

EHS Alumni Foundation
Minutes of the Directors Meeting
October 17, 2022
EHS Staff Room

Attendees: Dave Allen President
Ryan Richard Treasurer
George Copley Secretary
Sara Garr EHS Principal, Director
Barry Scott Director
Robert Laidler Director
Brenda O'Conner Director

Regrets Cathy Praud Director

Agenda Items:

1. Call to Order at 8:28PM- Dave

2. Minutes of August 22, 2022 Meeting- George

The Minutes of the August 22, 2022 Directors meeting circulated prior to the present meeting were tabled. There were no errors or omissions.

Moved by George Copley that the Minutes be accepted as circulated.

Seconded by Ryan Richard

Carried

3. Treasurer's Report -Ryan

- Ledger Balance-As of October 1st the Foundation's bank balance stood at \$5,913.94 with one outstanding cheque for the Rainbow Kitchen's RibFest profit share in the amount of \$2, 225.00 leaving a Ledger Balance of \$3,688.94. Appendix "A" Draft General Ledger November 1, 2021 to October 31, 2022
- RibFest Revenue and Expense-Ryan reported that Ribfest was a financial success this year with total revenue to the Foundation of \$9,881.07 and total expenses paid out by the Foundation of \$3,243.58 leaving an excess of revenues over expenditures for RibFest of \$6,637.49. Appendix "B" Draft Statement of Revenue and Expenses for RibfFest 2022
- Draft Financial Statements for AGM- Ryan provided draft financial statements for presentation at the AGM which included the Statement of Financial Position, Statement of Operations and Proposed Budget for the Foundation's 2022-2023 fiscal year. These drafts have not yet been reviewed by the Financial Reviewer which must take place before the AGM. The Statement of Operations shows that overall, the Foundation is expected to have an excess of revenues over expenditures of \$1,209.36. Appendix "C" Draft Financial Statements Ledger November 1, 2021 to October 31, 2022

Moved by Ryan Richard that the Treasurer's Report be accepted.

Seconded by Barry Scott

Carried

4. RibFest 2022-Summary- Dave

Dave reported that this year's RibFest was the most successful in 10 consecutive years of RibFest (2020 was not directly comparable since it was a different event, a drive through event because of Covid-19 distancing measures). The Saturday crowd was huge and we did well at the Langos booth with brisk sales of Langos, bottled water and pop. By 6:30 PM on Sunday everything had been sold-about 1100 Langos, 1500 water bottles and 1500 pops- and so there were no returns to the suppliers. The three participating organizations, the Rainbow Kitchen, EHS Leadership Class and Alumni Association, received about \$2,200 each as their share of the profits from the Langos booth. Comments from customers were very positive about the Langos booth. Those customers were generous as well contributing almost \$600 in tips over the three days of operation. Overall RibFest also did very well. In addition to its other revenues the organization received about \$70,000 in donations at the gate. All of the money received by Ribfest net after expenses are paid goes back into the community to benefit the people in Esquimalt. For instance, this year Ribfest will put another \$60,000 into the turf field fund and \$10,000 into the Jason Buie Scholarship fund from its income. Going forward the three organizations participating in the operation of the Langos booth will have to revisit their pricing structure which is very modest, \$1.00 for a bottle of water, \$1.50 for pop and \$4.20 for Langos (average price).

5. Fundraising 2022-2023-Donation Requests-All

Detailed discussion of fundraising was put off until the next meeting in January. Both the turf field and scholarship funds will be mentioned in the Newsletter coming out at the end of October and donations invited for those funds. There have been a number of repeat donors and donations annually over the years have amounted to a sizable amount.

6. AGM Preparation-All

The Foundation AGM will have the same format as the Association AGM. It will be a hybrid in person and Zoom meeting with George acting as moderator for both AGM's. Brenda O'Connor will supervise the Association's election of officers and Marilyn McCrimmon will do the same for the Foundation.

