



Argyle Music Association – Meeting Agenda

June 18, 2026 / 7pm-8.30pm

Argyle Secondary Library

- AMA Administration (Chair)
 - Land acknowledgement:

"We acknowledge that we are gathered on the traditional, ancestral, and unceded territories of the $\{x^{\{w\}}\}$ məθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətaʔ (Tseil-Waututh) Nations."
 - Have all persons present sign Membership List
 - Review/Accept February 26th mtg mins
 - 2026/27 New AMA executive and vacant positions discussion

- Elections of the 2026/27 AMA Exec Team
 - Discuss and accept further Nominees for:
 - President: Ruby Hobbs
 - Vice-President: Jenn Barr
 - Treasurer (co-treasurers x2) - Emily Habert, Kristen Harvey
 - Secretary:
 - Events Chair:
 - Fundraising Chair - Jennifer Jones, Thalia Zis
 - Vote on open positions & collect Society filing information: Collection of AMA Position / Job title (Profession) / Home address / Phone number / Email.

- Treasurer Report
 - Money remaining in all financial accounts, including student travel accounts
 - Scholarship updates
 - Bursary updates

- Presentation of Proposed Policy changes
 - Presentation and Review of Proposed Policy
 - Vote on proposed policy changes

- Presentation and Review of 2026/27 Budget (2026/27 Chair)
 - Presentation and Review of 2026/27 Budget
 - Vote on 2026/27 Budget

- Events (Teachers + Events Chair)
 - Teacher's report on Trip Survey results
 - Whistler Trip - CONBRIO
 - Cabaret
 - Year-end Concerts

- Scheduling (All)
 - Propose moving meetings to Wednesday evening
 - 2026/27 Music Events calendar release dates
 - AMA meeting dates for 2026/27 school calendar
 - September 16, 2026 (AGM)
 - November 25, 2026
 - February 24, 2027
 - May 5, 2027 (Elections)
 - June 16, 2027

- Cabaret Debrief
 - Review of budget
 - Review of debrief document
 - Any outstanding auction items?

- Adjourn: **Next meeting Wednesday September 16, 2026 (AGM)**

Budget and Spending:

There will be a budget passed and approved by AMA members at the end of fiscal year for the following fiscal year. All spending of AMA funds must be captured within the budget. Any changes to the budget up to and including \$100 may be approved by one officer and one director; changes to the budget over \$100 must be approved by majority vote of AMA directors. In all aspects of policy and decision-making around AMA funds, an attempt to support the choral and band programs fairly will be made.

Bursary Issuance:

Established Policy 2008

Revised October 2012

Updated January 2017

Updates proposed for June 2026

Annual Aggregate Cap: The total sum of all bursaries awarded in a fiscal year must not exceed the global amount explicitly approved in the annual operating budget by the Board of Directors.

Bursary Request Process:

1. After the Budget is approved at the end of a school year with an agreed-upon Aggregate amount for Bursary Fund for the following year, the top up money will be transferred from the AMA account into a School Account designated for this purpose.
2. Throughout the school year, families are asked by Music Teachers: What would make this trip affordable?
3. Requests received are taken to the administration to determine if support is already being provided. The family's ability to fundraise is also considered when assessing granting of funds.
4. Bursaries are approved in partnership between the Argyle Principal and Argyle Music Teachers.
5. No later than 2 weeks prior to the final AMA general meeting, a report will be sent to the AMA treasurer indicating the remaining amount in the school Bursary Account, so top up amounts can be planned into the next school year's fiscal budget.

Operating Reserve & Contingency Fund:

Fiscal Year-end Operating Income (Carry Forward):

- **Baseline working capital:** The association will aim to conclude each fiscal year with an operating surplus equal to a minimum of 12-months' operating costs and no more than 24-months' operating costs. This total surplus will include a Contingency Fund, as outlined below.
- Any amounts exceeding the 24-months' operating costs (including the Contingency Fund) must be designated as savings towards a specific major expenditure and voted on in the minutes of a general AMA meeting.
- Surplus Allocation will be voted on by the Board of Directors, in the following order of priority:
 1. Top up Contingency Fund to its target level (as outlined below).
 2. Allocate specifically to save for a major expenditure (eg, major future instrument or uniform purchases).
 3. General operating funds for the upcoming academic year's music programs.

