

2017 ANNUAL GENERAL MEETING MINUTES

Friday, June 9, 2017

Wainwright, Alberta

8:00 A.M.

Alberta Elks Foundation



REACHING OUT TO OTHERS

1. Call to Order – called to order at 8:11 a.m. by Brother Duane Felt
2. Introduction of Trustees
Chair Duane Felt, Vice-Chair Gail Schrock, Trustees Roland Gagnon, Margo Ward, Don Borrowman, Alberta Elks Association 1st Vice President Ron Townrow, Secretary Treasurer Lynda Petten
Judiciary - Nick Henger, Ken Fedoruk, Jim McLeod

Absent with Notice – Alberta Elks Association Provincial President Lyle Ozouf

3. Approval of Agenda

Chairman Felt reported that Item 5e) Website Report – will be tabled until the Association meeting.

Moved by Bill Ward, Didsbury, seconded by Leonard Shain, Sherwood Park the agenda be received as printed. CARRIED

4. Adoption of Minutes of 2016 Annual General Meeting

Moved by Don Neal, Didsbury, seconded by Roy Poisson, Coronation to adopt the minutes as printed. CARRIED

5. Reports

a) Chairman's Report

“Brothers, Sisters and Ladies of the Alberta Elks Association:

Welcome to the Conference of the Alberta Elks Association and to the meeting of the Alberta Elks Foundation. The Foundation Board is made up of the following members:

Sister Gail Schrock (Co-Chair) – Drumheller Elks Lodge, Acme Royal Purple Elks Lodge

Sister Margo Ward – Didsbury Elks Lodge

Brother Don Borrowman – Medicine Hat Elks lodge

Brother Roland Gagnon – Westlock Elks Lodge

Brother Ron Townrow (Association 1st Vice President) – Didsbury Elks Lodge

Sister Lynda Petton (Secretary Treasurer) - Red Deer Elks Lodge

Brother Lyle Ozouf (Association President and Ad Hoc Member) – Edmonton Elks Lodge

Judiciary – Brother Nick Henger (Red Deer Elks Lodge); Brother Ken Fedoruk (Grande Prairie Elks Lodge); and Brother Jim McLeod (Sherwood Park Elks Lodge).

Raffle – Brother Jerry Leprieur (Stavelly Elks Lodge) and Sister Margo Ward (Didsbury Elks Lodge)

I would like to thank these members for their time and commitment to ensure the Foundation is looked after and your interests are in good hands. I would personally like to thank Sister Margo and Brother Don for serving on the Board for the last three years. Unfortunately, their three years allowed to serve on the Board are up and they will be missed. We will be looking for new members to serve on the Board.

Thanks to Sister Lynda for serving as our Secretary Treasurer for the past five years and for a job well done. Unfortunately, Brother John Christie, because of health issues, has had to step aside from taking over the Secretary-Treasurer's position. We will be advertising for a replacement in the near future.

I would also like to thank you, the members and our Lodges, for your donations to the Foundation. Without these donations, the Foundation could not function. Remember - we also need the Lodges to access the Foundation for funding to local projects and when emergencies arise.

THE YEAR IN REVIEW

Over the past year, the board met once in person (in October in Lacombe) and had numerous conference calls to handle the business of the foundation.

At the October meeting, we discussed various ideas as well as revised the Foundation Bylaws. Most of the items revised regarded the changes necessary following the revocation of the Alberta Royal Purple Lodges Association and the makeup of the Foundation Board. These

changes were given to the Association Judiciary Committee and will be presented at this Foundation meeting for approval.

FLOAT – Thanks to the Drumheller Elks Lodge for looking after the float the past couple of years. Their commitment was very much appreciated. Thank you to the Stavely Elks Lodge for stepping up to look after the float for the upcoming year.

WEBSITE – Modifications are underway with the website.

RAFFLE – The Board thanks all the Lodges and members who sold raffle tickets this year. You will notice this is one of the major fund raising initiatives of the Foundation and a large part of our income.

ISTAR – Brother Roland and I had the privilege of serving on the ISTAR Board this past year and attended their meetings in Edmonton. Mr. Anwar Haq is their new Executive Director and brings many years of experience working with boards. ISTAR is a major part of the U of A family and the Dean of Rehab Medicine is working closely with the ISTAR Board. They have some very aggressive ideas going forward to raise the profile of ISTAR. They are all very appreciative of the work the Alberta Elks and the Fund for Children and recognize our commitment to ISTAR.

Vision:

Communities inspired to support transforming the lives of those who stutter or have other communication challenges.

