

Greater St. Albert Catholic Schools Education Foundation

Annual General Meeting Minutes

Thursday, September 24, 2020

7:00 p.m. – via ZOOM (pre-register to receive link)

The meeting was re-scheduled from March 31, 2020 due to COVID-19

ATTENDANCE:

EXECUTIVE/DIRECTOR ATTENDEES PRESENT: (8 of 8; 100% of Exec; 42% of all present)

Kristofer Akkerman, Rob Akkerman, Joe Becigneul, Alyssa Frew, Courtney Haigh, Rosaleen McEvoy, Deb Schlag, and Lydia Yeomans

COMMUNITY MEMBERS PRESENT: (11 members - 58% of all present)

Cameron Bergstrom, Karla Bergstrom, Jessica Feria, Rebecca Gagne, Karen Luger, Jamie Mac, Katherine Milliken, Greg Schell, Jen Stogowski, Susan Tarling, and Rena Yakemchuk

ORDER

The meeting was called to order at 7:03 pm by Chair, Kris Akkerman.

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.

AGENDA APPROVAL

01/20 **Be it resolved** that the Foundation members approve the 2020 AGM Agenda as presented.

Moved by Rosaleen McEvoy; Seconded by Deborah Schlag

Carried (17/17)

APPROVAL OF 2019 AGM MINUTES

02/20 **Be it resolved** that the Foundation members approve the 2019 AGM Minutes as circulated.

Moved by Rob Akkerman; Seconded by Joe Becigneul

Carried (17/17)

ELECTIONS

- 03/20** **Be it resolved** that the Foundation members approve **Joe Becigneul** for the position of **DIRECTOR – Trustee Member** for a two-year term (2020-2022).
Moved by Courtney Haigh; Seconded by Deborah Schlag
Carried (17/17)
- Rebecca Gagne left the meeting @ 7:29 pm; Cameron Bergstrom and Karen Luger joined the meeting @ 7:29 pm**
- 04/20** **Be it resolved** that the Foundation members approve **Cameron Bergstrom from SACHS** for the position of **DIRECTOR – Student Member** for a two-year term (2020-2022).
Moved by Deborah Schlag; Seconded by Susan Tarling
Carried (18/18)
- 05/20** **Be it resolved** that the position of **DIRECTOR – Community Member: Town of Legal or a Member-at-Large for the two-year term (2020-2022)** remain vacant, with plans to fill as soon as possible.
Moved by Deborah Schlag; Seconded by Susan Tarling
Carried (18/18)
- 06/20** **Be it resolved that the position of DIRECTOR – Community Member: Town of Morinville for the two-year term (2020-2022)** remain vacant, with plans to fill as soon as possible.
Moved by Deborah Schlag; Seconded by Robert Akkerman
Carried (18/18)
- 07/20** **Be it resolved** that the Foundation members approve **Rosaleen McEvoy** for the position of **DIRECTOR – Community Member: City of St. Albert** for a two-year term (2020-2022).
Moved by Deborah Schlag; Seconded by Courtney Haigh
Carried (18/18)
- 08/20** **Be it resolved that the position of DIRECTOR – Professional Legal Community Member for the two-year term (2020-2022)** remain vacant, with plans to fill as soon as possible.
Moved by Deborah Schlag; Seconded by Robert Akkerman
Carried (18/18)
- 09/20** **Be it resolved** that the Foundation members approve **Robert Akkerman** for the position of **DIRECTOR – Professional Business Community Member** for a two-year term (2020-2022).
Moved by Joe Becigneul; Seconded by Susan Tarling
Carried (18/18)

