



SGS Fundraising Society

Minutes – November 19, 2019

7:30 p.m. School Library

1. Call to order – 7:53pm

Welcome and Attendance

Randy Roszell, Principal

Krystal Jenkins

Tarra Mitchell

Tarah Samuel

Denise Watson

Michelle Neraasen

Marcus Hoople

Donna Nilsson

2. Review of the Agenda. Denise Watson motioned to approve the Agenda. Seconded by Tarra Mitchell. All in favour.

3. Approval of the October 22, 2019 Minutes. Motioned by Donna Nilsson. Seconded by Tarra Mitchell. All in favour.

4. Name Change – It has been suggested that we change the name from SGS Parents Society to SGS Fundraising Society. This would help avoid confusion between the two roles of School Council and the Fundraising Society. AGLC strongly suggests each group be clear and distinct in their names and roles.

ACTION ITEM: Tarra Mitchell to confirm that bank will accept cheques in the old and new name for the remainder of this school year and to look into any costs involved in changing names.

5. Bylaws- A draft of the bylaws has been created using the guidelines and template provided by the Alberta School Councils' Association. A Special General Meeting must be held in order to approve them because this wasn't done at the AGM in September. Once they are approved by the membership, they will then need to be submitted to Corporate Registries for approval.

ACTION ITEM: Randy Roszell to email the bylaws to the membership prior to the next meeting.

6. Directors Insurance- Discussion around the importance and need for insurance to cover the Fundraising Society. The Alberta School Councils' Association stresses that although school councils are covered under the School Board insurance policies, Fundraising activities are not. The Fundraising Society must secure its own insurance coverage to protect the Directors in the event that they are personally named in a lawsuit against the Society. Krystal Jenkins presented a quote from Marsh Canada (the official school board sponsored program in Alberta) for the following coverage based on revenue of \$50K or less annually:

Commercial General Liability – \$5M limit/\$490 per year

Directors and Officers - \$2M limit/\$300 per year

Crime - \$25,000 limit/included

Contents with extensions - \$10,000 limit/included

For a total cost of \$790 per year

Motion by Donna Nilsson to purchase insurance from Marsh Canada as quoted at \$790. Seconded by Michelle Neraasen. All in favour.

ACTION ITEM: Krystal Jenkins to follow up with Marsh to ensure they would insure us under both names for the first year.



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7. Signing Authority – Need to get the signing authority changed over. At the moment Marcus Hoople, Micaela Brown and Jodie McFadzen have signing authority. Discussion that there should be four people with signing authority: President, Vice-President, Treasurer and Secretary.
ACTION ITEM: Tarra Mitchell to make an appointment with the bank to get signing authority changed over.
8. Email Accounts – Tarra Mitchell has created a google drive and have given the President, Vice-President, Treasurer and Secretary email addresses. These accounts will be used for all Fundraising business and communication which will allow succession planning as all files and correspondence will be passed on to the next person in that role.
9. Next Meeting: January 21, 7:30pm in the library.
10. Meeting adjourned 8:23pm. Motioned by Tarah Samuel, seconded by Krystal Jenkins. All in favour.