

Ohpaho Secondary School Band Parents Association

Organizational Meeting

Thursday, June 11, 2026 / 5:30 pm - 6:00 pm / OSS Band Room

Minutes

Attendance

Present: Amanda Saunders, Shaun Allen, Erin Bramley, Nicole Murphy, Meagan Skyrpan, Liz Roy, Sherri Smiley, Fred Mack (Staff)

Regrets: Eva Ruel

1. Call to Order

The meeting was called to order at 5:34 PM by Amanda Saunders.

2. Welcome & Introductions

3. Approval of Agenda

Motion: To approve the agenda as presented.

Moved by: Amanda Saunders

Seconded by: Erin Bramley

☒ Carried

☐ Defeated

4. Review of Association Purpose & Objectives

Motion: To approve the purpose and objectives of the Ohpaho Band Parents Association.

Moved by: Amanda Saunders

Seconded by: Liz Roy

☒ Carried

☐ Defeated

5. Approval of Bylaws

Discussion:

- Clarification was provided regarding Section 4.7 and the reference to Leduc Composite High School (LCHS). It was noted that this provision reflects the current combined Senior Band program and may be reviewed in the future should the structure of the program change.
- The frequency of meetings was discussed, with reference to Section 3.1(B). It was noted that the Annual General Meeting (AGM) is the only meeting required under the Bylaws. Additional Board and Association meetings may be held as deemed necessary to conduct the business of the Association.
- Discussion occurred regarding Board member attendance and participation. It was acknowledged that there is no minimum attendance requirement for Directors under the Bylaws; however, Directors were encouraged to participate regularly in Association meetings and activities. Reference was made to Section 4.5(A), which provides that an Officer or Director may be removed from the Board by a majority vote of the Board when it is determined to be in the best interests of the Association.

Motion: To adopt the bylaws as presented.

Moved by: Amanda Saunders

Seconded by: Shaun Allen

☒ Carried

☐ Defeated

6. Election of the Board of Directors

The following individuals were nominated:

Chair: Amanda Saunders

Vice Chair: Liz Roy

Secretary: Shaun Allen

Treasurer: Erin Bramley

Discussion:

- Nominations were called for three (3) times for each position.
- No further nominations were received for any position.
- As there was only one nominee for each position, each nominee was declared elected by acclamation.
- The individuals accepted their respective positions and were declared elected to the Board of Directors for the 2026–2027 term.

The following individuals were elected:

Chair: Amanda Saunders, 1st Term

Vice Chair: Liz Roy, 1st Term

Secretary: Shaun Allen, 1st Term

Treasurer: Erin Bramley, 1st Term

Motion: To accept the election results as presented.

Moved by: Amanda Saunders

Seconded by: Erin Bramley

☒ Carried

☐ Defeated

7. Organizational Business

A. Incorporation

Motion: That the Ohpaho Band Parents Association proceed with incorporation as an Alberta Society.

Moved by: Amanda Saunders

Seconded by: Nicole Murphy

☒ Carried

☐ Defeated

B. Banking & Signing Authorities

Motion: That the following individuals be appointed as signing authorities for the Ohpaho Secondary School Band Parents Association:

Name	Position
Amanda Saunders	Chair
Erin Bramley	Treasurer
Shaun Allen	Secretary

Moved by: Amanda Saunders

Seconded by: Erin Bramley

☒ Carried

☐ Defeated

Motion: In accordance with the Association's bylaws, all expenditures, withdrawals, transfers, and payments shall require the authorization of any two (2) signing authorities.

Moved by: Amanda Saunders

Seconded by: Erin Bramley

☒ Carried

☐ Defeated

Motion: That Erin Bramley be appointed as the Authorized Online Banking Administrator for the Ohpaho Secondary School Band Parents Association and be authorized to establish and maintain online banking access on behalf of the Association.

Moved by: Amanda Saunders

Seconded by: Liz Roy

☒ Carried

☐ Defeated

Motion: That the Ohpaho Secondary School Band Parents Association establish a 'Community Spirit' bank account with ATB Financial and authorize the appointed signing authorities and Authorized Online Banking Administrator to complete all necessary banking documentation.