- 10/20** **Be it resolved** that the Foundation members approve **Rena Yakemchuk** for the position of **DIRECTOR – Community Member of the Greater St. Albert School Division** for a two-year term (2020-2022).
 Moved by Deborah Schlag; Seconded by Joe Becigneul
 Carried (18/18)
- 11/20** **Be it resolved** that the Foundation members approve **Alyssa Frew** for the Executive position of **Chairperson** for a two-year term (2020-2022).
 Moved by Courtney Haigh; Seconded by Susan Tarling
 Carried (18/18)
- 12/20** **Be it resolved** that the Foundation members approve **Rena Yakemchuk** for the Executive position of **Vice-Chairperson** for a two-year term (2020-2022).
 Moved by Deborah Schlag; Seconded by Joe Becigneul
 Carried (18/18)
- 13/20** **Be it resolved** that the Foundation members approve **Deborah Schlag** for the Executive position of **Treasurer** for a two-year term (2020-2022).
 Moved by Courtney Haigh; Seconded by Alyssa Frew
 Carried (18/18)
- 14/20** **Be it resolved** that the Foundation members approve **Joe Becigneul** for the Executive position of **Parliamentarian** for a two-year term (2020-2022).
 Moved by Deborah Schlag; Seconded by Rosaleen McEvoy
 Carried (18/18)
- FINANCIAL STATEMENT(S) and REPORTS REVIEW and APPROVAL**
- 15/20** **Be it resolved** that the Foundation members approve the Statement of Operations and Changes in Fund Balances, for the Year Ended 31 December 2019 with total Revenues of \$16,165.88 and total Expenditures of \$16,477.89, with an Excess of Expenditures of (\$312.01), resulting in an overall Fund Balance of \$40,379 @ December 31, 2019.
 Moved by Courtney Haigh; Seconded by Joe Becigneul
 Carried (18/18)
- 16/20** **Be it resolved** that the Foundation members approve the Statement of Financial Position as at December 31, 2019 with Assets of \$41,940, Liabilities of \$511, and Fund Balances of \$41,429 (Unrestricted - \$9,659; Group Requests - \$270; and Endowment - \$31,500).
 Moved by Courtney Haigh; Seconded by Joe Becigneul
 Carried (18/18)

17/20 **Be it resolved** that the Foundation members approve the Reconciliation of the Bank Statement at December 31, 2019 with a Bank Balance of \$40,679.01 and a Ledger Balance of \$40,379.01 and one outstanding item of \$300.

Moved by Courtney Haigh; Seconded by Joe Becigneul

Carried (18/18)

18/20 **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 website post-meeting.

Moved by Deborah Schlag; Seconded by Joe Becigneul

Carried (18/18)

RE-ALLOCATION OF FUNDS FROM UNRESTRICTED

19/20 **Be it resolved** that the Foundation members approve the reallocation of **\$7,000** from unrestricted funds as follows:

Endowment Fund:	\$ 0
Scholarship Fund:	\$2,000
Group Requests:	<u>\$5,000</u>
	\$7,000

Moved by Deborah Schlag; Seconded by Joe Becigneul

Carried (18/18)

NEW BUSINESS

1. 50/50 On-Line Raffle Fundraiser Update – provided by Joe Becigneul

- Targeting an October 2020 Start with December 2020 draw prior to Christmas break; contract with an online platform company being explored
- Application process via AGLC in progress
- Ticket Pricing; group prefers one set price per ticket @\$5.00 ea. For affordability for all
- Marketing and communication to community via GSACRD internal messaging and school councils

2. Group Grants Request Update – provided by Kris Akkerman

- Application form is accessible on Education Foundation website and is now live
- Past school year chairs and current principals were contacted about the release of the application on September 15, 2020

CLOSING PRAYER

The Closing Prayer was offered by Rob Akkerman

ADJOURNMENT

20/20 **Be it resolved** that the Foundation members adjourn the meeting at 8:37 pm.

Moved by Joe Becigneul; Seconded by Deborah Schlag

Carried (18/18)

Greater St. Albert Catholic Schools Education Foundation
Statement of Operations and Changes in Fund Balances
For the Year Ended, 31 December 2019

	Current Year - 2019					2018
	Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL	Prior Year
REVENUES						
Donations	\$300	\$0	\$0	\$0	\$300	\$0
Fundraising Events	\$13,334	\$0	\$0	\$0	\$13,334	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Investment Income	\$1,038	\$0	\$0	\$0	\$1,038	\$813
Other Income	\$1,494	\$0	\$0	\$0	\$1,494	\$0
Total REVENUES	\$16,166	\$0	\$0	\$0	\$16,166	\$813
EXPENDITURES						
Fundraising Events	\$4,665	\$0	\$0	\$0	\$4,665	\$1,050
Group Reequets Awarded	\$0	\$0	\$7,230	\$0	\$7,230	\$0
Hospitality	\$0	\$0	\$0	\$0	\$0	\$0
Marketing & Communications	\$1,021	\$0	\$0	\$0	\$1,021	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement Expected	\$1,561	\$0	\$0	\$0	\$1,561	\$0
Scholarships Awarded	\$0	\$2,000	\$0	\$0	\$2,000	\$2,000
Travel	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$7,248	\$2,000	\$7,230	\$0	\$16,478	\$3,050
EXCESS of REVENUES OVER EXPENDITURES	<u>\$8,918</u>	<u>(\$2,000)</u>	<u>(\$7,230)</u>	<u>\$0</u>	<u>(\$312)</u>	<u>(\$2,237)</u>
FUND BALANCES, January 1, 2019	\$6,691	\$0	\$4,000	\$30,000	\$40,691	\$42,928
Net Contributions/Disbursements	\$8,918	(\$2,000)	(\$7,230)	\$0	(\$312)	(\$2,237)
Interfund Transfers - 2019 AGM	(\$7,000)	\$2,000	\$3,500	\$1,500	\$0	\$0
FUND BALANCES, December 31, 2019	<u>\$8,609</u>	<u>\$0</u>	<u>\$270</u>	<u>\$31,500</u>	<u>\$40,379</u>	<u>\$40,691</u>

