

Esquimalt High School Alumni Foundation Annual General Meeting

Monday, November 18, 2019
Esquimalt High School, 847 Colville Road

1. **Call to Order** **Gary Moser, Moderator**

The meeting was called to order at 8:00 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 2018 AGM** **George Copley/Gary Moser**

The Minutes from the 2018 AGM of the Alumni Foundation, dated November 19, 2018, 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.

Motion-George moved that the 2018 AGM Minutes be adopted as posted. Seconded Gary. **Carried.**

4. **President's Report** **Dave Allen**

Dave gave a summary of the Alumni Foundation's activities and accomplishments in the past year adding to the President's Report for the Alumni Association AGM which he delivered in Brenda's absence. His notes for the Foundation Report were later typed up and a copy is attached (**Attachment "A" EHS Foundation President's Report**). In the Foundation meeting Dave specifically made mention of the following points. RibFest continues to be a significant fundraiser raising almost \$10,000 for four student groups at EHS and in addition is a generous contributor to the Turf Field Fund. As it has done for the last 12 years the Alumni Association participated in the wreath laying ceremony at Memorial Park in Esquimalt with an Association member and an EHS student attending. In this context he mentioned the plaque hanging just outside the theatre remembering by name the Esquimalt students who lost their lives in World War I. This plaque hung in the Lampson Street Elementary School for many years before it closed. The Foundation took part in the Arts Council's Celebration of Light in May. Dave noted that the work we do for the school is greatly appreciated. That includes the executive of both the Association and the Foundation, the members who donate money to the various funds and the volunteers from both societies who have given freely of their time throughout the year. He thanked the various student groups who have supported and participated in fund raising and other activities such as at Ribfest, Remembrance Day ceremonies and the Celebration of Lights. He also thanked the staff from the school including the office staff, teaching staff, the administration and the custodial staff for all of their support in the past year.

5. **Treasurer's Report** **Ryan Richard**

2018/2019 Financial Statements & Review of Books

Ryan displayed the Financial Statements for 2018/2019 for the Alumni Foundation (**Attachment B-Financial Statements October 31, 2019**) on a screen on the stage. There was a net balance of \$1,661.85 on November 1, 2018, to start the fiscal year. The net balance as at the end of the fiscal year, October 31, 2019, was \$3,385.07. Specific details of all revenue and expenses are to be found in **Attachment "B"**.

Motion-Ryan moved that the Oct. 31, 2019, Financial Statement be received and recorded in the Minutes. Seconded Barry Scott. **Carried**.

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

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

2018/2019 Budget, Signing Officers, & Financial Reviewer

The budget for next year (**Attachment C-Proposed Budget for 2019/2020 Fiscal Year**) was displayed on the screen. Ryan explained that the expected balance at Oct. 31, 2020, of \$1,450.00 resulted from adding the fundraising revenue from Ribfest of \$1,500 and donations of \$1,000 and deducting projected expenses of \$1,050.

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

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 2019/2020 Dave Allen

This has been mostly covered for the current year under the President's report in **Attachment "A"**. The Alumni Association plans to continue its fundraising activities in the coming fiscal year by again participating in RibFest and the Celebration of Lights. As well, a number of original artworks, oil paintings, watercolours and pencil sketches, have been offered as a donation to the Association which plans to sell them by silent auction in the spring. The proceeds of the auction will be used to benefit the students at EHS.

7. 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 – Tina Pierik

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

8. **Adjournment-** Next AGM November 16, 2020

ATTACHMENT "A"

President's Report for Alumni Foundation AGM 2019

Presented by Dave Allen

I would like to highlight the accomplishment of the Alumni Foundation this past year. These include some of the points in the report from Brenda's President's report at the Alumni Association AGM:

- 1) RibFest — This was the main focus of this past year as a fundraising for our group. We saw several groups from the school raise almost \$10,000 at this September event. These groups were the Leadership Class, the Robotics Team, the Girls' Basketball Program, the Athletics Department and the Alumni Association.
- 2) Scholarship Fund As reported earlier almost \$1500 was raised this past year in donations from individual alumni members and several reunions that donated the excess funds after their reunion was completed.
- 3) Support for activities During this last year the Alumni Foundation took part in the Esquimalt Arts Council' Celebration of Light in May. As mentioned earlier alumni members were very involved with the set-up, take down of RibFest and the running of the Langos Booth at RibFest. The Association again participated in the annual Remembrance Day Ceremony in Memorial Park and the Foundation also assisted the Esquimalt PAC in the sale of raffle tickets on the fundraiser to support the school athletic program.
- 4) Policy of Privacy Protection and Access to Alumni Foundation record — As noted in the Alumni Association AGM, the Foundation also developed policies on protecting Alumni Foundation members' personal information. The foundation also completed a policy on the access to Foundation records. The Foundation Executive was most thankful to have the excellent guidance of George Copley as these two policies were developed. These will be up on the Alumni website shortly after the AGM.
- 5) Thank you to volunteers — I would like to thank 4 groups who have given freely of their time during the past year. First the executive members of the Foundation who continue to carry out the organizing of the fundraising activities that has been carried out this past year. Second, I would like to thank the many Alumni members who have donated time and money this past year. Third, the support from the school including the office staff, the administration, the teaching staff, the custodial staff and the students has been significant. I would ask Tina Pierik to share our thanks with all of these groups as they have all provided assistance to the Foundation this past year.
- 6) Closing — In closing I would ask members of the Foundation Association to consider positions on the executive, or one of the Foundation committees or helping by donating time and/or money to any of the Foundation events. Thank you.

