

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

**October 5, 2022, 7:30 p.m.**

Board Members Present at Call to Order:

Dan Hanson  
DIRECTOR

Jason Clarke  
DIRECTOR

Vincent Tong  
DIRECTOR

Ijeoma Ukiwe  
DIRECTOR

Kristie Derkson  
DIRECTOR

Michelle Smith  
DIRECTOR

Administration Present:

Dean Lindquist  
SUPERINTENDENT

Patti Dundas  
SECRETARY-TREASURER

Lori Vigfusson  
PRINCIPAL

Members Present:

Cindy Clarke

Cristina Fabella

Kandace Graham

Dana Murenbeeld

**1. Call to Order**

Director Hanson called the virtual meeting to order at 7:35 p.m. and made opening remarks.

**2. Statement of Territorial Acknowledgment**

*The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, and Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.*

**3. Adoption of Agenda**

*Motion 2022-10-05-01 Moved that the agenda for the Board Meeting of October 5, 2022 be adopted as presented.*

*Moved: Director Derkson  
Seconded: Director Smith  
Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

**4. Disclosure of Conflict of Interest**

**5. Approval of Minutes**

**5.1 Minutes of September 21, 2022**

*Motion 2022-10-05-02 Moved that the Board Meeting minutes of September 21, 2022 be approved as presented.*

*Moved: Director Clarke*

*Seconded: Director Tong*

*Carried*

**6. Board Organization**

**6.1 Selection of Officers**

Director Hanson asked Superintendent Lindquist to assume the position of Chair for this portion of the meeting.

Superintendent Lindquist spoke to the bylaw requirement to name Board Officers and Committee members within one week of the elections. Discussion followed.

Superintendent Lindquist called for nominations for the appointment of Board Chair.

Nomination received for Director Hanson from Director Clarke. Director Hanson accepted the nomination.

Superintendent Lindquist called a second time for nominations.

Superintendent Lindquist called a third time for nominations.

Superintendent Lindquist closed nominations for the position of Chair.

*Motion 2022-10-05-03 Moved that Director Hanson be appointed as Board Chair.*

*Moved: Director Clarke*

*Seconded: Director Derkson*

*Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

**Chair Hanson resumed position of Chair for the remainder of the meeting.**

Chair Hanson called for nominations for the appointment of Vice Chair.

Nomination received for Director Clarke by Director Tong. Director Clarke accepted the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

Chair Hanson closed nominations for the position of Vice Chair.

*Motion 2022-10-05-04      Moved that Director Clarke be appointed as Vice Chair.*

*Moved:            Director Derkson*

*Seconded:       Director Smith*

*Carried*

Chair Hanson called for nominations for the appointment of Secretary.

Nomination received for Director Tong by Director Clarke. Director Tong accepted the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

Chair Hanson closed nominations for the position of Secretary.

*Motion 2022-10-05-05      Moved that Director Tong be appointed as Board Secretary.*

*Moved:            Director Smith*

*Seconded:       Vice Chair Clark*

*Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board

**Date:** Oct. 5, 2022

**Initials:**      **Chair** \_\_\_\_\_

**Approved:** FINAL

**Recorded By:** A. DeJong

**Secretary** \_\_\_\_\_

---

Chair Hanson called for nominations for the appointment of Treasurer.

Nomination received for Director Tong by Director Ukiwe. Director Tong accepted the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

Chair Hanson closed nominations for the position of Treasurer.

*Motion 2022-10-05-06      Moved that Vincent Tong be appointed as Board Treasurer.*

*Moved:      Director Derkson*

*Seconded:      Director Smith*

*Carried*

**6.2 Set Regular Meeting Dates**

Bylaws state that the Board must hold nine meetings throughout the year. September and October meetings have already been held, dates for the remainder of the year need to be set.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

*Motion 2022-10-05-07*

*Moved that the following dates be set as Regular Board Meeting Dates:*

- October 26, 2022 (approved at 2022-09-21 Board meeting)
- November 23, 2022
- December 13, 2022 (Tuesday)
- January 18, 2023
- February 15, 2023
- March 15, 2023
- April 19, 2023
- May 17, 2023
- June 21, 2023
- September 20, 2023

*Moved: Vice Chair Clarke*

*Seconded: Board Secretary and Treasurer Tong*

*Carried*

**6.3 Code of Conduct**

Chair Hanson spoke to Policy #101 Board Member Code of Conduct that the Board of Directors is required to abide by. A copy of the Code of Conduct is included in the agenda package. Board members are asked to review the document, sign or indicate agreement by email and return prior to the October 26, 2022 board meeting.