7. Adjournment at 8:43 PM

8. Next Meeting – AGM Nov. 21, 2022

-Exec. Meeting Jan. 16, 2023

Appendix "A"

| CHEQUE NUMBER | LEDGER DATE | BANK DATE | PAYEE | DESCRIPTION | CATEGORY | DEBIT | CREDIT | LEDGER BALANCE | OUTSTANDING CHEQUE | BANK BALANCE |
|--|----------------|-------------|---|--------------------------------------|----------|---------------|-------------|----------------|-----------------------|---------------|
| Restricted Assets Account (Membership Shares) | | | | | | | | | | |
| | 01 Nov 2021 | 01 Nov 2021 | | Opening Balance | | | | | | \$5.00 |
| | 31 Oct 2021 | 31 Oct 2021 | | Closing Balance | | | | | | \$5.00 |
| Unrestricted Assets Account (General Banking Account) | | | | | | | | | | |
| | 01 Nov 2021 | 01 Nov 2021 | | Opening Balance | | | | | | 1 \$ 4,414.69 |
| 34 | 23 Sep 2021 | 18 Nov 2021 | Esquimalt High School | Leadership: RibFest Profit Share | 201 | \$ (1,810.23) | | \$ 2,604.46 | | \$ 2,604.46 |
| 36 | 01 Nov 2021 | 17 Nov 2021 | Esquimalt legion #172 Poppy Fund | Remembrance Day Wreath | 104 | \$ (95.00) | | \$ 2,509.46 | | \$ 2,509.46 |
| | 30 Nov 2021 | 01 Dec 2021 | Balance Forward | | | | | \$ 2,509.46 | | \$ 2,509.46 |
| | 31 Dec 2021 | 01 Jan 2022 | Balance Forward | | | | | \$ 2,509.46 | | \$ 2,509.46 |
| 37 | 17 Jan 2022 | 25 Aug 2022 | George Copley | Society Filing Fees | 101 | \$ (40.00) | | \$ 2,469.46 | | \$ 2,469.46 |
| | 31 Jan 2022 | 01 Feb 2022 | Balance Forward | | | | | \$ 2,469.46 | | \$ 2,469.46 |
| | 14 Sep 2022 | 01 Mar 2022 | Balance Forward | | | | | \$ 2,469.46 | | \$ 2,469.46 |
| | 14 Sep 2022 | 02 Mar 2022 | Balance Forward | | | | | \$ 2,469.46 | | \$ 2,469.46 |
| | 30 Apr 2022 | 01 May 2022 | | | | | | \$ 2,469.46 | | \$ 2,469.46 |
| | 31 May 2022 | 01 Jun 2022 | | | | | | \$ 2,469.46 | | \$ 2,469.46 |
| 38 | 14 Jun 2022 | 22 Jun 2022 | Esquimalt High School | Grad Expenses | 201 | \$ (1,000.00) | | \$ 1,469.46 | | \$ 1,469.46 |
| | 30 Jun 2022 | 01 Jul 2022 | | | | | | \$ 1,469.46 | | \$ 1,469.46 |
| | 31 Jul 2022 | 01 Aug 2022 | | | | | | \$ 1,469.46 | | \$ 1,469.46 |
| 39 | 22 Aug 2022 | 17 Sep 2022 | Esquimalt Fire Fighters Charitable Foundation | RibFest Fee | 103 | \$ (200.00) | | \$ 1,269.46 | | \$ 1,269.46 |
| | 31 Aug 2022 | 01 Sep 2022 | Balance Forward | | | | | \$ 1,269.46 | | \$ 1,269.46 |
| 40 | 08 Sep 2022 | 09 Sep 2022 | Ryan Richard | RibFest Float | 103 | \$ (930.00) | | \$ 339.46 | | \$ 339.46 |
| | 14 Sep 2022 | 14 Sep 2022 | Bank Deposit | RibFest Float | 103 | | \$ 930.00 | \$ 1,269.46 | | \$ 1,269.46 |
| | 14 Sep 2022 | 14 Sep 2022 | Bank Deposit | RibFest Deposit (Deposit Error) | 103 | | \$ 8,795.95 | \$ 10,065.41 | | \$ 10,065.41 |
| | 14 Sep 2022 | 14 Sep 2022 | Bank Deposit | RibFest Deposit (Reversal) | 103 | \$ (8,795.95) | | \$ 1,269.46 | | \$ 1,269.46 |
| | 14 Sep 2022 | 14 Sep 2022 | Bank Deposit | RibFest Deposit | 103 | | \$ 8,875.95 | \$ 10,145.41 | | \$ 10,145.41 |
| | 14 Sep 2022 | 14 Sep 2022 | Bank Deposit | RibFest Deposit (American Funds) | 103 | | \$ 5.12 | \$ 10,150.53 | | \$ 10,150.53 |
| | 14 Sep 2022 | 14 Sep 2022 | Bank Deposit | RibFest Deposit (Spare Rolled Coins) | 103 | | \$ 70.00 | \$ 10,220.53 | | \$ 10,220.53 |
| 41 | 20 Sep 2022 | 22 Sep 2022 | Dave Allen | RibFest Expenses | 103 | \$ (2,081.59) | | \$ 8,138.94 | | \$ 8,138.94 |
| 42 | 20 Sep 2022 | 28 Sep 2022 | Esquimalt High School | Leadership: RibFest Profit Share | 103 | \$ (2,225.00) | | \$ 5,913.94 | | \$ 5,913.94 |
| 43 | 20 Sep 2022 | | Rainbow Kitchen | RibFest Profit Share | 103 | \$ (2,225.00) | | \$ 3,688.94 | (2,225.00) | \$ 5,913.94 |
| | 30 Sep 2022 | 01 Oct 2022 | Balance Forward | | | | | \$ 5,913.94 | | \$ 5,913.94 |
| | | | | | | | | \$ 5,913.94 | | \$ 5,913.94 |