Mission:

Through advocacy and community engagement, the Foundation raises awareness and resources to support ISTAR as a globally recognized centre for stuttering treatment and research.

BUDGET – Unfortunately you will notice a deficit is being presented this year.

Please note the funds currently in the Foundation reserve (May 31, 2017):

GENERAL ACCOUNT - \$63,787

CASINO ACCOUNT - \$5,000

GENERAL ACCOUNT - \$38,462

INTEREST BEARING SAVINGS ACCOUNT - \$100,000

TOTAL - \$207,343

We offer the following for information:

INCOME –

- It is difficult to budget our income because a large amount is tied to the donations of our members, our Lodges and to our raffle sales. You will notice the budgeted income is down from last year's actuals but it is hoped that the members and Lodges continue to step up and help wherever possible;
- \$32,000 was received for the Fort McMurray Food Bank however this was an in and out, one time line item;
- We will not be receiving funds for a casino in the next year (2017 – 18) which will create a shortfall of approximately \$60 - \$70,000. Over the years, the casino funds make up a large portion of any projected income. We will be holding a casino in December 2017; however, it is anticipated those funds will be received during the second quarter of 2018 which will be part of the 2018 – 19 budgeting year. Yes, balanced budgets could be better prepared if the casino income was spread over each 2-year period; however, this does not reflect the yearly actuals which the Board need to project;
- \$35,000 has been budgeted for our ISTAR Annual Commitment. This agreement is in place for this year and next as part of our previous ISTAR Building Project.

The line item for ISTAR Lodge Contributions is an in and out line item. Last year numerous Lodges contributed to the Foundation with direct contributions to ISTAR. These funds must be contributed to ISTAR and are not included in our General Account. Last year these contributions totalled \$13,000.

EXPENSES – The amounts budgeted for Grants and Lodge Applications are estimates. The Foundation is there for the Lodges to access to fulfil their commitment to their communities; these funds are being continuously reviewed. Some additional expenses are required this year for some office equipment for our new Secretary Treasurer. The other expenses are in line with expenses experienced last year.

OVERALL – The Board is very concerned about tabling a deficit budget. We believe we are very conservative with the income projections and as mentioned numerous times, hope that the members and Lodges step up and contribute to increase the income. We believe we have trimmed as much as possible wherever possible from the expenses this year but also believe these expenses are necessary to continue to meet the mandate and the requirements of the Alberta Elks Foundation.

Every couple of years we do not hold a casino. Those years historically result in a deficit which is offset when we do hold a casino. Over each two or three-year period a net income does result. Overall, since the 2009 - 10 term, the Foundation has shown a net income of **\$104,683** which has resulted in **\$207,343** in its various accounts (see top of report). We strongly believe that the Foundation is in good financial shape with this deficit and believe it will be offset again next year.

In closing, on behalf of the Alberta Elks Foundation Board, we thank you for the opportunity to serve you, the members and Lodges of our Association. It is very rewarding to see the good things we can do while serving our communities. Thank you for stepping up and supporting the Foundation.”

b) ISTAR and Float Liaison Report

Moved by Roland Gagnon, Westlock, seconded by Roy Poisson, Coronation to disband the Alberta Elks Foundation float.

The following items were brought up during the discussion:

- what is the alternative
- casino funds can be used for operations and promotion
- should have costs of truck replacement and float repair before a decision is made; is the Foundation prepared to have a separate line item to replace the truck and put funds away each year for this replacement
- rent a golf cart, decorate it, put Charlie on the cart with same benefit
- what is the cost of shipping the mascot - \$1,000 plus or minus
- Suggestion was that we, as an organization, look into buying Charlie for Alberta if that is the route we are going to do
- The colour was discussed and the shorts and shirt should be purple with the Elks logo

MOTION DEFEATED

Need to do a complete breakdown of the float expenses/income for next AGM.

c) Raffle Chairman's Report

- Commissions have nothing to do with AGLC rules; it is the Lodges payment for selling the tickets; Lodge can do whatever they wish with the commission. The commission cheque does not go into the Lodge's AGLC account.

