



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Wednesday, November 14, 2012
Location: Conference Room, Administration Office
Present: P. Bartlette (Chairperson), J. Pickard, H. Perkins, C. Manson, A. Godfrey, D. Hardy, K. Boklaschuk, D. Labossiere, and Dr. D. Michaels (entered the meeting at 11:45 p.m.).
Regrets: Lynda Fowler

1. CALL TO ORDER

The meeting was called to order at 11:35 a.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

Chairperson Bartlette invited any changes/additions to the minutes. No changes.

Accepted

3. APPROVAL OF AGENDA

Chairperson Bartlette invited any changes/additions to the agenda. No changes.

Accepted

4. FINANCIAL REPORT SUMMARY

D. Labossiere provided an overview of the updated financial report for the months of September and October 2012. D. Labossiere also noted that the most activity occurred in the Playgrounds and Scholarship sections of the financial report.

Accepted

5. TRACKING DONORS PROCEDURES (SOFTWARE)

D. Labossiere indicated that he met with our software provider to determine how to get a donor list from the data that is already in the system without having to re-enter the donor names (i.e. for newspaper advertisements, etc.). They were successful in finding a solution by having the software provider create a new report that can easily be exported to Excel. The new report eliminates re-keying donor names, improves efficiencies, and allows more sorting options such as the number of donations made, the total number of donors, the number of donations that were over \$100, etc.

Donor Privacy – D. Labossiere also reported that it may be an issue for some donors if their permission is not sought before publishing their names either in a newspaper advertisement or on the Division website. Discussion ensued on donor privacy. Once the name becomes public knowledge, that donor becomes an easy target for other people/organizations to seek out that person/business for other donation requests, and this may not be welcomed. It was suggested that permission should be obtained first and at the time the donation is being received, perhaps in the form of a check-box on a donation form. It was also suggested to simply identify the number of donors who gave donations during the year (no names would be displayed in publications, i.e. newspaper and/or website). However, it was noted that when no names were identified this past year due to the high cost, there were some donors who were upset about this decision.

Recommendation:

That committee members give thought to donor privacy, how acknowledgement of their donation should be handled, and what steps should be implemented for public announcement permission.

6. FUTURE VISION OF THE FRIENDS OF EDUCATION FUND COMMITTEE

Chairperson Bartlette led the committee in discussion on the vision of the committee – should we continue as is or is the direction going in the form of a foundation?

Dr. Michaels indicated that the purpose of the Friends of Education Fund Committee is to donate to worthy causes and if people want to donate their money to a legacy, then we need to develop a foundation. Due to today's economics, we will need to rely more on Brandon citizens to support this (foundation).

The committee can decide if they want to establish a foundation; Board approval is not required for that decision. However, establishing a foundation costs money. If the committee decides to go in the direction of a foundation, the Board would have to decide whether the Division can absorb those costs associated, not this committee.

Foundations are comprised of volunteers who act as a board; they work to raise funds and decide what to do with the funds. The foundation would be a separate entity from Brandon School Division. Our Secretary-Treasurer department may handle the accounting part of it or an accounting firm can be hired to handle that. A foundation would require staffing for day-to-day operations.

Fundraising – can we do that under this committee? It was answered no – that is not the mandate. As the policy reads now, it appears that we can accept donations only. Dr. Michaels doesn't recommend that the committee fundraise because we should not be soliciting for funds and that Brandon School Division staff are not paid to fundraise.

K. Boklaschuk provided an overview of a foundation in Saskatoon that she is familiar with and how it is run. She also brought up the foundation's website in the meeting for the committee members to view. It was noted the different aspects of the website and that a link only to the school division that it supports was provided – and that both websites are completely different from each other as they are separate entities.

H. Perkins expressed concern about going in the direction of a foundation; if there was a huge amount of funds in the foundation and perhaps provincial funding is cut drastically in the future, that the Province would expect the foundation to assume some of the costs for the Division. It was commented that this could not be expected by the Province *because* the foundation would be a separate entity. The foundation would not be providing assistance to the teaching instructional budget and the costs associated with that, and that is what the provincial funding is for. The foundation would be assisting with other costs that are *not* covered with provincial funding.

Recommendation:

That the committee research the steps involved for a foundation. Further, that the committee review the role of the Friends of Education Fund Committee in regards to the current policy in place at the next meeting (attached are Policy 3027 and Procedures 3027).

7. WEBPAGE FOR FRIENDS OF EDUCATION FUND

K. Boklaschuk displayed the new Division website (a work-in-progress) for the committee members to view in comparison to the current Division website. Currently, the Friends of Education information is accessible by clicking the "Board of Trustees" link, which makes it difficult to find. In the future, a link to "Friends of Education" will be added to the homepage for greater visibility.

8. FRIENDS OF EDUCATION PROMOTIONAL BROCHURES

Committee members reviewed the attachment provided. It was acknowledged that all of the schools received a specific quantity already via courier on September 27, 2012. The next step would be to distribute brochures within the community to other locations as per the attachment. It was agreed that not one person alone can be assigned to the task of distributing brochures in person due to time constraints and workloads; therefore, committee members will each be assigned/volunteer to visit places mutually agreed upon. Chairperson Bartlette volunteered for City Hall, Municipal offices, and the Chamber of Commerce, J. Pickard volunteered for Brockie Donovan Funeral & Cremation Services, and A. Godfrey volunteered for Memories Chapel. Due to time constraints, the other locations identified will be discussed at a future meeting.

Recommendation:

That another quantity of 500 color brochures be printed in-house so that they may be distributed in the community.

Accepted**Adjournment and Confirmation of Next Meeting:**

The meeting was adjourned at 1:15 p.m.

