

Henry Wise Wood Parent Association & Alumni Meeting Minutes

Date: March 30, 2026

Immediately following School Council Meeting

In-Person Attendees:

- Pooja Sharma - Acting Chair (Parent)
- Aileen Smythe - Principal
- Cinnamon Burrell - Treasurer (Parent)
- Tabi S - Staff Appreciation (Parent)
- Nancy Close - CBE School Trustee

On-line Unverified Attendees:

- Izumi (Inaho Kamoda-Miyoshi)
- Manabu Kamoda
- Daryl
- Patrick
- Paata
- Ronke

NOTE: All unverified attendees must sign in for future meetings - best practice is full name, role (Parent/Teacher/Student/Community Member) and email. Minute-taking note: The meeting was recorded and transcribed using teams and summarized into meeting minutes using ChatGPT.

1. Call to Order - Cinnamon
 - a. called to order at 7:25pm

2. Agenda Approval - Cinnamon

Motion: Approve agenda

Moved by: Pooja Sharma

Seconded by: Daryl

Result: Carried 2

3. Approval of Dec 15th Meeting Mins – carry to next meeting
4. Treasurer’s Report - Cinnamon

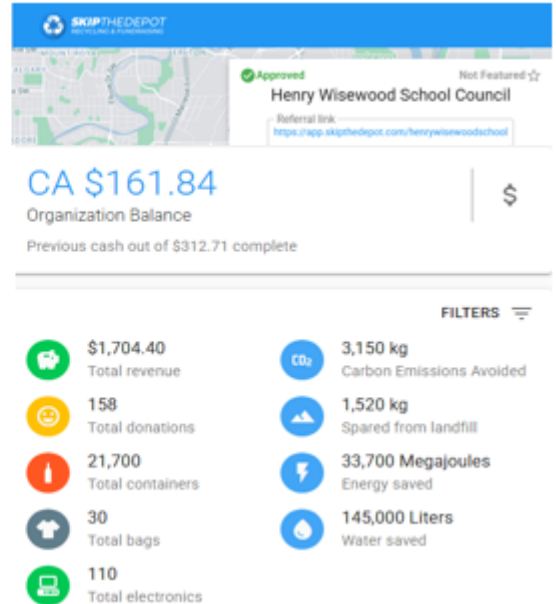
Skip The Depot balance: \$161.84

Financial Information

SKIP THE DEPOT

Skip the depot donations current balance is **\$161.84**.

Thank you all that are contributing!



General Account balance: \$3,334.37



Treasurer’s Report

Financial Information

“Henry Wise Wood HS PAA General Funds”/“Henry Wise Wood HS Council”
RBC – Savings Account

Henry Wise Wood Parent and Alumni Association		
GENERAL ACCOUNT		
Bank Reconciliation December 3, 2025 - March 2, 2026		
3-Dec-2025	Opening Bank Balance	\$2,900.14
Deposits / Cash In		
31-Dec-2025	Staff Appreciation Donations	\$605.00
2-Jan-2026	Interest	\$4.25
14-Jan-2026	Reclaim Etransfer	\$50.00
2-Feb-2026	Interest	\$4.42
	Balance	\$3,563.81
Withdrawals / Cash Out		
17-Dec-2025	Staff Appreciation Breakfast- Coffee	-\$41.90
17-Dec-2025	Etransfer fee	-\$1.50
14/01/2026	Reclaim Fee	-\$5.00
26-Jan-2026	Staff Appreciation Gifts - Dec approval	-\$134.54
26-Jan-2026	Etransfer fee	-\$1.50
05-Feb-2026	G.C and Flower Etransfer resend	-\$43.50
	Etransfer fee	-\$1.50
	Closing Bank Balance	\$3,334.37
Outstanding Committed		
	Actual Available Funds:	\$3,334.37

Gaming Funds Account balance: \$18,622.94 remaining (after commitments)

- Funds support school initiatives, equipment, and programs
- Emphasis on importance of casino fundraising

Treasurer's Report

Financial Information

"Henry Wise Wood HS PAA Gaming Funds"/"Henry Wise Wood Parents and Alumni Association"

Casino RBC – Savings Account

March 2026		
CASINO ACCOUNT		
Bank Reconciliation Dec 2, 2025 - March 20, 2026		
2-Dec-2025	Opening Bank Balance	\$44,278.01
Deposits / Cash In		
2-Jan-2026	Interest	\$60.78
2-Feb-2026	Interest	\$61.80
Total Cash In		\$122.58
Withdrawals / Cash Out		
26-Feb-2026	Chq # 92 - Tuba, Microphones, Coral Hanging Microphones, EAL Books, Gimbals, Cameras, Leg Press machine, Guest speakers	-\$15,076.09
Total Cash Out		-\$15,076.09
2-Mar-2026	Closing Bank Balance	\$29,324.50
Outstanding Cheques to be withdrawn		
10-Mar-2026	Chq #93 - Directors Insurance	-\$500.00
19-Mar-2026	Chq #94 - Inv 2025/26-2 - Science Equipment - PH probes, Uniform Motion Carts, Acceleration Timers	-\$4,501.56
Outstanding Committed		
	Minimum Balance	-\$2,000.00
April 2024 list	Elder Honorariums	-\$1,250.00
May 2024 list	Guest speaker Honorariums - Astronomy	-\$350.00
Dec 2025 list	Wish List Outstanding - Easel, EAL/LEAD	-\$2,100.00
Actual Available Funds:		\$18,622.94

5. Association Updates - Cinnamon

a. Motions

i. Athletics Tent Funding

1. Motion: Motion to fund the athletics tent for upto \$6,000.00
2. Moved by: Pooja Sharma
3. Seconded by: Daryl
4. Result: Carried

ii. Chris McLean Memorial Scholarship

1. Motion: Motion to approve the new \$500 Chris McMechan Scholarship and the \$46.63 top-up to the endowment
2. Moved by: Cinnamon Burrell
3. Seconded by: Pooja Sharma
4. Result: Carried

iii. June Event Funding

1. Motion: Approve up to \$600 for the June Fuel Your Brain event and up to \$1,350 for the June Staff Appreciation Event
 2. Moved by: Pooja Sharma
 3. Seconded by: Daryl
 4. Result: Carried
 - iv. Casino Snack Funding
 1. Motion: Approve up to \$150 for volunteer snacks at Casino
 2. Moved by: Cinnamon
 3. Seconded by: Pooja Sharma
 4. Result: Carried
 - v. Director Appointment
 1. Motion: Appoint Christina Mitchell as Director
 2. Moved by: Pooja Sharma
 3. Seconded by: Daryl
 4. Result: Carried
- b. Other ways to help
 - i. Casino scheduled for April 1–2; volunteers still needed (especially backups)
 - ii. Skip the Depot fundraising ongoing
6. No New Business
7. Next Parent Association meeting on May 25, 2026.
8. Adjournment Meeting adjourned at 7:44 - Cinnamon
9. Summary – Parent Association The meeting focused on financial oversight and approvals, including funding allocations, a new memorial scholarship, and operational decisions supporting fundraising and governance.