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**Annual General Meeting**

November 30, 2023

Meeting Minutes

1. Call to order

Call to order the regular meeting of the atrieveERP Users Group at Sheraton Vancouver Wall Centre, Vancouver, BC at 1:00 pm on Thursday, November 30, 2023.

* + - Motion to accept – Jennifer Witter, Greater St. Albert Catholic Schools
    - Seconded – Emma Johnson, BC School District No. 75
    - Approved by show of hands, motion carried.

1. Introduction of the current Executive

President - Alison Makkinga

Vice-President - Natalie Hazell

Treasurer - Tammy Chaffey (resigned)

Finance SIG Chair - Kimberly Streit

Finance SIG Co-Chair – Vacant

Human Resources SIG Chair – Jennifer Loewen

Human Resources SIG Co-Chair – Alana Lushaw (resigning)

Payroll SIG Chair – Virgina Howard

Payroll SIG Co-Chair – Amy Hunt

Purchasing SIG Chair - Vacant

PowerSchool Liaison - Tracy Rose

PowerSchool Liaison – Martise Cooks

1. Approval of 2022 AGM Minutes (Copy of minutes distributed to all tables previously.)
   * + Motion to accept – Lucille Wearmouth, Red Deer Public School District
     + Seconded – Paul Tsang, West Vancouver School District
     + Approved by show of hands, motion carried.
2. Draft Treasurer’s Report

See Schedule 1

1. Incorporation Update – you will be recorded as this year’s members of the Users’ Group for the Federal, BC and Alberta agencies.
2. Executive Elections
   * President – Trina Jones, Red Deer Public Schools
   * Past President – Alison Makkinga, BC School District No. 62
   * Vice President – Jennifer Witter, Greater St. Albert Catholic Schools
   * Treasurer - Natalie Hazell, Prairie South Schools
   * HR Co-Chair – Madison Kine-Donahue, St. Albert Public Schools
   * Purchasing – Vacant
3. November 2023 conference feedback surveys

This will be available at the end of every session, please provide ideas for feedback for future conferences.

1. November 29-December 1, 2023, conference will be held at a conference centre in Edmonton.
   * 2025 will be held in Vancouver and 2026 will be planned for in Calgary.
2. New Business from the floor - None
3. Adjournment
   * + Motion to accept – Nikki Mayer, Peace Wapiti School Division
     + Seconded – Lucille Wearmouth, Red Deer Public School Division
     + Approved by show of hands, motion carried.

AtrieveERP Users Group

Conference November 30, 2023

Treasurers Report

Schedule 1



Prepaid Expenses Paid to date:

We have paid deposits to the hotels booked for the 2022 (will move to expenses once full invoice is received) and 2023 conferences to hold the space and dates.

Doubletree 2022 Conference $5,857.10