Next Meeting: Thursday, April 18, 2013
11:30 a.m.
Conference Room at the Administration Office

Respectfully submitted,

Peter Bartlette, Chairperson



BRANDON SCHOOL DIVISION POLICY

POLICY 3027

THE FRIENDS OF EDUCATION FUND

Adopted: Motion 76/2006; May 8, 2006

Amended: Motion 93/2010; June 14, 2010

* Corrected version

PURPOSE OF THE FRIENDS OF EDUCATION FUND

This fund is established for the purpose of providing an opportunity for individuals, organizations or firms to make tax deductible and non-tax deductible donations to the Brandon School Division to support special items or purposes not included in the Division's annual budget.

THE FRIENDS OF EDUCATION FUND COMMITTEE STRUCTURE

As per a motion at the January 8, 1996 meeting of the Board of Trustees the Friends of Education Fund Committee will be composed of one representative from each of the Brandon Teachers' Association, The Brandon Association of Principals, the Canadian Union of Public Employees - Local 737, the Brandon Retired Teachers' Association and two representatives from the community. One Trustee will be the Chairperson of the Committee. Sitting in support of the committee but without a vote will be the Superintendent of Schools/CEO and the Assistant Secretary-Treasurer.

PURPOSE OF THE FRIENDS OF EDUCATION FUND COMMITTEE

1. To promote and encourage contributions to The Friends of Education Fund.
2. To provide a mechanism by which requests from schools for funding can be received, evaluated and approved or denied.
3. To provide for the advancement of education by providing, through the administration of this fund, financial support for projects in public education.
4. To provide a mechanism by which fund raising projects may be authorized as charitable activities for tax receipts.

CONTRIBUTIONS

Contributions to The Friends of Education Fund may be made by bequest, outright gift, memorial gift or corporate donation. Contributions may be made in cash, by transfer of financial assets or through gifts-in-kind. The committee reserves the right to convert goods into cash. Parent Advisory Councils and Parent Councils may contribute to the Friends of Education Fund for defined purposes in order to utilize the charitable status of the fund, i.e. playground funds.

Donors are responsible for all personal accounting or legal implications. Responsibility for the evaluation and appraisal of gifts in kind shall rest with the Secretary-Treasurer's Department who shall provide an acceptable third party arms length appraisal if an income tax receipt is required. If a third party arms length appraisal is not available the Secretary-Treasurer's Department will determine the amount of the donation. This amount is indisputable.

The responsibility for determining the acceptability of any donation shall reside with the committee which may decline any donation it considers to be inconsistent with the principles of public education or the needs of the public schools within the Brandon School Division. Further, the committee shall have the authority to determine whether a donation in kind qualifies for a charitable receipt.

DISTRIBUTION OF FUNDS

Specified Donations

Donors may make donations in cash or gifts-in-kind for specified purposes or as general contributions which fulfill the purpose of The Friends of Education Fund as previously stated. Donations received for specific projects or purposes shall be reported to the Committee at each meeting.

Once projects are approved by the Committee and ratified by the Board the funds shall be disbursed as soon as possible in accordance with the specifications of the donor and in cooperation with the school, department or individual who is the recipient of the donation.

Donations for specific projects or purposes as identified by the donor and/or requests for specific projects or purposes from Division schools, departments, students or staff, should fulfill the purpose of the fund and are generally expected to meet the following guidelines:

1. for capital equipment with an individual value greater than \$100 and an anticipated useful life greater than three years, for use by students or for administrative use anywhere within the Division;
2. for bursaries/scholarships for Division-wide allocation or for individual schools;
3. for special projects not normally or exceptionally provided through the annual budget or available from other Division funds.

Non-Specified Donations

For non-specified donations received by the fund, The Friends of Education Fund Committee will receive requests/proposals from Division schools, departments, students and staff throughout the year. Requests from individuals must be supported by a Division school or department. At each meeting the Committee shall review the requests received and allocate the available funds to the projects approved.

Time sensitive requests may be received and acted upon at any time provided there is agreement to do so as indicated by a 2/3 majority vote of the committee which may be obtained by telephone poll. The funds will be disbursed as soon as possible after approval by the committee and ratification by the Board and in cooperation with the receiving school, department or partner.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 3027

THE FRIENDS OF EDUCATION FUND

Adopted: Motion 76/2006; May 8, 2006

ADMINISTRATION

The fund will be administered by Brandon School Division administration office staff with the guidance and direction of the Committee using the following guidelines:

- a) charitable donation receipts will be issued for contributions of cash or gifts-in-kind made to the fund in the amount of \$10 or greater;
- b) such receipts will be issued from the Division Administration Office or from individual schools with the Principal and Vice-Principal having signing authority;
- c) cash contributions will be deposited in a separate interest bearing bank account established for this fund;
- d) larger accumulations of funds will be invested in securities authorized under The Public Schools Act or invested cooperatively under certain circumstances with such organizations as the Brandon Area Foundation;
- e) the fund shall be maintained as a Trust Fund within the Division accounting records but as a distinct area separate from regular operations;
- f) as part of the Division accounting records the fund will be subject to the annual audit as applied to the Division's overall operations;
- g) an accounting report summarizing receipts, disbursements and bank/investment balances shall be provided to the Committee and the Board of Trustees annually on or before October 31st;
- h) the means of recognition will be determined by the committee at a scheduled meeting of the year and will be administered through the Community Relations Coordinator;
- i) The Friends of Education Fund committee shall report to the Board through the submission of committee minutes as presented by the Trustee representative and Chairperson of the committee and by presentation of the annual reports stated above;
- j) the signing authorities for the bank account will be the Division's authorized signing authorities;
- k) disbursements of the donations received shall be made as soon as possible after the Committee has approved the projects.