



Notice of Annual General Meeting (AGM)

You are invited to attend the **Duclos H. E. Bourgoin Support Group Foundation Annual General Meeting** held at **H.E Bourgoin School on April 7, 2025 at 6:00 p.m.** For a virtual link, please email duclosheb@gmail.com.

Duclos H.E. Bourgoin Support Group Foundation (“*the Foundation*”) is a Fundraising Foundation and a non-profit organization that exists to raise and distribute funds to enhance the educational experience of the students of Duclos and HEB schools.

The Foundation interacts with the schools and school councils through two sub-committees. *These committees and ultimately the Foundation can only exist and function through the support of parents and community members.*

The Foundation holds a corporate access number with AGLC to allow for raffles and gaming. Qualifying for AGLC funds is an extremely important source of revenue for the Foundation. Additionally, the Foundation also allows access to grants and donations.

Through these and other fundraising activities, the Foundation was able to:

- Support field trips by providing funds to cover bussing costs for Duclos & HEB
- Provide funds for Playground equipment maintenance
- Provide funds for school wide math manipulative bins
- Provide funds for special presentations (Alberta Theatre, Trickster, etc.)

The positions that must be filled for the board to function are: President, Vice President, Secretary, and Treasurer. The board can also have up to three directors. **Nominations for all executive positions will be taken at the AGM.** Members in attendance are eligible for election and voting.

Board Members can expect the following responsibilities and expectations:

- Attend quarterly Foundation meetings (*current meeting schedule*)
- Vote on monetary requests put forward by School Councils
- Maintain financial records and file government paperwork as required

Board Members are NOT expected to plan and execute all fundraising projects. Rather, that is the responsibility of School Councils and the Foundation is providing a supporting and administrative role to said councils. **We are a TEAM!**

I would encourage you to please consider attending the AGM so you can learn more about how the Foundation supports our students. If you would like more information, please email duclosheb@gmail.com or give me a call directly at 403.968.0779.

Best regards,
Lindsay Clausen, President