CATHOLIC INDEPENDENT SCHOOLS SOCIETY
DIOCESE OF PRINCE GEORGE

ANNUAL GENERAL MEETING
Tuesday, October 21, 2025 – 6:00pm
Pastoral Centre Board Room

MINUTES

Present:	Bishop Stephen Jensen	President (President)
	Fr. John Garden	Chancellor
Teams Meeting	Richard Klein	Bishop appointed representative
	Graham Pollard	Western representative
	Joe Pereria	Central Representative
	Gregory Krabes	Bishop appointed representative
	Fr. Terry Brock	Vicar General
Administration:	Chris Dugdale	Superintendent of Schools
	Laurie Hooker	Executive Assistant (Recording)
Guest	Taylor Turkington	BHL Auditor
Excused	Charmain Moeller	Northern representative

1. **Call to Order** at 6:02pm by Bishop Jensen

2. **Statement of the Rules of Order**
   Chair noted Robert's Rules of Order will be followed for this AGM meeting.

3a) Introduction of CIS Board Members

Bishop Stephen Jensen – President
Fr. John Garden – Treasurer/Chancellor
Fr. Terry Brock – Vicar General
Graham Pollard– Western Rep
Joe Pereria – Central Rep
Gregory Krabes – Bishop appointed representative
Richard Klein - Bishop appointed representative

3b) CIS Administration Personnel

Chris Dugdale – Superintendent of Schools
Laurie Hooker– Executive Assistant

3c) Members in attendance on Teams

- Kathleen Barth – Immaculate Conception School Principal
- Colleen Richard – Notre Dame School Principal Dawson Creek
- Chris Reilly – St. Anthony's School Principal Kitimat
- Fr. Dominic Apaatah – Christ the King Parish Kitimat
- Angela Pitzel – SC Chair St. Anthony's School Kitimat
- Pauline Gerwien – SC Chair Notre Dame School Dawson Creek

4. Adoption of Agenda

Motion: CISPG BOD AGM 2025.10.21.01
M/ Fr. Terry Brock S/ Richard Klein

That the Agenda for the CISPG AGM meeting of October 21, 2025 be approved as presented.
CARRIED

5. Adoption of Minutes of 2024 AGM Meeting

Motion: CISPG BOD AGM 2025.10.21.02
M/ Greory Krabes S/Joe Pereira
That the Minutes for the CISPG AGM meeting of October 22, 2024 be approved as circulated.
CARRIED

6. Audited Financial Report for 2024–2025

Taylor Turkington of BHL Chartered Professional Accountants

Taylor Turkington went through the summarized audit report and presented the audited statements for 2024-2025. He noted minimal adjustments were required, commended the work of the Finance Office resulting in a clean audit being achieved.

Motion: CISPG BOD AGM 202.10.21.03
M/ Fr. Terry Brock S/ Joe Pereira

That the 2024-2025 audited financial report approved by the BOD be accepted as presented for information.
CARRIED

7. Appointment of Auditors for CISPG 2025 - 2026

Motion: CISPG BOD AGM 2025.10.21.04
M/ Fr. John Garden S/ Gregory Krabes

To appoint Beswick, Hildebrandt, Lund CPA as Auditors for the 2025-2026 fiscal reviews.
CARRIED

8. Presentation of CISPG Board Approved Budget for 2025–2026 as information

Motion: CISPG BOD AGM 2025.10.21.05
M/ Fr. John Garden S/ Jeo Pereira

To accept the CISPG approved budget for 2025-2026 as presented for information.
CARRIED

9. Prepared Reports

9.1 President's 2024-2025 AGM report provided by Bishop Jensen (Oral)

Bishop spoke of the structure of CISPG. CISPG is the legal entity responsible for compliance with the requirements of the Societies Act and the regulatory structure for independent schools. The BOD is responsible for hiring and evaluating the Superintendent of CISPG. Local School Councils are put in place by the Board to ensure compliance with CISPG policies and to develop local policies as needed. The SC is responsible for hiring and evaluating support staff.

Over the past year no new CISPG policies were adopted, but a new standard of conduct for BOD and SC members was implemented.

Former, long-serving BOD member Colleen Easson was awarded the CCSTA's Higgins Award in the Spring.

Looking ahead, communication with the School Sisters of Notre Dame continues. Two CISPG schools have expressed interest in having the SSND in their schools for September 2026.

9.2 Superintendent's 2024-2025 AGM report provided by Chris Dugdale

Chris noted over the past year CISPG has maintained strong enrollment in our schools, staffing is more diverse, 2 teachers are attending St. Mark's courses, with one of them receiving a scholarship. The Hallow App is being used in many classrooms with students and by staff for personal faith development. Community building by way of the Northern Spirit Cup Soccer Tournament and Camp Emmaus allow many schools and students to come together across the diocese.

10. Meeting dates for 2025-2026

Meeting dates for upcoming 2025-2026 BOD meetings dates
BOD meetings will begin <u>at 5:00pm</u>

Tuesday December 2, 2025 BOD
Tuesday January 27, 2026 BOD
Tuesday March 10, 2026 BOD
Tuesday May 5 2026 BOD
Tuesday June 16, 2026 BOD
Tuesday October 20, 2026 BOD and AGM

Leadership Team meeting <u>7:00pm start</u>

Tuesday November 17, 2026 CISPG Leadership Team meeting
SC Chairs, Pastors with Schools, BOD, Principals

11. New Business – No new business

12. Motion to Adjourn

Motion: CISPG BOD AGM 2025.10.21.06 M/ Fr. Terry Brock S/ Gregory Krabes To adjourn 2025 AGM meeting CARRIED

Adjourned at 6:27pm

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