

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 Deoosit	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
								\$ 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>\$.00</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
<u>Pop</u>	<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			
<u>Tips</u>	<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	
<i>Bank Balance</i>	\$ 5,918.94	\$ 2,609.46	\$ 3,309.48	
	\$ 3,693.94	\$ 2,609.46	\$ 1,084.48	

<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
<i>REVENUES</i>				
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	
<i>EXPENSES</i>				
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	