**6.4 Board Committees**

Superintendent Lindquist referenced the bylaw requirement for committees and Chair Hanson summarized the five different Board committees. Members can be added throughout the year.

*Audit Committee:*

*The following Board and Society Members were appointed to serve as the Audit Committee:*

- *Vincent Tong, Committee Chair*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

*Policies, Guidelines,  
Bylaws Committee:*

*The following Board and Society Members were appointed to serve as the Policies, Guidelines, Bylaws Committee:*

- *Jason Clarke, Committee Chair*
- *Dan Hanson*
- *Kristie Derkson*
- *Michelle Smith*

Vice Chair Clarke highlighted the importance of this committee and indicated that there are many items to be addressed during the coming year.

*Personnel Committee:*

*The following Board Members were appointed to serve as the Personnel Committee:*

- *Dan Hanson, Committee Chair*
- *Vincent Tong*
- *Kristie Derkson*

*Survey Committee:*

*The following Board Members were appointed to serve as the Survey Committee:*

- 

*Public Relations  
Committee:*

*The following Board and Society Members be appointed to serve as the Public Relations Committee.*

- *Dan Hanson, Committee Chair*
- *Jason Clarke*
- *Michelle Smith*

*There will also be an addition of School Council and FANHS representatives as well as community members.*

Director participation in committee membership will be finalized at the October 26, 2022 Board meeting.

Superintendent Lindquist will review committee guidelines and draft an email to the general public asking for members to the Audit, Public Relations, and Policies, Guidelines and Bylaws, committees.

Chair Hanson spoke to the existing Ad Hoc Committee for development of a New Horizons high school that was established on October 9, 2019. The committee, is

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

still active and will continue its work during the upcoming year. The following Board members indicated their willingness to participate on the ad hoc committee:

- Dan Hanson
- Jason Clarke
- Kristie Derkson

Chair Hanson indicated that the Board typically identifies one Board member to act as representative with TAAPCS. Director Smith volunteered to continue acting as the New Horizons representative.

### 6.5 Signing Authorities

Secretary-Treasurer Dundas spoke to signing authorities for the Society, as included in the agenda package.

*Motion 2022-10-05-08*

*Moved that the following individuals be appointed as signing authorities for the NHCSS:*

- *2022-23 Board Chair - Dan Hanson*
- *2022-23 Board Treasurer - Vincent Tong*
- *Superintendent – Dean Lindquist*
- *Secretary-Treasurer – Patti Dundas*
- *Principal – Lori Vigfusson*

*Moved: Director Ukiwe*

*Seconded: Vice Chair Clarke*

*Carried*

Board Secretary and Treasurer Tong left the meeting at this point.

## 7. New Business

### 7.1 Set Date for November 2022 Annual General Meeting

Chair Hanson indicated that a date needs to be set for the November 2022 Annual General Meeting. Notice of the AGM will be shared 21 days prior to the meeting date. It is suggested that the meeting be set for November 23, 2022. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 5, 2022

Initials: Chair \_\_\_\_\_

Approved: FINAL

Recorded By: A. DeJong

Secretary \_\_\_\_\_

---

*Motion 2022-10-05-09 Moved that the Annual General Meeting be held on November 23, 2022 at 7:00 p.m.*

*Moved: Director Smith  
Seconded: Vice Chair Clarke  
Carried*

**8. Board Work Plan**

The Board reviewed the Work Plan for 2022-23, as included the agenda package.

**9. The Association of Alberta Public Charter Schools (TAAPCS)**

**9.1 Annual General Meeting**

Chair Hanson spoke to the upcoming TAAPCS AGM on October 21-22, 2022 as shared with Board members via email. Discussion followed. Board members are invited to participate; the following attendees were agreed upon:

- Chair Hanson
- Secretary-Treasurer Dundas
- Director Smith

**10. In Camera**

No in camera meeting.

**15. Adjournment**

Chair Hanson adjourned the meeting at 9:07 p.m.

*Next Board Meeting: October 26, 2022 at 7:00 p.m. via Zoom*