

# Esquimalt High School Alumni Foundation Annual General Meeting

Monday, November 21, 2022

By In-person and Zoom

1. **Call to Order** **George Copley, Moderator**

The meeting was called to order at 8:00 pm. George declared a quorum present.

2. **Approval of Agenda** **George Copley**

The agenda was placed in the Fall Newsletter on the Alumni Association website on November 7, 2022 and this information was e-mailed to the members. There were no changes to the agenda and it was approved as circulated.

3. **Motion for Electronic Meetings** **George Copley**

George explained to the meeting the need for amending the Foundation bylaws to allow the organization to hold general meetings by electronic means such as Zoom in addition to in-person meetings. He then introduced three motions that are contained in **Appendix A** and briefly described each motion. He then asked that these motions be placed on the floor of the meeting. The 3 motions were then moved by Ryan Richard and seconded by Bob Laidler. They were passed unanimously.

4. **Approval of Minutes from 2021 AGM** **George Copley**

The Minutes from the 2021 AGM of the Alumni Foundation, dated November 15, 2021, 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**-Brenda O'Connor moved that the 2021 AGM Minutes be accepted as posted. Seconded Bob Laidler. **Carried.**

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

Dave provided a written President's Report and a copy is attached (**Appendix B, President's Report for the Foundation AGM Nov. 21, 2022**). That report dealt with the Foundation's support for students at Esquimalt High School during the past 14 years, in particular helping raise funds for the school's bus, being part of fundraising over \$370,000 for a new turf field at the school and granting over \$30,000 in scholarships to deserving students. He thanked the alumni members for their financial support along with their time and effort to make this happen, but noted that there was a need for new members to step up and help at the executive level. Dave concluded by thanking all members of the executives of both the Alumni Association and the Foundation for their time and effort working to assist the students at EHS and acknowledging the great support we receive from the school administration led by the principal Sarah Garr.

6. **Treasurer's Report Ryan Richard 2021/2022 Financial Statements & Review of Books**

The Financial Statements for 2021/2022 for the Alumni Foundation (**Appendix C- ESQUIMALT HIGH SCHOOL ALUMNI FOUNDATION *Financial Review November 1, 2021- October 31, 2022***) were displayed on the screen by Ryan via Zoom. There was a net bank balance of \$2,604.46 on November 1, 2021, to start the fiscal year. The net bank balance as at the end of the fiscal year, October 31, 2022, was \$3,688.94. Specific details of all Revenue and Expenditures, and Proposed Budget for the 2022/2023 fiscal year are to be found in **Appendix C**.

**Motion #1**-Ryan moved that the Oct. 31, 2021 to November 1, 2022 *Financial Statements* be received and recorded in the Minutes. Seconded by Cathy Wong. **Carried**.

**Motion #2**-Ryan moved that the *Financial Review* by Kristin Morrison be accepted. Seconded by Cathy Wong. **Carried**

**Motion #3**-Ryan moved that the *Proposed Budget* for 2022/2023 Fiscal Year be approved. Seconded by Cathy Wong. **Carried**

**Motion #4**-Ryan moved that the Alumni Foundation Executive appoint a person at the next Executive Meeting of the whole to perform the *Financial Review* for 2022/2023 fiscal year. Seconded by Cathy Wong. **Carried**

**Motion #5**-Ryan moved that the Alumni Foundation approve the positions of **President, Vice President, Secretary, and Treasurer** as signing officers of the Foundation and that the Foundation continue to use Coast Capital Savings for its banking. Seconded by Cathy Wong. **Carried** (Note: The five Treasurer's Motions set out in **Appendix C** were moved, seconded and carried after discussion by Ryan of the details in **Appendix C** was finished)

George added that we recognize and appreciate the role Kristin Morrison plays for the Foundation and the help she provides to the organization.

7. **Fund Raising Activities for 2022/2023 Dave Allen**

Dave explained that we would be part of RibFest 2023. Hopefully this Spring we will hold a Silent Auction of the donated artworks of Joan Thompson in conjunction with the school's Fine Art Week. The funds raised at this auction would be contributed to the Alumni Scholarship Fund. He noted the details of the auction will be contained in the Spring Newsletter.

