

Greater St. Albert Catholic Schools Education Foundation
Annual General Meeting Minutes
Tuesday March 23, 2021
7:00 p.m. | Pre-Registered | ZOOM Link

EXECUTIVE/DIRECTOR ATTENDEES PRESENT: (8 of 9; 89% of Exec; 44% of all present)

Kristofer Akkerman, Rob Akkerman, Joe Becigneul, Alyssa Frew, Courtney Haigh, Rosaleen McEvoy, Deborah Schlag, and Rena Yakemchuk

NOT IN ATTENDANCE: Cameron Bergstrom

COMMUNITY MEMBERS PRESENT: (10 members – 56% of all present)

Ava Bodson, Stephanie Cornelis, Ryan Gerace, Kellie McDonald, Lisa Pasichnyk, Clayton Phillips, Melissa Phillips, Greg Schell, Karen Webb, and Shawna Manchakowsky (late arrival)

ORDER

The meeting was called to order at 7:02 pm by Chair, Alyssa Frew.

Satisfying considerations set out in the By-Laws (quorum for any General Body meeting, shall be the majority of the Executive Committee (51%) and a minimum of three (3) General Members in good standing), ensuring the meeting was a fully constituted meeting with quorum.

OPENING PRAYER

The Opening Prayer was offered by Rosaleen McEvoy.

INTRODUCTIONS & SIGN-IN REMINDER

The Chair provided the link for registration in the zoom chat box, and introduced the current executive and director members.

Clayton Phillips joined the meeting at 7:06 pm

AGENDA APPROVAL

01/21 Be it resolved that the Foundation members approve the 2021 AGM Agenda as presented.

Moved by Rena Yakemchuk; Seconded by Deborah Schlag

Carried (17/17)

APPROVAL OF 2020 AGM MINUTES

02/21 Be it resolved that the Foundation members approve the 2020 AGM Minutes as circulated.

Moved by Rosaleen McEvoy; Seconded by Robert Akkerman

Carried (17/17)

ELECTIONS

- 03/21** **Be it resolved** that the Foundation members approve **Ava Bodson from ESSMY** for the position of **DIRECTOR – Student Member** for a two-year term (2021-2023).

Moved by Alyssa Frew; Seconded by Joe Becigneul

Carried (17/17)

- 04/21** **Be it resolved** that the position of **DIRECTOR – Community Member: Town of Legal or a Member-at-Large for the two-year term (2021-2023)** remain vacant, with plans to fill as soon as possible.

Moved by Deborah Schlag; Seconded by Rena Yakemchuk

Carried (17/17)

- 05/21** **Be it resolved** that the position of **DIRECTOR – Community Member: Town of Morinville for the two-year term (2021-2023)** remain vacant, with plans to fill as soon as possible.

Moved by Deborah Schlag; Seconded by Joe Becigneul

Carried (17/17)

- 06/21** **Be it resolved** that the position of **DIRECTOR – Professional Legal Community Member for the two-year term (2021-2023)** remain vacant, with plans to fill as soon as possible.

Moved by Deborah Schlag; Seconded by Joe Becigneul

Carried (17/17)

- 07/21** **Be it resolved** that the Foundation members approve **Courtney Haigh** for the Executive position of **Secretary** for a two-year term (2021-2023).

Moved by Deborah Schlag; Seconded by Joe Becigneul

Carried (17/17)

FINANCIAL STATEMENT(S) and REPORTS REVIEW and APPROVAL

- 08/21** **Be it resolved** that the Foundation members receive the Report from the Chair as information, which was read in the meeting and will be posted on the website post-meeting.

Moved by Deborah Schlag; Seconded by Kris Akkerman

Carried (17/17)

- 09/21** **Be it resolved** that the Foundation members approve the Treasurer's Report as information, which was read in the meeting and will be posted with the minutes on the website post-

meeting.

Moved by Joe Becigneul; Seconded by Rena Yakemchuk

Carried (17/17)

- 10/21** **Be it resolved** that the Foundation members receive the Christmas Cash 50/50 Final Report as information, read in the meeting, to be posted with the minutes on the website post meeting.