Esquimalt High School Alumni Foundation

General Ledger
November 1, 2021- October 31, 2022

Appendix "B"

Esquimalt High School Alumni Foundation

RibFest - Expenses

November 1, 2021- October 31, 2022

| | | |
|--|--|----------------------|
| BANK DEPOSIT | | \$ 9,881.07 |
| <i>Expenses (See Expense Claim Form in Expenses Tab)</i> | | |
| Item | Whom | Total |
| Event Fee | Esquimalt Firefighters Charitable Foundation | \$ (200.00) |
| Float | Ryan Richard | \$ (930.00) |
| Lango Dough | Dave Allen (Country Grocer) | \$ (385.00) |
| Water | Dave Allen (Wholesale Club) | \$ (262.56) |
| Pop | Dave Allen (Wholesale Club) | \$ (647.93) |
| Supplies | Dave Allen (Wholesale Club) | \$ (120.24) |
| Table Cloths | Dave Allen (Dollar Store) | \$ (11.20) |
| Lunch for Volunteers (Thursday) | Dave Allen (Country Grocer) | \$ (29.36) |
| Lunch for Volunteers (Monday) | Dave Allen (Country Grocer) | \$ (39.23) |
| Containers | Dave Allen (Dollar Store) | \$ (39.23) |
| Supplies | Dave Allen (Canadian Tire) | \$ (34.33) |
| Water/Pop (Sept 10) | Dave Allen (Wholesale Club) | \$ (354.17) |
| Water/Pop (Sept 11) | Dave Allen (Wholesale Club) | \$ (166.45) |
| Propane | Dave Allen (Costco) | \$ (23.88) |
| <i>Total Expenses</i> | | <i>\$ (3,243.58)</i> |
| <i>Returns (See Attached Receipts)</i> | | |
| | | |
| | | |
| | | |
| | | |
| <i>Total Returns</i> | | <i>\$ -</i> |
| NET PROFIT | | \$ 6,637.49 |
| DISBURSEMENTS | | |
| <i>Person/Organization</i> | <i>Cheque Number</i> | <i>Amount</i> |
| Ribfest Event Fee Repayment | | \$ (200.00) |
| Float Repayment | | \$ (930.00) |
| Dave Allen (Supply Expenses) | 41 | \$ (2,081.59) |
| Esquimalt High School - Leadership Class (Profit Share) | 42 | \$ (1,810.23) |
| Rainbow Kitchen (Profit Share) | 43 | \$ (1,810.23) |
| Remaining Profit | | \$ 3,049.02 |

| BREAKDOWN OF SALES | | | 0 C: | AVERAGE SALES | |
|-----------------------------|---------------|--------------|---------|--------------------|-------------|
| <i>Water</i> | <i>Amount</i> | <i>Units</i> | | Friday Sales | \$ 2,435.70 |
| Purchased | 64 | 1536 | | Saturday Sales | \$ 3,182.75 |
| Sold to RibFest Staff | 3 | -72 | | Sunday Sales | \$ 3,327.25 |
| Sold | | 1464 | | | \$ 8,945.70 |
| Selling Cost per Bottle | | \$ 1.00 | | | |
| Total | | \$ 1,484.00 | | BANK DEPOSITS | |
| | | | | Float | \$ 930.00 |
| <i>Pop</i> | <i>Amount</i> | <i>Units</i> | | Missed Rolled Coin | \$ 70.00 |
| Purchased | 65 | 1560 | | American Exchanged | \$ 5.12 |
| Remaining | | 0 | | Base Deposit | \$ 8,875.95 |
| Sold | 65 | 1560 | | | \$ 9,881.07 |
| Selling Cost per Bottle | | \$ 1.50 | | | |
| Total | | \$ 1.50 | | | |
| | | | | | |
| <i>Langos</i> | <i>Amount</i> | <i>Units</i> | | | |
| Purchased (Boxes) | 7 | 1120 | | | |
| Wasted (each) | 18 | -18 | | | |
| Student Helpers (each) | 17 | -17 | | | |
| Langos Sold | | 1085 | | | |
| Average Sell Cost per Lango | | \$ 4.20 | | | |
| Total | | \$ 4,557.00 | | | |
| | | | | | |
| <i>Tips</i> | <i>Amount</i> | | | | |
| Tips Received | \$ 598.70 | | | | |
| Total | \$ 598.70 | | | | |
| | | | | | |
| Float | | \$ {930.00} | | | |
| Staff Pop and Water | | \$ (34.00) | | | |
| Total Sales | | \$ 5,677.20 | | | |