8. **Election of Officers Marilyn McCrimmon**

Marilyn read out the nominations for the 2022/2023 board to serve for one year:

- President - Dave Allen
- Vice President – Robert Laidler
- Treasurer - Ryan Richard
- Secretary - George Copley
- Director - Brenda O'Connor
- Director - Barry Scott
- Director – Sarah Garr
- Director – Cathy Wong

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

9. **Adjournment-The meeting was adjourned at 8:25 pm. Next AGM is on November 20, 2023**

## **Appendix A**

### **ESQUIMALT HIGH SCHOOL ALUMNI FOUNDATION NOTICE OF SPECIAL RESOLUTION**

**TAKE NOTICE THAT** a special resolution will be introduced at the Annual General Meetings of the EHS Alumni Association and EHS Alumni Foundation held on November 21, 2022, to amend the bylaws with the purpose being to clarify the power of each organization to hold general meetings by electronic means such as Zoom in addition to in person meetings. A special resolution requires a minimum of 2/3 of the members present to vote in favour for it to pass.

#### **Text of the Special Resolution:**

**Moved that** the bylaws of the Esquimalt High School Alumni Foundation be amended as follows:

1. Section 10 is repealed and replaced by:

“General meetings of the society may be held in person or by telephone or other electronic means. General meetings must be held on the date, at the time and, in the event of an in person meeting, at the place that the directors decide.”

2. Section 13 is repealed and replaced by:

“Notice of a general meeting must specify the day and hour of the meeting. In the case of an in person meeting the notice must also specify the place of the meeting and in the case of a meeting by telephone or other electronic means must also specify the means by which a member may join the meeting. If special business is to be dealt with at the meeting, the notice must specify the general nature of that business.”

3. Section 22(2) is repealed and replaced by:

“Voting may be by show of hands or by any other method that adequately discloses the intention of members.”

#### **Foundation Bylaws before amendment:**

10. General meetings of the society must be held at the time and place, in accordance with the Societies Act, that the directors decide.

13. Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.

22(2) Voting is by show of hands.

## **Appendix B**

### **President's Report for the Foundation AGM Nov. 21, 2022**

#### **Prepared by Dave Allen, Foundation President**

The EHS Alumni Association has been working for 16 years and the EHS Foundation has existed for the last 14 years. Significant support for the students at Esquimalt High School has been provided during this time. Some of this help has included: upgrades to the school's theater, assistance with the purchase of a new school bus, funding for different areas in the Fine Arts, financial support for a number of student groups at the school, being part of raising over \$370,000 for a new turf field at the school along with the granting of over \$30,000 in scholarships to deserving grade 12 students. None of this would have been possible without the outstanding support from alumni members and the time and effort of those who were willing to organize the various alumni events. This year's message is very simple we need some new members to step forward and provide their ideas and help at the executive level. Basically it involves 4 meetings during the year and assistance with several fundraising activities. Hopefully two, three or more of our local alumni will step up and get involved with the organization. WE NEED YOU!!!

I would like to thank those alumni who helped at the 10th annual Esquimalt RibFest this past September 9, 10 and 11. We had 15 alumni members along with a similar number of members from the school Leadership Class and volunteers from the Rainbow Kitchen work at the EHS Alumni Tent. These 44 people prepared and sold 1100 langos along with pop and water at the weekend event held at Bullen Park. The result was more than \$2200 was raised for each of the three groups – Rainbow Kitchen, the EHS Leadership Class and the Alumni Association. Great work by all the volunteers and to the alumni members who came out and supported this activity.

I would like to conclude by thanking all members of the executives of both the Alumni Association and the Foundation for their time and effort working to assist the students at EHS and acknowledge the great support we receive from the school administration led by the principal Sarah Garr.