- Prize structure seems to be popular and easier to sell
- Total of 5,564 books sold – 85% as of Conference
- \$111,460 collected to date which after expenses will leave us with a profit of \$20,022.00
- It was asked whether a different draw date could be looked at to sell more into the fall; the extra expenses entailed in delaying the draw takes funds away from our profits; hopefully the tickets can be out late September or early October

d) Tabs for Tots Chairman's Report

- Collected over 8,000 pounds of metals this year
- Made a plea to continue to make your contributions of metal or surplus funds
- Consider making a cash donation to the Tabs for Tots fund
- In sixteen years \$170,000 worth of equipment within the Foundation has been donated to the communities
- If Lodges do not contribute, the Foundation may have to limit grant applications
- There is an account of balance of \$3,000 after this conference requests have been approved

e) Website – tabled to Association meeting

f) ISTAR Report

With a special emphasis on stuttering, the Institute for Stuttering Treatment and Research (ISTAR) is a not-for-profit center for the treatment, research and training for a spectrum of speech and communication disorders. Since its inception in 1986 with a start up grant from the Alberta Elks Foundation, ISTAR has grown to a world-renowned center of excellence known for the quality and impact of its therapy with clients. In addition, due to its reputation and effectiveness, ISTAR attracts clients and students from around the world. ISTAR's accomplishments are only possible because of the generous support of our partners, especially our principal donors, including the Elks and Royal Purple Fund for Children.

Funding Model

ISTAR is a true community organization, heavily reliant upon donors and volunteers. Despite the fact that a substantial proportion of our operations are supported by fee-for-services, our fee structure is well below the costs and industry standards. We are able to offer these subsidised services because of our deep-rooted relationship with The Elks and The Royal Purple Elks. On average, half of our annual donations come from these members and their Lodges, supporting our operating costs and the salaries of clinical positions that would not otherwise exist.

Therapies at ISTAR are effective and life changing. As a community organization, it is heartbreaking for us to see a number of children and young adults unable to complete or

sometimes even start their needed therapy only because they cannot afford therapy costs. Thanks to the Elks and the Royal Purple Elks, we were not only able to establish the ISTAR Client Assistance Program (ICAP) in 2016, but also improved the mandate on use of funds. The ICAP Fund now allows clients to apply for funding of both assessment and treatment, and more individuals qualify for funding including recent immigrants, refugees, and others. There are opportunities for any donor to contribute to our ICAP Fund and 100% of these donations go directly to client care.

Impact

The impact of the funding provided by the Elks is incredible and incomprehensible. During the 2016-2017 year alone, we served total of 447 clients, and of these 36 were supported by the ICAP Fund (over \$39,000 from the ICAP Fund was used towards direct client therapy during the year). Many more clients benefitted from the help of the Elks and Royal Purple Fund for Children Clinician and from operational help to ISTAR that enables us to keep our fees as low as possible. Your vision to support ISTAR has directly touched all of these clients and these interactions are life changing and lifelong. Many heartfelt hand written and typed letters from our clients of all ages are a testament both to our services and to your generosity.

We at ISTAR together with our clients genuinely respect and honor your contributions and the difference you have made in individuals' lives. Without the loyal support of the Elks, not only would we never have opened ISTAR's doors, but it would be very difficult for us to continue each year."

Moved by Bill Ward, Didsbury, seconded by Jean Frere, Trochu, to receive the reports as presented.
CARRIED

9:00 a.m. ISTAR Presentation by Anwar Haq

- Explained what ISTAR is, the relationship between the Elks and ISTAR, and explained some of the new programs being developed to help the clients
- maintenance program - how many clients are aware of this; Anwar Haq is taking this on himself to ensure the clients are made aware of this program

6. Review of Audited Financial Statement

- Pointed out the restricted net assets are the funds designated to ISTAR
- Donations received includes \$32,000 for Ft. McMurray Food Bank

Moved by Don Neal, Didsbury, seconded by Brian Read, Whitehorse to receive the financial statements. CARRIED

7. Resolutions

The Judiciary Committee reported there were no resolutions brought forward. The main focus was to re-write and update the Foundation bylaws and regulations which the Trustees have approved. Main focus was to update and to remove references to the Alberta Royal Purple Lodges Association and the Royal Purple of Canada.

