

Belfast School Fundraising Society

April 24, 2017 6:30pm

Belfast School Learning Commons

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1. Meeting Called to Order at: 8:02pm
2. **Approval of March 20, 2017 Minutes** Amber Anderson-Godfrey approves
3. Old Business or New Business

- 1). Bylaw Workshop from ASCA was held on April 11, 2017 it was very helpful.

In the workshop we drafted a new set of bylaws which we are putting forward discussion and review. Within these bylaws are a couple of things which we need to clarify in order decide prior to drafting the final version to send out to members prior to our AGM.

The bylaws we have currently (from 2007) contain outdated language and there are differing policies and procedures.

During the workshop we decided to use standard bylaws template created by Alberta School Councils' Association. Within that template, there are key elements that change our current operations and understanding of how the Fundraising Society carries out its work.

KEY POINTS

The Board will be composed of the following Officers and Directors.

Officers: President, Vice-President, Secretary, Treasurer- These positions are mandatory.

Directors: A maximum of 5 Directors at Large - These positions are optional, and will be filled provided there are Members willing to do so. In saying that as we have consistently had 2 Casino Co-coordinators in place on our current council it is logical going forward these 2 individuals will hold 2 of the Director at Large Positions automatically when voted in as Casino Co-coordinators and will be deemed **Directors of Casino**.

Adoption of a Membership Form

All parents/legal guardians of students enrolled at Belfast School are encouraged to become members of the Belfast School Fundraising Society. Other interested persons may become Community members, subject to vested interest and bylaws, as approved by the Society.

The majority of members of the Society will be parents/legal guardians. There are no membership fees.

As a member of the Belfast School Fundraising Society I have the right to:

- ✓ vote at any general (membership) meeting of the Society
- ✓ receive notice of all meetings and fundraising activities
- ✓ serve on committees or chair fundraisers
- ✓ stand for election as an Officer or Director on the Executive

Each parent wants to become a member of the Belfast School Fundraising Society, each must complete and sign this document. See a draft Copy of Membership which we are adopting.

Voting Changes under new bylaws

Only the elected officers and directors can vote on such things as allocation of funds, potential fundraisers and day to day operations at **General Monthly Meetings.**

THE MAIN REASON FOR THIS CHANGE COMES DOWN TO LIABILITY.

All members who fill out a membership form can vote at all Special General Meetings and Annual General Meetings. This includes things like Voting in Officers and Directors, Special Resolutions like Bylaw changes, Objects, Removal of Board Members etc.

We need to determine if the President **shall/shall not cast their vote** any meeting. **WHAT DOES THAT MEAN ?**

If the President doesn't vote, and there was a tie the motion would be defeated. It could however be re-worded, motioned, and voted on again. It also allows members to not feel influenced by the President's choices and allows for discussion.

If the President votes then he/she can vote and their dedication and hard work has a voice.

Majority Decision: The President shall be able to cast their vote but will do so as the last voter.

Signing Authority at the Bank

The signing authorities of the financial accounts will be the four elected Officers of the Association. For transparency purposes and to avoid conflict of interest, if an executive member is the recipient of a cheque they cannot be one of the 2 signers.

Audits

Auditing of Financials of the treasurer and records of the secretary will be reviewed at least once a year. This will be done by 2 members of the Society. The individuals who conduct the audit **do not** have to have attended a certain number of meetings and **will not be** an Officer or Director, which we previously thought to be true. An accountant can also audit the books.

Insurance

For the purpose of carrying out its objectives, the Society will annually review and carry liability insurance as deemed necessary by the Board.

Objects of the Society

These are our governing purpose to operate by. Just as our 2007 Bylaws are outdated, so are our objects. We are reviewing our Objects to have them reflect the current Alberta Corporate Registry Guidelines. We are fortunate that Celeste Burdinsky of ASCA has agreed to help us with. These will be posted prior to our AGM.

Next Course of Action

To prepare and publish the **"DRAFT"** of BELFAST SCHOOL FUNDRAISING SOCIETY BYLAWS and OBJECTS no less than 21 days prior to our AGM on both the School and Councils websites and Parent Board located inside the school.

Prepare AGM Notice no less than 21 Days prior to our AGM which will include the following:

DATE, TIME and LOCATION

AGENDA

To Include:

President's Year End Report

Treasurer Past Years (2015-2016) Audited Financial Report and
Unaudited Financial Summary of the Current Year.

Special Resolution rescind all previous Bylaws and Objects pertaining
to Belfast School Fundraising Society.

Special Resolution to adopt new Bylaws and Objects dated _____
day of _____ month 2017.