# Appendix C

## **Esquimalt High School Alumni Foundation**

### *Financial Report*

(November 1, 2021 – October 31, 2022)

November 15, 2022

I have undertaken a detailed review of the financial records for the fiscal year ended October 31, 2022 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 order and accurately reflected the statement information presented for the period under review.

Respectively submitted,



Kristin Morrison

	2021/2022	2020/2021	CHANGE FROM PREVIOUS YEAR	NOTES
<b>ASSETS</b>				
<b><u>Current Assets</u></b>				
Ledger Balance	\$ 3,688.94	\$ 2,604.46	\$ 1,084.48	
Membership Shares	\$ 5.00	\$ 5.00	\$ -	
Accounts Receivable		\$ -	\$ -	
	<u>\$ 3,693.94</u>	<u>\$ 2,609.46</u>	<u>\$ 1,084.48</u>	
<b>LIABILITIES &amp; NET ASSETS</b>				
<b><u>Current Liabilities</u></b>				
Accounts Payable	\$ -	\$ -	\$ -	
<b><u>Net Assets</u></b>				
Restricted Net Assets	\$ 5.00	\$ 5.00	\$ -	[1]
Unrestricted Net Assets	\$ 3,688.94	\$ 2,604.46	\$ 1,084.48	
<i>Bank Balance</i>	\$ 3,693.94	\$ 2,609.46	\$ 1,084.48	
	<u>\$ 3,693.94</u>	<u>\$ 2,609.46</u>	<u>\$ 1,084.48</u>	

	2021/2022	2020/2021	CHANGE FROM PREVIOUS YEAR	NOTES
<b>REVENUES</b>				
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	\$ -	\$ -	\$ -	[2]
	<b>\$ 8,875.95</b>	<b>\$ 7,716.60</b>	<b>\$ 1,159.35</b>	
<b>EXPENSES</b>				
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 – Profit Share to Partners	\$ (4,450.00)	\$ (3,620.46)	\$ 829.54	[3]
RibFest – Direct Expenses	\$ (2,081.59)	\$ (1,271.92)	\$ 809.67	
Remembrance Day Wreath	\$ (95.00)	\$ -	\$ 95.00	
	<b>\$ (7,666.59)</b>	<b>\$ (6,102.38)</b>	<b>\$ 1,564.21</b>	
<b>Excess of Revenues Over Expenditures</b>	<b>\$ 1,209.36</b>	<b>\$ 1,614.22</b>	<b>\$ 2,723.56</b>	

**November 1, 2022 to October 31, 2023****Proposed Revenues**

Fundraising – RibFest (Net Profit)	\$	3,000.00
Donations	\$	100.00
<b>Total Revenues</b>	<b>\$</b>	<b>3,100.00</b>

**Proposed Expenditures**

School Request for Funds	\$	(2,000.00)
Administration	\$	(50.00)
<b>Total Expenditures</b>	<b>\$</b>	<b>(2,050.00)</b>

<b>Excess of Revenues Over Expenditures</b>	<b>\$</b>	<b>1,050.00</b>
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[1] \$5.00 must be kept as Membership Shares to be able to bank with Coast Capital Savings.

[2] Due to the ongoing pandemic the bank has not issued any interest for our account.

[3] \$2,225 was given to each Rainbow Kitchen and Esquimalt High School's Leadership Class for the profit share.

**Esquimalt High School Alumni Foundation**

*Proposed Motions*  
November 1, 2021 – October 31, 2022

- Motion #1: Move that the November 1, 2021 – October 31, 2022 *Financial Statements* be received and recorded in the minutes.
- Motion #2: Move that the *Financial Review* report by Kristin Morrison be accepted.
- Motion #3: Move that the *Proposed Budget* for 2022/2023 be approved.
- Motion #4: Move that the Foundation appoint a person at the next Executive Meeting of the whole to perform the financial review for the 2022/2023 fiscal year.
- Motion #5: Move that the Foundation approve the positions of **President, Vice President, Secretary and Treasurer** as signing officers of the Foundation and the Foundation continue to use *Coast Capital Savings* for banking.