



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Thursday, April 18, 2013
Location: Conference Room, Administration Office
Present: P. Bartlette (Chairperson), J. Pickard, L. Fowler, D. Hardy, and D. Labossiere.
Regrets: K. Boklaschuk, H. Perkins, C. Manson, Dr. D. Michaels, and A. Godfrey.

1. CALL TO ORDER

The meeting was called to order at 11:36 a.m.

2. APPROVAL OF AGENDA

Chairperson Bartlette invited any changes/additions to the agenda.

D. Hardy – added: 9: Policy on Quorum

Accepted

3. APPROVAL OF PREVIOUS MEETING MINUTES

Chairperson Bartlette invited any changes/additions to the agenda. D. Hardy inquired as to when the Board of Trustees approve these minutes – before or after they come back to this committee for approval. It was confirmed that the Board of Trustees approve these minutes after Chairperson Bartlette signs them. It was agreed by the committee that the wording should be changed on the agendas that they are for information purposes only once they have been approved.

Agreed:

That the wording be changed on the agendas to read "Previous Meeting Minutes – For Information Only."

4. FINANCIAL REPORT SUMMARY

D. Labossiere provided an overview of the financial report that was provided to the committee members in the meeting (report attached). D. Labossiere provided updates on the Playgrounds, Scholarships, and Other sections. Chairperson Bartlette inquired on how we receive notifications from schools of new donations. D. Labossiere showed an example of one donation letter from Vincent Massey High School to which the donors were thanked for their donation and provided with a receipt.

Accepted

5. DONOR NAMES – PUBLIC ANNOUNCEMENT PROCEDURE

D. Labossiere explained the administrative process when receiving donations. The publication of donor names was discussed in length in this meeting and previous meetings. D. Hardy and Chairperson Bartlette both agreed that donor names should not be publicized to protect donor privacy. Last year was the first time that the Division placed a generic “thank you” advertisement and a few donors were surprised that we did not publicize the donor names.

Further discussion included the timing of the advertisement and it was agreed to continue placing the ad in September. It was felt that September was a better month than June or July as people are back from summer holidays and getting into regular routine, and this may encourage more awareness of “Friends of Education” and increase donations.

Agreed:

That the same generic “thank you” advertisement be placed in the Brandon Sun in September 2013.

6. FUTURE VISION OF THE FRIENDS OF EDUCATION FUND COMMITTEE DECISION

D. Labossiere spoke to the memo from Kevin Zabowski, Secretary-Treasurer, to the Policy Review Committee, dated May 7, 2012, and referenced the Policy Committee Meeting Minutes of November 21, 2012. The following is an excerpt from those Policy Review Committee Minutes:

“It was agreed that the Policy Review Committee would not be recommending the establishment of a Foundation at this time and would encourage the Board of Trustees to maintain the status quo with respect to the current Friends of Education Fund.”

Chairperson Bartlette then discussed how we can generate more promotion and encouragement for The Friends of Education Fund Committee and further presented the committee with deferring this item to the next meeting when more committee members are present.

Agreed:

That this item be deferred to the next meeting for further discussion.

7. WEBPAGE UPDATE FOR FRIENDS OF EDUCATION FUND

D. Labossiere provided an overview of the new Division website on the projection screen to the committee members. The committee was pleased with the content of the “Friends of Education” page and that the tab appeared on the BSD homepage for greater visibility of Friends of Education. The “Friends of Education” page includes Policy and Procedures 3027 for Friends of Education and page tabs for “Contact Us” and “Donate.” Committee members discussed the appearance of the website and requested to include the same information that is provided in the promotional brochures on the Friends of Education webpage. The font size on the Friends of Education webpage also needs to be bigger for easier reading. D. Labossiere also suggested that the committee look at options available to accept donations online in the future.

Agreed:

That K. Boklaschuk update the “Friends of Education” webpage on the website to include the promotional brochure information.

8. FRIENDS OF EDUCATION PROMOTIONAL BROCHURES

Copies of the current promotional brochures were provided to committee members. D. Labossiere proposed to delay printing more brochures at this time as there are updates that will be forthcoming. These updates will include the new BSD website address (www.bsd.ca) and a new email address that will change in the summer/fall of 2013 when the Division changes from First Class to MS Outlook. In

order to produce new brochures cost-effectively, it was proposed to delay printing more brochures until the changes are made. This will also delay brochure distribution until the fall.

Further, it was mentioned that K. Boklaschuk, Communication & Technology Specialist, would like to change the generic brochure pictures to pictures of our Division students. Concern was expressed that we do not forget to maintain cultural diversity in the new student pictures, and it was confirmed that they will remain culturally diverse. Discussion included the duration of student pictures currently used and when they should be updated. Permission to use pictures in Division documents are granted at the beginning of each year, so only those pictures will be used. The committee members requested that a draft copy of the new promotional brochure be brought to the committee for approval before printing occurs.

Agreed:

That new promotional brochures be updated with the new website address, new email address, and that new student pictures be brought forward. A draft copy of the new brochure will be brought to the committee for review and approval, and then printed in the fall for distribution.

9. POLICY ON QUORUM

D. Hardy inquired about the policy on quorum requirements for this committee as there were only 4 voting members in attendance today. Chairperson Bartlette indicated that there is no reference to quorum in the policy and that he was advised of the low numbers attending the current meeting. Discussion ensued and it was agreed that there should be a minimum of 4 out of 7 (50% plus 1) voting members present at meetings and that this be brought to the Policy Review Committee.

