3 Unfinished Business

### 5. Information Items:

- A. Future **Weekend Board Meeting Dates:**  
**June 22-23, 2024, 8:00 a.m.**
- B. **September 21-22, 2024, 8:00 a.m.**
- C. **November 23-24, 2024, 8:00 a.m.**
- D. **January 18-19, 2025, 8:00 a.m.**
- E. **March 22-23, 2025, 8:00 a.m.**

**5.2. Future Weekday Evening Board Meeting Dates: August 28, 2024 @ 6:30 p.m.**

**5.1. Future Pre-AGM Board Meeting: Friday, April 26, 2024**

**5.2. Future General Meetings of ASCA: 2024 Annual General Meeting (AGM) Sunday, April 28, 2024**

**5.3. Future Post-AGM Board Meeting: April 28, 2024, 5:00 p.m.**

**6. Meeting Evaluations (electronic):** The link to the meeting evaluation was shared in the chat window.

**7. ADJOURNMENT:** The meeting was adjourned at 9:40 p.m. on Wednesday, May 22, 2024.

---

President  
Kerry Bodell

---

Executive Director  
Wendy Keiver

*The ASCA Board of Directors makes decisions to ensure the Alberta School Councils' Association is:  
Relevant; Sustainable; Autonomous; and Innovative.*