Contingency Fund Framework:

- **Target fund level:** The association will establish a Contingency Fund balance equal to an absolute dollar amount of \$10,000.
- **Permitted uses:** The contingency fund is strictly reserved for emergency, non-recurring, or vital unbudgeted circumstances. Permitted uses include:
 1. Sudden or catastrophic damage or theft of essential school musical instruments or equipment not immediately covered by insurance.
 2. Unexpected or severe drop in annual fundraising revenue that threatens the cancellation of core student music programs.
 3. Emergency structural or logistical travel expenses for student ensembles due to scheduling disruptions beyond the school's control.
- **Authorization for Drawdown:** Accessing the Contingency Fund requires an explicit, documented majority vote and approval by the Board of Directors. It cannot be drawn down by individual officers or Choral/Band directors for regular, everyday operating expenses.
- **Replenishment Plan:** If the Contingency Fund is drawn down below its target level, the Board of Directors must implement a structured financial plan within the next annual budget cycle to replenish the reserve through targeted fundraising or structured operating surpluses.
- The treasurer shall track both the standard operating cash flow and the contingency fund balances as distinct line items to be clearly presented in the financial statements shared with the Board and at the Annual General Meeting.

Student Travel Account

Student Travel Account Reimbursement Policy

Established Policy 2008

Revised October 2012

Updated January 2017

Updates proposed for June 2026

Music trip fundraising

The Argyle Music Association (“AMA”) provides music students opportunities to raise funds to apply toward the cost of music trips. Participation in fund raising is voluntary. The money raised must be used for music trips. The amount raised by each student (“profit” from each fundraiser) is tracked by the AMA. Students can accumulate funds throughout the years of participation in the Argyle music program. The money may be applied to any music program trip that is one or more nights however *students are strongly encouraged to reserve their funds for their senior trip.*

Payment Procedures

The payout only occurs after the entire trip has been paid for in full. The parent/guardian must pay for the trip in full according to the schedule provided. Alternative arrangements must be submitted to the Treasurer at treasurer@argylemusic.ca a minimum of one month before the student/parent /teacher meeting for approval. To receive payment, following the completion of a music program trip of one or more nights, the parent/guardian must complete the “Request for Payment” form available on the website at [AMA Travel Funds forms](#).

Options for Unused Travel Accounts

Occasionally, a student who has raised funds does not attend a music trip or discontinues participation in the music program. In this case, the following applies:

- The parent/guardian must fill out the Request for Transfer Form, available on the website [AMA Travel Funds forms](#) and submit it to the Treasurer at: treasurer@argylemusic.ca no later than the final day of school on the 3-year anniversary of the student's Grade 12 graduation in June.
- Any balance of unused funds may be transferred to a sibling or friend in the Argyle music program.
- Any money not used or transferred to a sibling or friend after the 3-year anniversary of the student’s Grade 12 graduation will go into the “AMA Bursary Travel Fund”.

- The AMA Executive and the Argyle music teachers will review any extenuating circumstances regarding payout of the travel funds. Please contact the AMA President or the music teacher.
- All inquiries should be e-mailed to the President of the AMA at: president@argylemusic.ca

Board of Director Elections

Election and Board Composition: As per AMA bylaws, elections must take place annually at the May AMA meeting, and the Board must elect or appoint from among the directors the following officers for the upcoming school year. At minimum, these 3 roles must always be filled: President, Secretary, and Treasurer. As per current bylaws, one person may only hold one office, although offices may be shared between 2 people (co-treasurer, as an example). In this instance, there is only 1 vote per position, as per the bylaws, and in case of a conflict, the joint officer's vote would be equivalent to an abstention. Employees of the School District (SD44) or teachers of the Ecole Argyle Secondary School Music Program may act as non-voting advisors/liaisons to the Board but cannot be elected as voting directors to ensure clear financial separation. Electing new board members in May allows for a smooth transition from current Board members that will occur at the AGM in September.

Nominations: There will be a call for nominations to all members at least 14 days prior to the elections meeting. Members may submit a nomination in advance to a current Board Director or may nominate themselves or any eligible member from the floor during the meeting.

Appointment of Elections Chair: Prior to the vote, the board will appoint a neutral individual (such as a school admin or non-running member) to act as the Elections Chair to conduct the voting process.

Voting Procedure:

- Each member in good standing is entitled to one vote per vacancy.
- Voting by proxy is prohibited.
- Simple majority vote carries.

Term of Office: AMA Executive positions hold a term of 2 years, as per the bylaws. Newly elected directors will officially assume their duties immediately following the adjournment of the September AGM and hold office until the conclusion of the AGM 2 years later.

Registry Update: Newly appointed Treasurer or Secretary must file the updated Director Registry online with BC Registry Services within 30 days of the AGM.