Agreed:

That the following addition to "Policy 3027 – The Friends of Education Fund" be forwarded to Policy Review Committee:

The quorum for scheduled meetings shall be 4 out of 7 committee members (50% plus 1), including the Trustee, for voting purposes (excluding the Superintendent of Schools/CEO and the Assistant Secretary-Treasurer). Should there be no quorum, then the meeting shall be rescheduled to accommodate quorum requirements.

Further, the following revision should be made to Policy 3027:

Change "The Brandon Association of Principals" to "Brandon Teacher Association Cosol" as The Brandon Association of Principals no longer exists.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 1:10 p.m.

Next Meeting: Thursday, June 13, 2013
11:30 a.m.
Conference Room at the Administration Office

Respectfully submitted,



Peter Bartlette, Chairperson

FRIENDS OF EDUCATION
July 1, 2012 to March 31, 2013
3.000.800.9798.XXX.XXX

<u>Description</u>	<u>July 1, 2011</u>	<u>Contributions</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>March 31, 2013</u>
<u>General</u>					
Other - General	6,045.20	1,000.00	3,000.00	74.56	4,119.76
All Charities Campaign	83.32	328.00	-	3.79	415.11
Canexus	-	-	-	-	-
Total General	6,128.52	1,328.00	3,000.00	78.35	4,534.87
<u>Scholarships</u>					
Xerox Scholarship	1,334.22	-	-	12.29	1,346.51
H. Pilling Award - KG	600.01	-	75.00	5.00	530.01
Grace Whitehead Scholarship (PEO Chapter)	516.32	-	-	4.76	521.08
Dr. Peter Letkeman VM Chemistry Scholarship	0.58	-	-	-	0.58
Guild Insurance Brokers Scholarship	0.49	-	-	-	0.49
Lynn Woycheshen Scholarship (Nursing Student)	100.42	-	-	0.92	101.34
Gordon and Barbara Sefton Memorial Scholarship	7,687.74	-	1,000.00	65.13	6,752.87
Spencer Lee Scholarship	(500.00)	1,000.00	-	2.33	502.33
J.R.Reid - Davloor	392.23	-	-	3.61	395.84
Jason Hargreaves Scholarship	1,198.14	50.00	1,000.00	4.96	253.10
Neelin Off Campus - Dr. Patrick Morrisette	4.28	-	-	0.02	4.30
CP Student Support	572.01	-	-	5.26	577.27
Vincent Massey Class of 81 Scholarship	4,760.55	-	500.00	39.88	4,300.43
Vincent Massey Scholarship (Alumni)	50,357.70	-	-	463.74	50,821.44
Kayleigh Brugger Character Scholarship	1,512.07	2,000.00	-	15.82	3,527.89
Margret Dickie Memorial - Nursing Bursary	234.49	-	100.00	1.48	135.97
Total Scholarships	68,771.25	3,050.00	2,675.00	625.20	69,771.45
<u>Playgrounds</u>					
Alexander Playground	20.97	-	-	0.20	21.17
Betty Gibson Playground	5,833.68	310.00	-	54.00	6,197.68
George Fitton Playground	(552.91)	8,800.00	8,221.14	(25.95)	-
Ecole Harrison Playground	51,357.87	2,000.00	47,539.83	152.48	5,970.52
King George Playground	3,415.59	-	-	31.46	3,447.05
Green Acres Playground	803.02	413.39	-	9.63	1,226.04
Linden Lanes Playground	587.25	-	-	5.40	592.65
Meadows Playground	67,978.26	89,531.44	157,509.68	(0.02)	-
Riverheights Playground	6,925.74	2,550.00	-	66.38	9,542.12
Valleyview Playground	2,620.47	-	-	24.13	2,644.60
Total Playgrounds	138,989.94	103,604.83	213,270.65	317.71	29,641.83
<u>Other</u>					
Off Campus Program	861.21	1,500.00	1,800.00	1.85	563.06
Ecole New Era/Harrison French Immersion Music of Africa	793.01	-	-	7.30	800.31
International Baccalaurette	33.31	-	-	0.29	33.60
St. Augustine	136.93	-	-	1.26	138.19
Kirkaldy	-	-	-	-	-
Drug & Alcohol Coalition Donations	11,849.13	6,230.00	10,589.22	104.23	7,594.14
Crocus Plains - F1 Championship	4,258.63	3,000.00	1,971.29	42.99	5,330.33
Crocus Plains - Water Festival	-	-	-	-	-
Crocus Plains - Field House	200.85	-	-	1.85	202.70
Safe Kids	10.79	-	-	0.09	10.88
Spin - Youth Wellness	145.95	-	145.95	-	-
Neelin Major Productions	285.11	8,669.03	8,236.98	12.45	729.61
New Era Breakfast	245.79	-	-	2.26	248.05
Vincent Massey	-	700.00	-	2.57	702.57
Waverly Park	-	2,871.00	-	22.66	2,893.66
Total Other	18,820.71	22,970.03	22,743.44	199.80	19,247.10
	232,710.42	130,952.86	241,689.09	1,221.06	123,195.25

Term Deposits Redemption

Accounts