

Esquimalt High School Alumni Foundation Annual General Meeting

Monday, November 19, 2018
Esquimalt High School, 847 Colville Road

1. Call to Order Gary Moser, Moderator

The meeting was called to order at 7:55 pm. Gary declared a quorum present.

2. Approval of Agenda Gary Moser

The agenda had been circulated by e-mail. There were no changes or additions and it was accepted as circulated.

3. Approval of Minutes from 2017 AGM George Copley/Gary Moser

The Minutes from the 2017 AGM of the Alumni Foundation, dated November 20, 2017, were posted on the Alumni Association website well in advance of this year's AGM. There were no errors or omissions noted by the members present and so the Minutes were adopted as posted.

4. President's Report Dave Allen

Dave handed out a document (**Attachment "A" EHS Foundation President's Report**) giving a summary of the Alumni Foundation's activities and accomplishments in the past year.

The Alumni Foundation continued to be actively involved in several fundraising activities last year. In particular, Alumni Foundation members worked with several other groups in operating the Langos booth at both the Buccaneer Days celebration (netted about \$1500) and the Ribfest event (netted about \$3500). The profits were shared with the other groups who were the Rainbow Kitchen, the EHS Leadership class and other students from the school. A small part of the funds (\$230) went to the Alumni Association for the sale of Alumni merchandise at RibFest. Money raised by the Funding Society from members' donations (\$3200 for the Scholarship Fund, \$800 for replacement of musical instruments and \$600 for the turf field from the 1978 Reunion class), goes to fund specific projects such as providing scholarships, establishing a turf field, replacing musical instruments and so on. For example, the Foundation allocated \$3,000 this year to provide three \$1,000 scholarships this year to deserving students.

Dave thanked the executive of the Alumni Foundation and the members who have volunteered their time and money for their great support and generosity.

Finally, Dave explained the reason why the Alumni Foundation exists separate and apart from the Alumni Association even though they have similar overlapping charitable purposes ie raising funds to support the educational activities of Esquimalt High School. The Alumni Association, however, has the important non-charitable purpose of maintaining and displaying archival material and preserving items having a heritage value. Revenue Canada through its Charities Division issues tax numbers to charitable organizations to allow them to issue tax receipts to donors for charitable deductions from their income tax. The Alumni Foundation, which has only charitable purposes and none other, meets Revenue Canada's qualifications to be issued a tax number while the Alumni Association with its combination of charitable and non-charitable purposes does not. Right now donations to the Alumni Foundation go through School District 61 which issues tax receipts in its own name but in the future we hope to have our own charitable tax status so donations will go through the Alumni Foundation and there will be the capacity to issue tax receipts which is crucial to attracting those donations.

5. Treasurer's Report Ryan Richard 2017/2018 Financial Statements & Review of Books

Ryan displayed the Financial Statements for 2017-2018 for the Alumni Foundation (**Attachment B-Financial Statements October 31, 2018**) on a screen on the stage. There was a net balance of \$1,579.83 on November 1, 2017, to start the coming fiscal year. Revenue from RibFest and Buccaneer Days constituted the fundraising for the year and the final balance after expenses and uncashed cheques was \$1,656.85.

Specific details of all sales revenue and disbursement are to be found in **Attachment "B"**.

Motion-Ryan moved that *the Oct. 31, 2018, Financial Statement* be received and recorded in the Minutes. Seconded. **Carried**.

Motion-Ryan moved that the *Financial Review* by Dawn Paniz be accepted. (**Attachment "D"-Financial Review**) . Seconded. **Carried**

Motion-Ryan moved that the Alumni Foundation appoint Dawn Paniz to perform the *Financial Review* for 2018/2019 fiscal year. Seconded. **Carried**

2017/2018 Budget, Signing Officers, & Financial Reviewer

The budget for next year (**Attachment C-Proposed Budget for 2018/2019 Fiscal Year**) was displayed on the screen and Ryan explained that the expected balance at Oct. 31, 2019, resulted from adding to the balance forward at November 1, 2018, \$1,426.85, the fundraising revenue of \$1,500 and donations of \$1,000 and deducting expenses of \$1,050.