Moved by Joe Becigneul; Seconded by Courtney Haigh

Carried (17/17)

- 11/21** **Be it resolved** that the Foundation members approve the Statement of Operations and Changes in Fund Balances, for the Year Ended 31 December 2020 with total Revenues of \$14,720 and total Expenditures of \$17,380, with an Excess of Expenditures of (\$2,660), resulting in an overall Fund Balance of \$37,719 at December 31, 2020.

Moved by Rena Yakemchuk; Seconded by Robert Akkerman

Carried (17/17)

- 12/21** **Be it resolved** that the Foundation members approve the Statement of Financial Position as at December 31, 2020 with Assets of \$37,719, Liabilities of \$0, and Fund Balances as follows: (Unrestricted - \$1,670; Scholarships - \$1,000 Group Requests - \$3,549; and Endowment - \$31,500) for a total of \$37,719.

Moved by Robert Akkerman; Seconded by Rosaleen McEvoy

Carried (17/17)

- 13/21** **Be it resolved** that the Foundation members approve the Reconciliation of the Bank Statement at December 31, 2020 with a Bank Balance of \$40,069.04 and a Ledger Balance of \$37,719.04 and one outstanding item of \$2,350.

Moved by Rosaleen McEvoy; Seconded by Robert Akkerman

Carried (17/17)

RE-ALLOCATION OF FUNDS FROM UNRESTRICTED

- 14/21** **Be it resolved** that the Foundation members approve the return of **\$1,500** from Group Requests to Unrestricted Funds as follows:

Unrestricted:	\$1,500
Endowment Fund:	\$ 0
Scholarship Fund:	\$ 0
Group Requests:	<u>(\$1,500)</u>
	\$ 0

Moved by Deborah Schlag; Seconded by Courtney Haigh

Carried (17/17)

NEW BUSINESS

1. Grade 12 Scholarship - update provided by Kris Akkerman

- Scholarship for the Future applications to be provided in both Google Form and PDF formats
- Applicants will be able to access applications on the Education Foundation website starting April 2021
- Applicants must meet eligibility requirements prior to receiving the award

Shawna Manchakowsky joined the meeting at 8:02 pm

2. Grade 9 Scholarship - update provided by Courtney Haigh

- The Foundation is excited to announce another level of Scholarship for the Future; open to any grade nine student currently enrolled in a school of Greater St. Albert Catholic Schools with confirmed enrollment in grade 10 at Greater St. Albert Catholic Schools as of September 30, 2021
- There are four (4) \$250 scholarships available with no financial reporting obligations to successful applicants
- Applicants will be able to apply starting in April 2021 and can access the application on the Education Foundation website
- The scholarship will also be available in Google Form and PDF formats

Karen Webb left the meeting at 8:07 pm

3. Online Donations Active - update provided by Deborah Schlag

- The Foundation has an active donation account with CanadaHelps.org
- This site will provide a platform for the Education Foundation to receive donations online, along with the link on the Foundation website (also managed by Canada Helps)
- Online Donations using either site access will be issued automatic tax receipts

CLOSING PRAYER

The Closing Prayer was offered by Rob Akkerman.

ADJOURNMENT

15/21 Be it resolved that the Foundation members adjourn the meeting at 8:10 pm.

Moved by Robert Akkerman; Seconded by Rena Yakemchuk

Carried (17/17)

**Greater St. Albert Catholic Schools
Education Foundation
2021 AGM**

Report from the Chair

COMING SOON – Will be posted separately

Greater St. Albert Catholic Schools Education Foundation
Treasurer's Report
as at February 28, 2021

Funds on Deposit:

General Ledger balance @ Dec 31, 2020:	\$37,719.04
Add: Interest Earned (2 months: Jan/Feb):	<u>\$44.52</u>
General Ledger balance @ Feb 28, 2021:	<u>\$37,763.56</u>

Bank Balance - as per Bank Statement @ Dec 31, 2020:	\$40,069.04
Less: Outstanding Cheque - 037 (Nov 30-20) Sr Alphonse Academy (cleared Jan 8):	-\$2,350.00
Add: Interest Earned (2 months: Jan/Feb):	<u>\$44.52</u>
Bank Balance - as per Bank Statement @ Feb 28, 2021:	<u>\$37,763.56</u>

No outstanding items @ Feb 28, 2021

Fund Balances:

Total Funds on Deposit @ Feb 28, 2021:	<u>\$37,763.56</u>
Operating Fund (Unrestricted):	\$1,715
Scholarship Fund	\$1,000
Group Requests Fund	\$3,549
Endowment Fund	<u>\$31,500</u>
Total Fund Balances:	<u>\$37,763.56</u>

prepared & submitted by Deb Schlag, Treasurer
15-Mar-21

Greater St. Albert Catholic Schools Education Foundation
Christmas Cash 50/50 Final Report
as at Dec 31, 2020

50/50 Raffle Financial Statement:

REVENUES:

Total Raffle Sales:		<u>\$14,250.00</u> <u>100.0%</u>
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EXPENDITURES:

50% Proceeds to Winner - Colleen Webb		\$7,125.00 50.0%
Hosting - Rafflebox	7.6% \$1,078.88	
Fees - Stripe	4.0% <u>\$567.12</u>	
Total Admin Costs/Fees:		\$1,646.00 11.6%
Net Proceeds to Foundation:		<u>\$5,479.00</u> <u>38.4%</u>
Total Raffle Sales:		<u>\$14,250.00</u> <u>100.0%</u>

Group Requests Fund Summary:

FUND BALANCE, January 1, 2020:		\$270.00
Interfund Transfers - 2020 AGM:		\$5,000.00
Net Contributions from 50/50 Raffle:		\$5,479.00
Disbursements for Futures Fund 2020 Grants:		<u>-\$7,200.00</u>
Net Activity for 2020:		<u>\$3,279.00</u>
FUND BALANCE, December 31, 2020:		<u>\$3,549.00</u>

prepared & submitted by Deb Schlag, Treasurer
15-Mar-21

Greater St. Albert Catholic Schools Education Foundation
Statement of Operations and Changes in Fund Balances
For the Year Ended, 31 December 2020

	Current Year - 2020					2019 Prior Year
	Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL	
REVENUES						
Donations	\$0	\$0	\$0	\$0	\$0	\$300
Fundraising Events	\$8,771	\$0	\$5,479	\$0	\$14,250	\$13,334
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Investment Income	\$470	\$0	\$0	\$0	\$470	\$1,038
Other Income	\$0	\$0	\$0	\$0	\$0	\$1,494
Total REVENUES	\$9,241	\$0	\$5,479	\$0	\$14,720	\$16,166
EXPENDITURES						
Fundraising Events	\$7,721	\$0	\$0	\$0	\$7,721	\$4,665
Group Requests Awarded	\$0	\$0	\$7,200	\$0	\$7,200	\$7,230
Hospitality	\$0	\$0	\$0	\$0	\$0	\$0
Marketing & Communications	\$1,459	\$0	\$0	\$0	\$1,459	\$1,021
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement Expected	\$0	\$0	\$0	\$0	\$0	\$1,561
Scholarships Awarded	\$0	\$1,000	\$0	\$0	\$1,000	\$2,000
Travel	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$9,180	\$1,000	\$7,200	\$0	\$17,380	\$16,478
EXCESS of REVENUES OVER EXPENDITURES	<u>\$61</u>	<u>(\$1,000)</u>	<u>(\$1,721)</u>	<u>\$0</u>	<u>(\$2,660)</u>	<u>(\$312)</u>
 FUND BALANCES, January 1, 2020	 \$8,609	 \$0	 \$270	 \$31,500	 \$40,379	 \$40,691
Net Contributions/Disbursements	\$61	(\$1,000)	(\$1,721)	\$0	(\$2,660)	(\$312)
Interfund Transfers - 2020 AGM	(\$7,000)	\$2,000	\$5,000	\$0	\$0	\$0
FUND BALANCES, December 31, 2020	<u>\$1,670</u>	<u>\$1,000</u>	<u>\$3,549</u>	<u>\$31,500</u>	<u>\$37,719</u>	<u>\$40,379</u>

This Financial Statement has been reviewed at the Annual General Meeting and approved by:

Rosaleen McEvoy
 Printed Name & Signature
 Director
 Position
 March 23, 2021
 Date

Robert Akkerman
 Printed Name & Signature
 Director
 Position
 March 23, 2021
 Date

Greater St. Albert Catholic Schools Education Foundation
Statement of Financial Position
As at 31 December 2020