Appendix "C"

Esquimalt High School Alumni Foundation

Statement of Financial Position
November 1, 2021- October 31, 2022

| | 2020/2022 | 2020/2021 | CHANGE FROM PREVIOUS YEAR | Notes |
|-------------------------------------|---------------|-------------|------------------------------------|-------|
| ASSETS | | | | |
| <i>Current Assets</i> | | | | |
| Ledger Balance | \$ 3,688.94 | \$ 2,604.46 | \$ 1,084.48 | |
| Membership Shares | \$ 5.00 | \$ 5.00 | \$ - | |
| Accounts Receivable | | \$ - | \$ - | |
| | \$ 3,693.94 | \$ 2,609.46 | \$ 1,084.48 | |
| LIABILITIES & NET ASSETS | | | | |
| <i>Current Liabilities</i> | | | | |
| Accounts Payable | \$ (2,225.00) | \$ - | \$ (2,225.00) | |
| <i>Net Assets</i> | | | | |
| Restricted Net Assets | \$ 5.00 | \$ 5.00 | \$ - | |
| Unrestricted Net Assets | \$ 3,688.94 | \$ 2,604.46 | \$ 1,084.48 | |
| Bank Balance | \$ 5,918.94 | \$ 2,609.46 | \$ 3,309.48 | |
| | \$ 3,693.94 | \$ 2,609.46 | \$ 1,084.48 | |

Esquimalt High School Alumni Foundation

Proposed Budget
November 1, 2021- October 31, 2022

| <i>November 1, 2022 to October 31, 2023</i> | |
|---|----------------------|
| Proposed Revenues | |
| Fundraising - RibFest {Net Profit} | \$ 3,000.00 |
| Donations | \$ 100.00 |
| <i>Total Revenues</i> | <i>\$ 3,100.00</i> |
| Proposed Expenditures | |
| School Request for Funds | \$ (2,000.00) |
| Administration | \$ (50.00) |
| <i>Total Expenditures</i> | <i>\$ (2,050.00)</i> |
| Excess of Revenues Over Expenditures | \$ 1,050.00 |

| | 2020/2022 | 2020/2021 | CHANGE FROM PREVIOUS YEAR | Notes |
|--|---------------|---------------|------------------------------------|-------|
| REVENUES | | | | |
| Esquimalt High School Alumni Association Transfers | \$ - | | \$ - | |
| Fundraising - RibFest | \$ 8,875.95 | \$ 7,496.60 | \$ 1,379.35 | |
| Alumni Merchandise Sales - RibFest | | \$ 170.00 | \$ {170.00} | |
| Membership Fees | | \$ 50.00 | \$ (50.00) | |
| Interest | \$ - | \$ - | \$ - | |
| | \$ 8,875.95 | \$ 7,716.60 | \$1,159.35 | |
| EXPENSES | | | | |
| Administration | \$ {40.00} | \$ {40.00} | \$ - | |
| Office Supplies | \$ - | \$ - | \$ - | |
| School Request for Funds | \$ (1,000.00) | \$ {1,000.00} | \$ - | |
| Esquimalt High School Alumni Association Transfers | \$ - | \$ {170.00} | \$ {170.00} | |
| Esquimalt High School Merchandise Purchased | \$ - | \$ - | \$ - | |
| RibFest - Direct Expenses | \$ (2,081.59) | \$ {1,271.92} | \$ 809.67 | |
| Remembrance Day Wreath | \$ (95.00) | \$ - | \$ 95.00 | |
| | \$ (7,666.59) | \$ (6,102.38) | \$ 1,564.21 | |
| Excess of Revenues Over Expenditures | \$ 1,209.36 | \$ 1,614.22 | \$ 2,723.56 | |