This Financial Statement has been reviewed at a Meeting and approved by:

Joe Becigneul

 Printed Name & Signature
 Trustee / Parliamentarian

 Position
 2020-Sept-24

 Date

Courtney Haigh

 Printed Name & Signature
 Executive Secretary

 Position
 2020-Sept-24

 Date

Greater St. Albert Catholic Schools Education Foundation
Statement of Financial Position
As at 31 December 2019

	Current Year - 2019					2018 Prior Year
ASSETS	Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL	
Cash & Cash Equivalents	\$8,609	\$0	\$270	\$31,500	\$40,379	\$40,691
Accounts Receivable	\$1,561	\$0	\$0	\$0	\$1,561	\$0
Grants Receivable	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Total ASSETS	<u>\$10,170</u>	<u>\$0</u>	<u>\$270</u>	<u>\$31,500</u>	<u>\$41,940</u>	<u>\$40,691</u>
 LIABILITIES and FUND BALANCES						
<i>Current Liabilities</i>						
Accounts Payable	\$511	\$0	\$0	\$0	\$511	\$0
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	\$30,000
Externally Restricted	\$0	\$0	\$0	\$0	\$0	\$0
Internally Restricted	\$0	\$0	\$0	\$0	\$0	\$0
Scholarships	\$0	\$0	\$0	\$0	\$0	\$0
Group Requests	\$0	\$0	\$270	\$0	\$270	\$4,000
Unrestricted	\$9,659	\$0	\$0	\$0	\$9,659	\$6,691
TOTAL FUND BALANCES	<u>\$9,659</u>	<u>\$0</u>	<u>\$270</u>	<u>\$31,500</u>	<u>\$41,429</u>	<u>\$40,691</u>
 TOTAL LIABILITIES and FUND BALANCES	 <u>\$10,170</u>	 <u>\$0</u>	 <u>\$270</u>	 <u>\$31,500</u>	 <u>\$41,940</u>	 <u>\$40,691</u>

This Financial Statement has been reviewed at a Meeting and approved by:

Joe Becigneul

 Printed Name & Signature
 Trustee / Parliamentarian

 Position
 2020-Sept-24

 Date

Courtney Haigh

 Printed Name & Signature
 Executive Secretary

 Position
 2020-Sept-24

 Date

Greater St. Albert Catholic Schools Education Foundation
Bank Reconciliation

For Period Ending: **December 31, 2019**

G/L Balance Forward:	December 31, 2018	\$40,691.02
Receipts (Interest):		
Interest Earned - Jan 19	\$78.69	
Interest Earned - Feb 19	\$76.32	
Interest Earned - Mar 19	\$79.28	
Interest Earned - Apr 19	\$98.04	
Interest Earned - May 19	\$94.87	
Interest Earned - June 19	\$85.85	
Interest Earned - July 19	\$103.30	
Interest Earned - Aug 19	\$93.85	
Interest Earned - Sept 19	\$90.51	
Interest Earned - Oct 19	\$81.60	
Interest Earned - Nov 19	\$74.67	
Interest Earned - Dec 19	<u>\$80.94</u>	\$1,037.92
Receipts (Revenue):		\$14,727.96
Disbursements:		
12-Feb-19 012 - Martin Kerr Music	\$1,050.00	cleared
12-Feb-19 013 - Martin Kerr Music	\$1,050.00	cleared
25-Feb-19 014 - Joe Becigneul	\$910.33	cleared
11-Mar-19 015 - Kris Akkerman	\$200.00	cleared
11-Mar-19 016 - GSACRD	\$1,018.94	cleared
29-Mar-19 017 - Rob Breda (Sweetheart Food)	\$910.95	cleared
29-Mar-19 018 - Knights of Columbus	\$140.94	cleared
11-Jul-19 019 - EMP	\$2,400.00	cleared
11-Jul-19 020 - GHP	\$2,130.00	cleared
11-Jul-19 021 - NMR	\$700.00	cleared
11-Jul-19 022 - NMR	\$2,000.00	cleared
15-Jul-19 024 - GSACRD	\$5.36	cleared
10-Oct-19 025 - Mary Delos-Santos (Scholarships)	\$1,000.00	cleared
10-Oct-19 026 - Britney Ponich (Scholarships)	\$1,000.00	cleared
7-Nov-19 027 - Rendez-vous Ctr	\$100.00	cleared
7-Nov-19 028 - Rendez-vous Ctr	\$300.00	
29-Nov-19 029 - High 5 Teambuilding	<u>\$1,161.37</u>	cleared
		(\$16,077.89)
Closing G/L Balance:	December 31, 2019	<u>\$40,379.01</u>
Bank Balance as per Statement @:	December 31, 2019	\$40,679.01
O/S Cheque from Rendez-Vous (028)	<u>\$300.00</u>	(\$300.00)
Reconciled Bank Balance @ :	December 31, 2019	<u>\$40,379.01</u>