Moved by: Amanda Saunders

Seconded by: Liz Roy

☒ Carried

☐ Defeated

C. Fundraising Authority

Motion: That the Ohpaho Band Parents Association be authorized to apply for eligibility for charitable gaming licences through the Alberta Gaming, Liquor and Cannabis Commission (AGLC), including casino licences, raffles, 50/50 draws, and other charitable gaming opportunities for which the Association may become eligible.

Moved by: Amanda Saunders

Seconded by: Shaun Allen

☒ Carried

☐ Defeated

8. Band Director Report

Discussion:

Mr. Mack provided an overview of priorities and opportunities for the 2026-2027 school year.

- Discussion occurred regarding a potential uniform program, including black polo shirts featuring the Ohpaho Band logo.
- Grant opportunities were discussed, including Karma Concerts grants; however, it was noted that funding is not guaranteed and should not be relied upon as a primary funding source.
- Band camps were identified as a priority, with a focus on bringing in clinicians to provide multi-hour instrument-specific workshops and instruction.

- The purchase of durable music folders/portfolios was identified as an immediate program need.
- Future travel opportunities were discussed, with a goal of expanding beyond local festivals and competitions. Potential opportunities include the Okanagan Band Festival in Penticton, British Columbia, scheduled for March 2027.
- Transportation costs for future travel, including the possibility of chartering a coach bus (estimated at \$3,000–\$5,000), were discussed.
- Potential fundraising opportunities were reviewed, including the road salt fundraiser.
- Additional community performance opportunities were discussed, including participation in local City of Leduc events.
- Mr. Mack shared information regarding a successful annual pasta supper fundraiser utilized by the Devon band program, which may serve as a model for future Association events.

9. New Business

Discussion:

- Members discussed opportunities to increase the frequency of student performances and community engagement, including performances for seniors' residences and local events within Leduc.
- Potential improvements to future concerts were discussed. Suggestions included offering raffle prizes such as special front-row seating, and exploring the possibility of including concessions such as popcorn and beverages, if permitted by the venue.
- Mr. M'sahel, Band Director at Leduc Composite High School, advised Mr. Mack that opportunities may exist to access Maclab Centre bookings at reduced or no cost through Leduc Composite High School.
- Feedback from the June 2026 combined concert was discussed. It was noted the concert length was challenging and that there was an imbalance in the number of pieces

performed by each ensemble. It was discussed that Ohpaho and LCHS may hold separate concerts in future years, while continuing to feature the combined Senior Band as part of each performance.

- The Association discussed fundraising opportunities and agreed not to pursue bingo fundraising at this time.
- Members expressed interest in contacting the Leduc Bottle Depot regarding inclusion as a designated organization for proceeds.
- Members also discussed incorporating silent auctions into future concerts, community events, or fundraising initiatives as a potential revenue source for the music programs.
- The possibility of pursuing charitable status in the future was briefly discussed and may be explored further during the 2026–2027 school year.
- Sponsorship goals and templates were reviewed. It was noted that sponsorship materials should consistently use sponsorship terminology rather than donation terminology where appropriate.
 - *Action Item: Amanda Saunders will update the current materials accordingly.*
- Members discussed the development of a financial assistance or subsidy program to help reduce barriers to participation in music programs, festivals, camps, and travel opportunities. It was agreed that further discussion and development of the program would occur during the 2026–2027 school year and be addressed through Association policies and procedures rather than the Bylaws.
 - *Action Item: Begin drafting a Policies Manual.*
- Additional fundraising opportunities were discussed, including volunteer programs associated with Rogers Place and Edmonton Elks events.
- Uniform options were reviewed, including black embroidered polos and vests. Members discussed the possibility of maintaining an Association-owned inventory of vests for

programs such as Choir and Guitar, allowing students to borrow them for performances rather than purchasing individual uniforms.

