

CALGARY CLASSICAL ACADEMY CURRIE FUNDRAISING SOCIETY

Minutes of the meeting of the Board of Directors (the "Board") of the Calgary Classical Academy Currie Fundraising Society ("CCACFS") held on February 11, 2024, at 2:00 p.m. at the Calgary Classical Academy Currie campus.

Present: M. MYERS (Chair)
R. REID
A. KENZO
M. WATERS (Secretary)
V. LEV
J. HERTZSPRUNG

Absent: None

Attending: S. MYERS (School Council)

M. Myers acted as chair and M. Waters acted as secretary for the meeting. Notice of the Meeting having been given to all Board members and a quorum being present, the meeting was declared to be regularly constituted.

1. Agenda

M. Myers reviewed the proposed agenda.

On motion duly made and seconded, it was unanimously **RESOLVED** that the agenda be approved.

2. Approve Minutes of the January 8, 2024 Meeting

The Board discussed the minutes of the January 8, 2024 meeting.

On motion duly made and seconded, it was unanimously **RESOLVED** that the Board approve the January 8, 2024 minutes.

3. Recorded Electronic Decisions

The Board voted and approved the following items electronically since its previous Meeting:

RESOLVED that:

Any two signing officers together shall have full power for, and in the name of CCACFS, to make and confirm any arrangements or agreements with such bank to manage, transact and settle all manner of banking business whatsoever. However, in the event of online banking, the Board will rely on the internal controls of having transactions approved in writing and signed by any two signing officers so that online

banking transactions can be initiated by any one signing officer once a transaction has been approved internally.

RESOLVED that:

The following individuals will have full signing authority and online banking access, including for deposits, withdrawals and transfers:

Miles Myers – President
Ashley Kenzo – Treasurer
Renaë Reid – Vice President

The following individuals will have view-only access to online banking:

Meghan Waters – Secretary
Valentina Lev – AGLC Director
Jessica Hertzsprung – Director-at-Large

4. School Council Update

S. Myers presented to the Board on behalf of School Council.

The Board discussed collaboration opportunities with School Council, including the use of CCACFS payment machines for fundraising activities. S. Myers provided several illustrative examples for the Board to consider where there would be benefits to coordinating on school activities. The Board discussed how funds raised by School Council activities would be held by CCACFS and the process for disbursing such funds.

The Board of CCACFS will prepare a policy document to set out the relationship between the two entities and will consult with School Council on these processes.

5. President's Report

M. Myers presented his update to the Board.

The Board discussed the letter received from Calgary Classical Academy Elementary Fundraising Society and agreed to provide a written response.

The agreed date for the Fundraising Gala is May 4, 2024. This has been confirmed with school administration, the venue proprietor, and the event planner. CCACFS will provide the event planner with an outline of the event and tentative budget to enable her to start planning. The Gala date will be announced to the school community at the next School Council meeting and volunteers will be solicited. J. Hertzsprung agreed to chair the Gala Committee.

The Board discussed the need for a payment processing system and logistics for storage of the system. This will be discussed with school administration.

The Board will enquire whether updates on CCACFS activities could be included in the Weekly Update from school administration.

6. Treasurer's Report

A. Kenzo confirmed that the bank account is operating, with M. Myers and A. Kenzo currently authorized on the account. R. Reid is required to attend at a Servus branch in person prior to being added to the account.

A. Kenzo will create a tracking sheet to ensure money raised for specific campaigns is appropriately tracked.

The Board discussed banking fees charged by Servus.

7. AGLC Update

V. Lev confirmed that the AGLC application was submitted on January 12, 2024.

8. Fundraising and Insurance Update

J. Hertzprung provided an update on the Purdy's Chocolatier campaign, which was a success given the limited time to run the campaign.

J. Hertzprung provided information to the Board on the estimate to procure directors and officers liability insurance, as well as additional crime-specific coverage. The Board will consider and revert at a subsequent meeting.

9. Policy Discussion

M. Waters provided an overview of the draft policies and procedures manual circulated to the Board for input.

10. Other Business

The next meeting of the Board is scheduled for March 10, 2024 at 2 p.m.

M. Myers confirmed there was no other business.

There being no other business, the meeting was adjourned.