ATTACHMENT "B"

Esquimalt High School Alumni Foundation

Statement of Financial Position

Yearly Financial Review

	Current Year (2018/2019)	Previous Year (2017/2018)	Change from Previous Year
<u>Assets</u>			
<u>Current Assets</u>			
Bank Balance	\$3,872.07	\$1,656.85	\$2,215.22
Accounts Receivable	\$0.00	\$0.00	\$0.00
Membership Shares	\$5.00	\$5.00	\$0.00
	\$3,877.07	\$1,661.85	
<u>Liabilities & Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable [1] [2] [3]	(\$487.00)	(\$230.00)	\$257.00
<u>Net Assets</u>			
Restricted Net Assets [4]	\$5.00	\$5.00	
Unrestricted Net Assets	\$3,872.07	\$1,656.85	\$2,215.22
	\$3,390.07	\$1,891.85	\$1,958.22
	\$3,385.07	\$1,661.85	\$1,723.22

Esquimalt High School Alumni Foundation
 Yearly Financial Review

Statement of Operations

	Current Year (2018/2019)	Previous Year (2017/2018)	Change from Previous Year
Revenues			
Fundraising — RibFest	\$7,050.87	\$4,767.63	\$2,283.24
Alumni Merchandise Sales — RibFest	\$307.00	\$230.00	\$77.00
Membership Fees [5]	\$192.91		\$192.91
Interest	\$0.16	\$0.05	\$0.11
	\$7,550.94	\$4,997.68	\$2,553.26
Expenditures			
Administration [6]	(\$40.00)	(\$446.91)	(\$406.91)
Office Supplies	(\$80.39)	(\$168.18)	(\$87.79)
School Request for Funds		(\$750.00)	(\$750.00)
Esquimalt High School Alumni Association Transfers	(\$487.00)	(\$230.00)	\$257.00
Awards		(\$156.58)	(\$156.58)
Esquimalt High School Merchandise Purchased	(\$196.00)	(\$30.00)	\$166.00
RibFest— Profit Share to Partners [7]	(\$4,420.00)	(\$2,320.00)	\$2,100.00
RibFest— Direct Expenses	(\$1,419.83)	(\$1,217.56)	\$202.27
Remembrance Day Wreath	(\$95.00)		\$95.00
	(\$6,738.22)	(\$5,319.23)	(\$1,418.99)
Excess of Revenues over Expenditures	\$812.72	(\$321.55)	

November 1, 2018 - October 31, 2019

ATTACHMENT "C"

Esquimalt High School Alumni Foundation

Proposed Budget

Yearly Financial Review

November 1, 2019 to October 31, 2020	
<u>Proposed Revenues</u>	
Fundraising — RibFest (Net Profit) [8]	\$1,500.00
Donations	\$1,000.00
Total Revenues	\$2,500.00
<u>Proposed Expenditures</u>	
School Request for Funds	(\$1,000.00)
Administration [9]	(\$50.00)
Total Expenditures	(\$1,050.00)
	\$1,450.00

Yearly Financial Review

Statement of Financial Review

- [1] \$5.00 must be held as Coast Capital Savings Membership Shares to maintain membership.
- [2] Outstanding cheque made out to Alumni Association for \$90.00 for membership dues collected up to June 7, 2019.
- [3] Outstanding cheque made out to Alumni Association for \$90.00 for membership dues and donation collected up to August 19, 2019.
- [4] Outstanding cheque made out to Alumni Association for \$307.00 for Alumni merchandise sold during Ribfest.

Statement of Operations

- [5] Collected membership fees on behalf of the Esquimalt High School Alumni Association. There was a \$40.00 donation added with one of the membership e-transfers.
- [6] Society filing fees with the Provincial Government.
- [7] Profit share with Rainbow Kitchen and Esquimalt High School Leadership Class (\$2,210.00 to each group).

Proposed Budget

- [8] Same partnership with Rainbow Kitchen and Esquimalt High School Leadership Class.
- [9] Ongoing Society filing fees with the Provincial Government.

November 1, 2018 — October 31, 2019

ATTACHMENT "D"

Esquimalt High School Alumni Foundation

Financial Review Letter

Yearly Financial Review

I have undertaken a detailed review of the financial records for the fiscal year ended October 31, 2019 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 10, 2019

ATTACHMENT “E”

E.H.S. Alumni Foundation
2019 AGM
Motions by the TREASURER

1. Move that the November 1, 2018 to October 31, 2019 Financial Statements be received and recorded in minutes.
2. Move that the Financial Review and audit report by Dawn Paniz be accepted.
3. Move that the proposed budget for 2019-2020 be approved.
4. Move that the society appoint Dawn Paniz to perform the financial review for the 2019-2020 fiscal year.
5. Move that the Foundation approve the positions of President, Vice President, Secretary and Treasurer as signing officers (any 2 of 4 signatures required) of the Foundation and the Foundation continue to use Coast Capital Saving for banking.