- *Action Item: Amanda Saunders will obtain pricing and product information from Alice Embroidery regarding embroidered vest options for Association consideration.*
- It was further discussed that Band students may utilize embroidered polo shirts as part of a uniform program, with ownership remaining with the individual student. Members discussed whether the cost of polos should be fully funded by the Association or shared between families and the Association. No decision was made, and the matter will be considered further as the uniform program is developed.
- The use of individual fundraising point systems, similar to those utilized by other music programs, was discussed. Members expressed a preference for maintaining general fundraising efforts that benefit the overall music program while also creating opportunities for families requiring financial assistance to offset participation costs for specific activities such as band trips.
- Timelines for incorporation and organizational setup were discussed. Amanda Saudners noted that incorporation paperwork will be submitted as soon as possible following the meeting, with processing timelines currently unknown. It was also noted that a NUANS report must be obtained prior to incorporation.
- Members further discussed banking requirements and agreed that the appointed signing authorities would work together over the summer to establish the Association's bank account and complete any required banking documentation, with the goal of having all financial systems in place prior to the start of the 2026–2027 school year.
- Additional fundraising opportunities were discussed, including community pancake breakfasts and potential partnerships with service organizations such as the Lions Club and Rotary Club.

- Members discussed encouraging students and families to seek sponsorship opportunities over the summer months where appropriate. To support these efforts, the Association will prepare sponsorship materials and information packages for interested students and families who wish to begin approaching potential community partners prior to the start of the school year.

10. Meeting Schedule

The proposed meeting schedule is as follows:

September 17, 2026

October 15, 2026

November 19, 2026

December 17, 2026

January 21, 2027

February 18, 2027

March 18, 2027

April 15, 2027

May 20, 2027 (Annual General Meeting)

Discussion:

- Members discussed establishing a regular meeting schedule for the 2026–2027 school year, with meetings generally occurring on the third Thursday of each month (Sept 2026 - May 2027). The proposed meeting dates and times were reviewed.
- The proposed September 17, 2026 meeting date was discussed, as it coincides with Meet the Teacher Night. Members suggested holding the meeting immediately following the event in hopes of increasing parent participation and attendance. Mr. Mack indicated that Meet the Teacher Night is expected to conclude around 7:00 PM and supported holding the Association meeting afterward. It was noted that the September meeting date and start time may be adjusted closer to the beginning of the school year if required.

- Members also discussed the proposed December 17, 2026 meeting date. Given the holiday season and school concert schedules, it was acknowledged that the December meeting may be cancelled. The Board agreed that a final decision would be made closer to the date, likely during the November meeting.
- The proposed Annual General Meeting date of May 20, 2027 was reviewed. Members noted its proximity to the May long weekend but agreed to retain the date at this time and revisit the matter later in the school year if necessary.
- Members discussed potential meeting times and agreed that evening meetings would be most accessible for families. Start times of 6:00 PM and 6:30 PM were considered. Following discussion, members agreed that a 6:30 PM start time would be preferred. It was further noted that regular meetings would be scheduled for approximately one (1) hour in duration, concluding at approximately 7:30 PM.
- Members discussed the possibility of holding an additional meeting during the summer months to address organizational matters and assist with the establishment of the Association. It was noted that such a meeting would likely be held virtually and would provide an opportunity for Board members to complete outstanding tasks, discuss next steps, and prepare for the upcoming school year.
- Members further agreed that any parents/guardians in attendance at the founding meeting would be invited to participate in any summer planning meetings, should they be scheduled.

Motion: That regular meetings of the Ohpaho Secondary School Band Parents Association be held on the third Thursday of each month from 6:30 PM to 7:30 PM, commencing September 2026 and continuing through the Annual General Meeting in May 2027. The Board may cancel, reschedule, or adjust meeting times as circumstances warrant, including school events, holidays, concerts, or other Association activities.

Moved by: Amanda Saunders

Seconded by: Liz Roy

☒ Carried

☐ Defeated

11. Next Meeting Date

Next meeting scheduled for: September 17, 2026

12. Adjournment

Motion: To adjourn the meeting.

Moved by: Amanda Saunders

Seconded by: Shaun Allen

☒ Carried

☐ Defeated

The meeting adjourned at 7:01 PM.

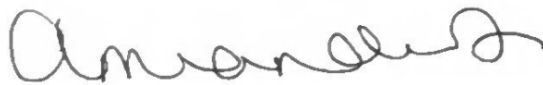
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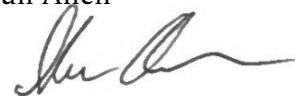
Chair:

Secretary:

Name: Amanda Saunders

Name: Shaun Allen

Signature: 

Signature: 

Date: 2026-06-13

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