



Greater St. Albert Catholic Schools Education Foundation



Greater St. Albert Catholic Schools Education Foundation Annual General Meeting AGENDA

Tuesday, March 23, 2021

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

1. **Call to Order** (Frew)
2. **Opening Prayer** (McEvoy)
3. **Introductions & Sign-In Reminder** (Frew)
4. **Acknowledgement** (Becignuel)

The Greater St. Albert Catholic Schools Education Foundation acknowledges that it is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Metis Nation. Kinanaskomitin, Manito (Thank you, Creator).

5. **Additions and/or Deletions from the Agenda**
6. **Agenda Approval**

Be it resolved that the Foundation members approve the 2021 AGM Agenda as presented (or as amended).

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

7. **Approval of 2020 AGM Minutes**

Be it resolved that the Foundation members approve the 2020 AGM Minutes as circulated (or as circulated and amended).

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

8. **Elections**

8.1. **Directors**

- 8.1.1. Up to three (2) **Student Members** - grades 9 through 12, with a maximum of one (1) from any division school (SACHS is currently represented)

Be it resolved that the Foundation members approve _____ for the position(s) of **DIRECTOR – Student Member(s)** for a two-year term (2021-2023).

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

8.1.2. One (1) **Community Member** from the **Town of Legal or a Member-at-Large** in their stead

Be it resolved that the Foundation members approve _____ for the position of **DIRECTOR – Community Member: Town of Legal or a Member-at-Large** in their stead, for a two-year term (2021-2023).

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

8.1.3. One (1) **Community Member from the Town of Morinville**

Be it resolved that the Foundation members approve _____ for the position of **DIRECTOR – Community Member: Town of Morinville** for a two-year term (2021-2023).

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

8.1.4. One (1) **Professional Legal Community (law profession) Member**

Be it resolved that the Foundation members approve _____ for the position of **DIRECTOR – Professional Legal Community Member** for a two-year term (2021-2023).

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

and/or

8.1.5. One (1) **Professional Business Community Member (POSITION FILLED)**

Robert Akkerman elected in 2020 as **DIRECTOR – Professional Business Community Member** for a two-year term (2020-2022).

8.2. Executive - Secretary (2021-2023)

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

Courtney Haigh has agreed to let her name stand.

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

9. Reports Review and Financial Statement(s) Approval

9.1. Report from the Chair

Be it resolved that the Foundation members receive the Report from the Chair as information, read in the meeting, to be posted with the minutes on the website, post-meeting.

Moved by: _____
Seconded by: _____
Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

9.2. Treasurer’s Report @ February 28, 2021

Be it resolved that the Foundation members receive the Treasurer’s Report as information, read in the meeting, to be posted with the minutes on the website, post-meeting.

Moved by: _____
Seconded by: _____
Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

9.3. Christmas Cash 50/50 Final Report

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: _____
Seconded by: _____
Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

9.4. Statement of Operations and Changes in Fund Balances – Dec. 31, 2020

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 @ December 31, 2020.

Moved by: _____
Seconded by: _____
Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

9.5. Statement of Financial Position @ December 31, 2020

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: _____
Seconded by: _____
Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

9.6. Bank Statement Reconciliation @ December 31, 2020

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: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

10. Re-Allocation of Funds from Group Requests back to Unrestricted

\$5,000 was reallocated from Unrestricted to Group Requests at the 2020 AGM.

There was only a single Fundraiser in 2020 (Christmas Cash 50/50, with all proceeds directed by motion to Group Requests), depleting the working balance.

Funds should be returned to Unrestricted to continue operations (covering website costs, fees for donation processing, and potential insurance premiums – not known at this time).

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: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

11. New Business

11.1. Grade 12 Scholarships (ongoing – K Akkerman)

11.2. Grade 9 Scholarships (new – Haigh)

11.3. Online Donations Active (Schlag)

12. Closing Prayer (Rob Akkerman)

13. Adjournment

Moved by: _____

Seconded by: _____

Carried (Defeated) by a vote of _____ In FAVOR; _____ Opposed

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>\$</u>	<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)

NOT APPROVED

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

DRAFT

REVENUES	Current Year - 2020					2019
	Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL	Prior Year
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

NOT APPROVED

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

DRAFT

ASSETS	Current Year - 2020					2019
	Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL	Prior Year
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
Date

NOT APPROVED**DRAFT**

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)		<u>(\$2,350.00)</u>
Reconciled Bank Balance @ :	December 31, 2020	<u><u>\$37,719.04</u></u>

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