Motion-Ryan moved that the *Proposed Budget for 2018/2019 Fiscal Year* be approved. Seconded . **Carried**

Motion-Ryan moved that the Alumni Foundation approve the positions of President, Vice President, Secretary, and Treasurer as signing officers of the Alumni Foundation and that the Alumni Foundation continue to use Coast Capital Savings for its banking. Seconded.

Carried (Note: The five Treasurer's Motions set out in **Attachment "D"** were moved, seconded and carried after discussion of all of the three Attachments was finished)
(**Attachment E- Treasurer's Motions**)

6. **Fund Raising 2017/2018** **Dave Allen**

This has been mostly covered for the current year under the President's report in **Attachment "A"**.

7. **Fund Raising 2018/2019** **Dave Allen**

The executive of the Alumni Foundation has decided to not formally request donations the coming year, but if our members wish to they can donate to the Scholarship Fund or the Turf Field Fund.

8. **Election of Officers** **Marilyn McCrimmon**

Marilyn read out the nominations for the 2018/2019 board to serve for one year:

President - Dave Allen

Vice President - Gary Moser

Treasurer - Ryan Richard

Secretary - George Copley

Director - Brenda O'Connor

Director - Barry Scott

Director - Jason Johnson

She then asked for any further nominations three times. Hearing none she declared the nominees elected by acclamation.

9. **Adjournment**- Next AGM November 18, 2019

EHS Foundation President's Report

This past year the members of the EHS Alumni and Foundation have provided:

- a) Support for members of the EHS Leadership Class and Robotics Team at the Langos booth at Buccaneer Days. (5-6 member)**
- b) A continued partnership with members of the Rainbow Kitchen and EHS Leadership class at the Langos booth at RibFest. (15 members)**
- c) Help for the setting up and taking down RibFest which involved 4 classes from the school along with 12 members.**
- d) The collection of donations for the Scholarship Fund and money for replacement of musical instruments. (20 members)**
- e) Assistance with the RibFest Society on fundraising for the new turf field at the school.**
- f) The writing and distribution of a newsletter to our members.**

We have accomplished:

- a) Awarding of 3 - \$1000 scholarships to deserving students.**
- b) Members donated \$3200 to the Scholarship Fund and \$800 for replacement of musical equipment.**
- c) Members of the 1978 Reunion donated \$600 to the Turf Field Fund.**
- d) \$1500 was raised at Buccaneer Days for school groups and \$3500 raised at RibFest.**

The Executive of the Foundation has decided to not formally request donations this year, but if our members wish to they can donate to the Scholarship Fund or the Turf Field Fund.

I would like to thank the executive of the Foundation and the members who have volunteered their time and money for their great support and generosity.

ATTACHMENT "B"

Financial Statements October 31, 2018

November 1, 2017 to October 31, 2018

Bank Membership Shares	\$	5.00
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<i>Society Administration</i>		
Previous Balance (November 1, 2017)	\$	1,579.83
Income	\$	4,997.68
Interest	\$	0.05
Deposits	\$	4,997.63
Expenses	-\$	5,150.66
BALANCE (October 31, 2018)	\$	1,426.85

<i>Fundraising</i>		
RibFest	\$	4,997.63
TOTAL	\$	4,997.63

<i>Bank Account</i>		
Previous Balance	\$	1,579.83
Interest	\$	0.05
Deposits	\$	4,997.63
Withdrawals	-\$	5,150.66
Uncashed Cheques	\$	230.00
TOTAL BALANCE	\$	1,656.85

