

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 October 29, 2023, at 1:00 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:

Attending: D. MANSFIELD (Associate Principal, Currie)

M. Myers acted as chair and M. Waters acted as secretary for the incorporation meeting for the CCACFS. 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. Vision and Mission of CCACFS

M. Myers led a discussion on the purpose of CCACFS and invited D. Mansfield to outline his views on creating a successful working relationship between CCACFS and the administration of Calgary Classical Academy Currie. The Board agreed that the primary purpose of the CCACFS is to raise funds to support and enhance student learning at Calgary Classical Academy Currie, with a related goal of creating a strong school culture through the thoughtful selection of fundraising events and activities and the development of a collegial working relationship with the School Council and the administration of Calgary Classical Academy Currie.

The Board further discussed communication with school administration with D. Mansfield. It was agreed that, for requests from school administration, the applicable member of school administration would be copied on Board correspondence relating to the request to ensure clarity between the parties. Additional details around communications will be set out in the communication policy.

2. CCACFS Bylaws

M. Waters led a discussion on the proposed bylaws for CCACFS. The Board thoroughly reviewed the proposed bylaws and suggested changes. M. Waters agreed to circulate a revised draft of the bylaws for final review following the meeting.

3. Incorporation

A. Kenzo reviewed the documents to be filed with Alberta’s Corporate Registry to incorporate CCACFS as a non-profit society pursuant to the *Societies Act* (Alberta). A. Kenzo advised that the NUANS report

remains outstanding. The Board provided the necessary information to A. Kenzo to complete the incorporation process.

4. Relationship with the Calgary Classical Academy Elementary Fundraising Society

The Board discussed the relationship between CCACFS and the Bridgeland campus's fundraising society.

5. Fundraising Planning

M. Myers led a discussion on fundraising options for the CCACFS in its inaugural year. The Board agreed to pursue a signature Gala fundraising event in spring 2024. M. Myers agreed to investigate venue options for a Gala and discuss whether H. Hill would be interested in leading event planning.

J. Hertzprung suggested a Purdy's Chocolate fundraiser as the first campaign for CCACFS. Fun Lunch and Mabel's Labels were also discussed. The Board supported J. Hertzprung to pursue the Purdy's Chocolate campaign.

V. Lev agreed to prepare and submit to Alberta Gaming, Liquor and Cannabis an application for a casino license once CCACFS is officially incorporated. V. Lev will prepare the application and required support documentation and will also register for applicable training with Alberta Gaming, Liquor and Cannabis.

6. Election of Directors and Officers

The Board discussed director and officer positions for the upcoming year. The following individuals were appointed to the office set opposite their name:

Miles Myers	■	President
Rena Reid	■	Vice President
Ashley Kenzo	■	Treasurer
Meghan Waters	■	Secretary
Valentina Lev	■	Casino Director
Jessica Hertzprung	■	Fundraising Director

7. Policies and Procedures

The Board agreed that it is important to prepare a policies and procedures manual in the first year of operation for the CCACFS. Specific initial policies, including Communications, Fundraising, Privacy and Conflicts of Interest were discussed.

8. Banking

Whereas:

- a) The Board wishes to open bank account(s) in the name of CCACFS at such financial institution as is determined appropriate to manage CCACFS banking business;
- b) CCACFS wishes to appoint the following individuals as banking signing officers for CCACFS:
 - Miles Myers ■ President
 - Renaë Reid ■ Vice President
 - Ashley Kenzo ■ Treasurer
- c) 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;

On motion duly made and seconded, it was unanimously **RESOLVED** that the foregoing banking resolution and appointment of banking signing officers be approved.

9. Administrative

The Board discussed the creation of a website for the CCACFS and position-specific email addresses. M. Myers agreed to discuss the creation of a website with L. Ireland.

The Board agreed to apply to be added to the Benevity Causes Portal following incorporation. M. Waters and R. Reid agreed to work on this application.

The Board discussed the possible need for directors' and officers' indemnity insurance and commercial general liability insurance. J. Hertzprung agreed to research insurance options and present to the Board.

It was agreed that a satisfactory police check would be required to serve on the Board.

Document storage and retention options were discussed by the Board.

10. Other Business

The Board discussed a November and December meeting of the Board. R. Reid agreed to send a poll to Board members to confirm the date.

M. Myers confirmed there was no other business.

There being no other business, the meeting was adjourned.