Elections of Officers and Directors

4. Treasurer Report given by Tabatha (see attached)

- A. General Account Balance Forward \$ 4741_____
- B. Casino Account Balance Forward \$ 60000_____

5. Motions to Approve Funds - None

6. Updates

- a. Bottle Depot has a current balance of \$252.75
- b. Art Auction raised \$1809.66
 - We had 83 total bids
 - The classroom projects raised \$ 868.01
 - Donated art raised \$ 541.65
 - Anonymous Cash Donations were \$ 400.00
 - Prior to splitting any proceeds we need to determine the expenses.
- c. Spring Flower sales close on April 27, 2017
- d. Brick Orders close May 04, 2017
- e. Michelle requesting that Casino covering insurance cost

Open the floor for other questions and suggestions.

Meeting Adjourned at: 8:51pm

Next Meeting May 15/17

Belfast Fundraising Association					
General Account Fiscal Year June 01 2016-May 31 2017					
Jan-17					
description	Withdrawal	Deposit	Date	Balance	Reason
				\$ 3,717.21	
Kinsey Weber	\$ 100.00			\$ 3,617.21	out of teacher exp
Kati Coates	100			\$ 3,517.21	out of teacher exp
Tiffany Dahl	100			\$ 3,417.21	out of teacher exp
Nadine	90.64			\$ 3,326.57	out of teacher exp
Lori H	100			\$ 3,226.57	out of teacher exp
kelly Knight	95.63			\$ 3,130.94	out of teacher exp
Ryan Symington	95.59			\$ 3,035.35	out of teacher exp
fees	3.6			\$ 3,031.75	
Food for Bylaw night	100			\$ 2,931.75	Dinner and drinks for bi law night at belfast
art auction		\$ 1,809.66		\$ 4,741.41	
Art supplies				\$ 4,741.41	TBD (waiting for expense report)
We care club				\$ 4,741.41	TBD (waiting for expense report)
Summary Of Budget Items					
Budget Item	Allocation	Paid	Date	Remaining	Notes
We Care Club	\$ 250.00	\$ 250.00	1-Oct	\$ -	To cover Halloween Dance Expenses
Rockin Tale Of Snow White	\$ 400.00	\$ 400.00	5-Dec	\$ -	To cover expenses for Parent Council Concession
Teacher Appretiation Lunch	\$ 1,500.00	\$ 781.86	FEB	\$ 718.14	Teacher Appreciation - Out of Pocket Expenses
Teacher Appretiation Lunch	\$ 200.00	\$ 275.00	FEB	-\$ 75.00	Support Staff \$25 Gift Cards for Chapters
Teacher Appretiation Lunch	\$ 75.00	\$ 75.00	FEB	\$ -	Purchase incidentals for luncheon
Patroller Pizza Lunch	\$ 175.00		Mar-May	\$ 175.00	To cover pizza for Patrols
Volunteer Brick Instal Lunch	\$ 100.00		May-June	\$ 100.00	To purchase food andbeverages for those completing the brick path install
Summerfest	\$ 75.00		june	\$ 75.00	Purchase popsicles for Summerfest
Grade 6 Farewell	\$ 250.00		June	\$ 250.00	Grade 6 Farewell Expenses
Field Trips	\$ 1,500.00			\$ 1,500.00	To support the school with field trip support
				\$ 2,743.14	
Fundraisers	deposited	Amount owing	Profit		
Ad Mazing	\$ 3,920.00	\$ 2,058.00	\$ 1,862.00		
Budding Artist	\$ 4,626.00	\$ 3,764.75	\$ 861.25		
bottle depot	\$ 202.75	\$ -	\$ 202.75		
Concession	\$ 1,520.00	\$ 600.00	\$ 920.00		
Art Auction	\$ 1,809.66	\$ 904.83	\$ 904.83		to be used for art supplies
Spring flowers			\$ -		
totals	\$ 12,078.41	\$ 7,327.58	\$ 4,750.83		
Casino Account					
Casino Account Fiscal Year June 01 2016-May 31 2017					
OCT OBER 24 , 2016					
Balance Fwd	Withdrawals	Deposits	Date	Balance	Reason
				\$ 60,117.22	
				\$ 60,117.22	
				\$ 60,117.22	
				\$ 60,117.22	
Bank Fees	\$ 2.50			\$ 60,114.72	
Summary Of Budget Items					
Budget Item	Allocation	Paid	Date	Remaining	Notes
Beautification	\$ 30,000.00		Mar-June	\$ 30,000.00	As promised from last year Beautification Grant Match
Matheletics	\$ 3,276.00	\$ 3,276.00		\$ -	
Raz Kids	\$ 854.55	\$ 854.55		\$ -	
Rouge Naturalist	\$ 3,000.00	\$ 3,000.00		\$ -	
Puppet Theatre	\$ 577.50	\$ 577.50		\$ -	
Quest performance	\$ 1,386.00	\$ 1,386.00		\$ -	
Eric Waters	\$ 577.50	\$ 577.50	4-Oct	\$ -	
Smart Board and Repairs	\$ 10,163.69			\$ 10,163.69	Waiting on approval
Insurance foe exec board				\$ 800.00	to be approved