This Bank Reconciliation has been reviewed at a Meeting and approved by:

Joe Becigneul	Courtney Haigh
Printed Name & Signature	Printed Name & Signature
Trustee / Parliamentarian	Executive Secretary
Position	Position
2020-Sept-24	2020-Sept-24
Date	Date



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Greater St Albert Catholic Schools Education Foundation

2020 Annual General Meeting, September 24, 2020

President's Report

Good Evening Greater St. Albert Catholic Schools Education Foundation Community

Tonight, I am pleased to provide a report on the Education Foundation's activities over the past two years of my term as Chairperson.

Charities such as the GSACS Education Foundation have two primary objectives, to raise money, and then distribute said money in a manner that advances their vision and Mission Statement. The Education Foundation's Mission is to enhance the educational and spiritual opportunities of students in Greater St Albert Catholic Schools. Our Motto is **Building Better Futures, One Student at a Time.**

Prior to my appointment as chair for the Education Foundation, we were doing an excellent job raising money but were lacking in the distributing department. My term saw the Foundation improve its performance in this area. In spring 2018 we launched the Scholarship for the Future Award, a \$1,000 scholarship awarded to two graduating grade 12 GSACRD students who demonstrated commitment to service in their community and an appreciation for the unique opportunities offered by being a GSACRD student. For 2020, we had planned to change the scholarship to affect more students. Rather than offer two \$1,000 scholarships, we decided to offer two, \$500 awards to graduating grade 12 students, and four, \$250 awards to graduating grade 9 students. Unfortunately, COVID delayed the roll out of the grade 9 awards, but we look forward to offering them in June 2021. As for the High School awards, we are please to announce that the recipients of the awards are Sadie Vogel and Daphne Charrois. A formal presentation of the scholarship will take place at each students' respective High School Awards Night.

In addition to the creation of Scholarships, the Education Foundation also launched our school group grant initiative, the Futures Fund Grant. For the 2018-2019 school year, the Foundation funded just over \$7,000 worth of projects and initiatives at various GSACRD schools. Some examples include funding the purchase of mobile bookshelves for École Marie Poburan, funding for benches for an outdoor classroom

at Georges H Primeau Middle School, and purchasing Bibles for the grade 4 students at Neil M. Ross. Funding for 2019-2020 was unfortunately held up again do to COVID, but I am pleased to announce that as of last week, applications have opened for the 2020 Future Funds Grant requests.

It should be noted that during my term the Foundation did not just give away money, we did continue to Fund-Raise. In spring of 2019, we held a dinner that included a live music performance and silent auction. The event, Sweetheart Soiree: An Evening with Martin Kerr was a great success that netted \$7,733 in proceeds. Unfortunately, our planned 2020 events, a fun Casino Night and a Beatles Cover Band concert, had to be postponed, but we hope to hold another event once the pandemic is behind us.

Going forward, the Foundation hopes to improve on its strategic communications and large gift fund raising efforts. A \$1 Million dollar endowment fund, while lofty, has been the Foundation's goal since inception.

Thank you for the opportunity to lead Foundation these past two years. I am proud of the growth the Education Foundation experienced during my tenure as Chair, and I am confident that under Alyssa's leadership we will continue our positive trajectory. Thank you for your engagement with the Foundation, and God Bless.

Kristofer R.F. Akkerman
2018-2020 Chair