



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Wednesday, March 5, 2013
Location: Conference Room, Administration Office
Present: P. Bartlette (Chairperson), J. Pickard, A. Godfrey, K. Kooistra, A. Johnston, C. Manson, E. Jamora and D. Labossiere.
Regrets: L. Fowler and H. Perkins

1. **CALL TO ORDER**

The meeting was called to order at 11:35 a.m.
Introduction of Eunice Jamora, Assistant Secretary-Treasurer and Kim Kooistra, Transportation Department representing CUPE Local 737. Art Godfrey is retiring and therefore thanked for his contribution to the committee.

2. **APPROVAL OF AGENDA**

Chairperson Bartlette invited any changes/additions to the agenda.
Two items added: Brandon Environmental Committee and BISMA Instruments, moved by A. Johnston to accept.

Accepted

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

Chairperson Bartlette invited any changes/additions to the minutes.

Accepted

4. **FINANCIAL REPORT SUMMARY**

E. Jamora provided an overview of the financial report July 1, 2013 to January 31, 2014 highlighting the Riverheights School Playground and the Drug and Alcohol Coalition. Copies of the report were distributed to committee members during the meeting (attached). Reference was made to attachment #2, the closing balance (July 1, 2012 - June 30, 2013) was the opening balance for the report given by E. Jamora.

Accepted

5. Friends of Education Fund Committee, Policy & Procedures 3027

Chairperson Bartlette read Policy 3027 and recapped Procedure 3027. It is noted the committee will increase to 12 members and a quorum for scheduled meetings shall consist of at least four (4) committee members, of which one must be the Trustee representative on the Committee.

D. Labossiere commented that the goals of Procedure 3027 are three fold, one is to seek new membership, to ensure a greater cross-section is represented and to create awareness in the community. Secondly, positions will be one (1) year appointments with the possibility of renewal up to a maximum of three (3) years. Lastly, meetings have been scheduled for two (2) times in a year with allowance for special meetings. D. Labossiere advises it is the responsibility of Administration to form a new committee. The committee agreed that an individual can only represent one (1) group of the membership.

Attention is drawn to the name of the committee as outlined by Policy/Procedure 3027, "The Friends of Education Fund Committee". Clarification is given to what denotes tax deductible and non-tax deductible (such as a contribution of services).

6. Two additional requests as brought forward by Chairperson Bartlette

- 1) Chairperson Bartlette spoke on behalf of the Brandon Environmental Committee. The committee is planning to purchase a Mobile Education Project at a cost of \$265,000. The mobile unit will be used to visit elementary schools in the Brandon and surrounding area presenting topics related to the environment. The committee is looking to the Friends of Education Fund as a place to hold donations until the purchase price is reached. The Friends of Education Fund was identified because of its charitable contribution option.

Many questions arose out of the discussion regarding the Brandon Environmental Committee's use of the Friends of Education Fund; who will own the equipment, who will maintain it, how is it related to the BSD and its curriculum, how is it to be used in the BSD, not sure it meets Canada Revenue Agency (CRA) guidelines.

A. Johnson puts forth the motion, that the item be tabled until more information is received. The motion is seconded by J. Pickard. It is further recommended that the topic be placed on the agenda for the mutual meeting between BSD Trustees and City Council, on March 25, 2014. Agreed.

- 2) Chairperson Bartlette spoke on a request from Brandon Schools Instrumental Music Association (BSIMA). Ten years ago BSIMA held a "*What have you got in your closet for the band program*". This time around BSIMA is asking if individuals could receive a tax receipt for their donated instrument. A qualified instructor would give an appraisal value to the donated instrument. As BSIMA is a separate entity from the BSD some concerns were discussed. One concern was related to the ownership of the equipment, BSD or BSIMA? Another concern was would the instruments may be rented back to students for a fee? This could create complications with the CRA. A. Johnston recommended a detailed plan be developed and brought back to the Committee for discussion. Agreed.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 12:50 p.m.

Next Meeting: October 2014
 Conference Room at the Administration Office

Respectfully submitted,

Peter Bartlette, Chairperson