	Current Year - 2020					2019 Prior Year
ASSETS	Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL	
Cash & Cash Equivalents	\$1,670	\$1,000	\$3,549	\$31,500	\$37,719	\$40,379
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$1,561
Grants Receivable	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Total ASSETS	<u>\$1,670</u>	<u>\$1,000</u>	<u>\$3,549</u>	<u>\$31,500</u>	<u>\$37,719</u>	<u>\$41,940</u>
LIABILITIES and FUND BALANCES						
<i>Current Liabilities</i>						
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$511
Deferred Contributions	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Balances</i>						
Invested in Capital Assets	\$0	\$0	\$0	\$0	\$0	\$0
Endowment	\$0	\$0	\$0	\$31,500	\$31,500	\$31,500
Externally Restricted	\$0	\$0	\$0	\$0	\$0	\$0
Internally Restricted	\$0	\$0	\$0	\$0	\$0	\$0
Scholarships	\$0	\$1,000	\$0	\$0	\$1,000	\$0
Group Requests	\$0	\$0	\$3,549	\$0	\$3,549	\$270
Unrestricted	\$1,670	\$0	\$0	\$0	\$1,670	\$9,659
TOTAL FUND BALANCES	<u>\$1,670</u>	<u>\$1,000</u>	<u>\$3,549</u>	<u>\$31,500</u>	<u>\$37,719</u>	<u>\$41,940</u>
TOTAL LIABILITIES and FUND BALANCES	<u>\$1,670</u>	<u>\$1,000</u>	<u>\$3,549</u>	<u>\$31,500</u>	<u>\$37,719</u>	<u>\$41,940</u>

This Financial Statement has been reviewed at the Annual General Meeting and approved by:

Rosaleen McEvoy
 Printed Name & Signature
 Director
 Position
 March 23, 2021
 Date

Robert Akkerman
 Printed Name & Signature
 Director
 Position
 March 23, 2021
 Director

Greater St. Albert Catholic Schools Education Foundation
Bank Reconciliation

For Period Ending: **December 31, 2020**

G/L Balance Forward: **December 31, 2019** **\$40,379.01**

Receipts (Interest):	Interest Earned - Jan 20	\$78.28	
	Interest Earned - Feb 20	\$71.50	
	Interest Earned - Mar 20	\$82.02	
	Interest Earned - Apr 20	\$25.68	
	Interest Earned - May 20	\$24.50	
	Interest Earned - June 20	\$27.05	
	Interest Earned - July 20	\$26.23	
	Interest Earned - Aug 20	\$26.24	
	Interest Earned - Sept 20	\$25.41	
	Interest Earned - Oct 20	\$25.28	
	Interest Earned - Nov 20	\$27.31	
	Interest Earned - Dec 20	<u>\$30.09</u>	\$469.59

Receipts (Revenue) (per G/L): **\$15,244.25**

Disbursements:

24-Jan-20 030 - Capital Color	\$511.35	cleared	
20-Apr-20 032 - GSACRD	\$564.95	cleared	
15-Oct-20 033 - Daphne Charrois	\$500.00	cleared	
15-Oct-20 034 - Sadie Vogel	\$500.00	cleared	
30-Nov-20 035 - Ecole Father Jan	\$2,350.00	cleared	
30-Nov-20 036 - JJ Nearing	\$2,500.00	cleared	
30-Nov-20 037 - Sister Alphonse Academy	\$2,350.00		
3-Dec-20 38 - GSACRD	\$893.63	cleared	
8-Dec-20 039 - Colette Webb	\$7,125.00	cleared	
9-Dec-20 040 - Rafflebox Technologies Inc.	<u>\$1,078.88</u>	cleared	(\$18,373.81)

Closing G/L Balance: **December 31, 2020** **\$37,719.04**

Bank Balance as per Statement @: **December 31, 2020** **\$40,069.04**

O/S Cheque - Sister Alphonse Academy (037) **(\$2,350.00)**

Reconciled Bank Balance @: **December 31, 2020** **\$37,719.04**

This Financial Statement has been reviewed at the Annual General Meeting and approved by:

Rosaleen McEvoy	Robert Akkerman
Printed Name & Signature	Printed Name & Signature
Director	Director
Position	Position
March 23, 2021	March 23, 2021
Date	Date