SUBMITTED BY: Ryan Richard, Treasurer

Breakdown of Sales

Revenue

POP	Amount Per Dozen	Total Units	Notes	Day	Total
Pop Purchased	98	1176	Left at School for Leadership Class to sell	Sales Friday	\$ 607.00
Remaining	-4	-48		Sales Saturday	\$ 3,075.00
Pop Sold	94	1128		Sales Sunday	\$ 1,256.00
Cost per Unit		\$ 1.00		US Cash (at par)	\$ 46.00
Total	\$	1,128.00		GROSS REVENUE	\$ 4,984.00
WATER	Amount Per Dozen	Total Units	Notes	Expenses	
Water Purchased	70	840	Left at School for Leadership Class to sell	Item	Cost
Remaining	-6	-72		Event Fee	\$ 200.00
Water Sold	64	768		Dough (Receipt #1)	\$ 320.00
Cost per Unit		\$ 1.00		Beverages (Receipt #2)	\$ 462.18
Total	\$	768.00		Beverages (Receipt #3)	\$ 90.70
LANGOS	Amount Per Box	Total Units	Notes	Beverages (Receipt #4)	\$ 99.09
Langos Purchased	8	1280	Left at School for Leadership Class to sell	Beverages Refund (Receipt #5)	\$ 42.90
Remaining	-2	-320		Merchandise from Association	\$ 230.00
Langos on Trays	6	960		Supplies (Receipt #6)	\$ 80.41
Leftovers on Trays		-220		Merchandise from School	\$ 30.00
Langos Sold		740		Total	\$ 1,477.56
Damages	-20	720	Trays to Cafeteria Program	NET PROFIT	\$3506.44
Staff	-13	707			
Cost per Unit		\$ 4.00			
Total	\$	2,629.00			
Alumni Merchandise Sold	\$ 260.00				
TOTAL REVENUE	\$	4,984.00			

Disbursements

Person/Organization	Amount	Cheque Number
Deposit from Ribfest	\$ 4,997.63	
Reimbursement of Event Fee	-\$ 200.00	
Dave Allen (Expenses)	-\$ 1,017.56	6
Rainbow Kitchen	-\$ 1,200.00	7
Esquimalt High School Leadership Class	-\$ 1,120.00	8
Esquimalt High School (Hoodie)	-\$ 30.00	9
Esquimalt High School Alumni Association	-\$ 230.00	10
BALANCE	\$	1,200.07

ATTACHMENT "C"

Proposed Budget for 2018/2019 Fiscal Year

November 1, 2018 to October 31, 2019

Society Administration	
Balance Forward (November 1, 2018)	\$ 1,426.85
Revenue	
Fundraising	\$ 1,500.00
Donations	\$ 1,000.00
Expenses	
School Requests	-\$ 1,000.00
Society Filing Fees	-\$ 50.00
BALANCE October 31, 2019	\$ 2,876.85

SUBMITTED BY: Ryan Richard, Treasurer

ATTACHMENT "D"

Financial Review by Dawn Paniz for 2017/2018 Fiscal Year

**Esquimalt High School
Alumni Foundation**

*Financial Review
for
Fiscal Year Ended October 31, 2018*

I have undertaken a detailed review of the financial records for the fiscal year and year ended October 31, 2018 for Esquimalt High School Alumni Foundation. This review consisted of an examination of all transactions processed by the Esquimalt High School Alumni Foundation for the fiscal year as well as other records deemed necessary.

At the completion of the review, I was satisfied that the financial records were in good and accurately reflected the statement information presented for the period under review.

Respectively submitted,



R. Dawn Paniz

November 15, 2018

ATTACHMENT "E"

Motions:

1. Moved that the *October 31, 2018 Financial Statement* be received and recorded in the minutes.
 2. Move that the *Financial Review* report by Dawn Paniz be accepted
 3. Move that the *Proposed Budget for 2018/2019* fiscal year be approved.
 4. Move that the Alumni Foundation appoint Dawn Paniz to preform the *Financial Review* for the 2018/2019 fiscal year
 5. Move that the Alumni Foundation approve the positions of President, Vice President , Secretary and Treasurer as signing officers of the Alumni Foundation and the Alumni Foundation continue to use Coast Capital Savings for its banking.
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