Moved by Bill Ward, Didsbury, seconded by Keith McKinnon, Didsbury to approve the re-write so they can be sent to Alberta Registries. CARRIED

8. Annual \$5,000 Grant to Elks and Royal Purple Fund for Children

Moved by Barb Evans, Whitehorse, seconded by Leonard Shain, Sherwood Park to approve the grant. CARRIED

9. Tabs for Tots Applications

- a) TFT 2017-01 – Olds Elks #100 – JMI-105 Bilirubino Meter - \$3,500.00

Moved by Al Gummoson, Ft. Saskatchewan, seconded by Lorene Rose, High Prairie to approve TFT 2017-01 – Olds Elks #100 in the amount of \$3,500.00. CARRIED

- b) TFT 2017-02 – Red Deer Elks #85 – Temporal Thermometer, Fetal Heart Monitor, Baby Digital Scale, Table - \$1,800.00

Moved by Chris McLean, Wainwright, seconded by Barb Evans, Whitehorse to approve TFT 2017-02 – Red Deer Elks #85 in the amount of \$1,800.00. CARRIED

- c) TFT 2017-03 – Pincher Creek Elks #474 – Masimo RAD-5 - \$1,398.00

Moved by Meghan Pollard, Ft. Saskatchewan, seconded by Henry Rose, Grande Prairie to approve TFT 2017-03 – Pincher Creek Elks #474 in the amount of \$1,398.00. CARRIED

- d) TFT 2017-04 – Didsbury Elks #514 – Pediatric Comfort Kits - \$2,168.70

Moved by Bill Ward, Didsbury, seconded by Lorraine Sumners, Whitehorse to approve TFT 2017-04 – Didsbury Elks #514 in the amount of \$2,168.70. CARRIED

- e) TFT 2017-05 – McLennan Royal Purple Elks #62 – Baby Scale, 3 - Temporal
- Declined as per regulations

10. General Grant Applications

- a) GA 2017-02 – Pincher Creek Elks # – Ellie’s 474 - \$4,500.00
 Moved by Ken Neuman, seconded by Linda Kryzanowski, St. Paul to approve GA 2017-02 – Pincher Creek Elks #474 in the amount of \$4,500.00. CARRIED
- b) GA 2017-03 – Coronation Elks #360 – Ceiling Lift Project - \$2,500.00
 Moved by Roy Poisson, Coronation, seconded by Ed Heck, Acme to approve GA 2017-03 in the amount of \$2,500.00. CARRIED

11. New Business

- a) 49th Annual Foundation Raffle

Moved by Margo Ward, Didsbury, seconded by Henry Rose, Grande Prairie to hold the 49th Annual Foundation raffle. CARRIED

- b) Casino
 - Has been scheduled for December 28 and 29, 2017; Gail Schrock has the volunteer worker forms for those interested
- c) Alberta Elks Foundation Float Future – see Item 5b.
- d) Budget

| | Proposed Budget 2017-2018 | Actuals to 31-Mar-17 | Approved Budget 2016-2017 |
|---------------------------|------------------------------|-------------------------|------------------------------|
| INCOME | | | |
| <u>Donations</u> | | | |
| General | 40,000.00 | 53,637.56 | 40,000.00 |
| Tabs for Tots | 5,000.00 | 3,840.29 | 5,000.00 |
| ISTAR Lodge Contributions | 10,000.00 | 16,185.00 | 10,000.00 |
| Ft. McMurray Donations | 0.00 | 32,000.00 | 0.00 |
| <u>Casino</u> | | | |
| Operational | 2,500.00 | 2,184.75 | 2,500.00 |

| | | | |
|--------------------------------------|------------------|-------------------|-------------------|
| Pool Payout | 0.00 | 67,612.62 | 60,000.00 |
| Raffle | | | |
| Raffle Final Proceeds | 20,000.00 | 15,288.59 | 30,000.00 |
| Raffle Start-up Fees Returned | 10,000.00 | 10,000.00 | 10,000.00 |
| Commissions Donated | 2,000.00 | 4,123.00 | 2,000.00 |
| Bank Account Interest Earned | 150.00 | 86.02 | 1,500.00 |
| Float Fees | 1,500.00 | 3,800.00 | 1,500.00 |
| Website Sponsors | 200.00 | 200.00 | 200.00 |
| Insurance (Recovered by Association) | 2,650.00 | 2,617.00 | 2,600.00 |
| Miscellaneous Income | 100.00 | 2,094.17 | 100.00 |
| GST Rebate | 500.00 | 418.24 | 1,000.00 |
| TOTAL INCOME | 94,600.00 | 214,087.24 | 166,400.00 |
| EXPENSE | | | |
| <i>Foundation Grants</i> | | | |
| Lodge Applications | 10,000.00 | 13,537.00 | 27,000.00 |
| Tab for Tots Grants | 10,000.00 | 12,498.00 | 12,500.00 |
| Disaster Grants | 2,000.00 | 1,500.00 | 2,500.00 |
| Ft. McMurray Payout | 0.00 | 32,000.00 | 0.00 |
| Fund for Children | 5,000.00 | 5,000.00 | 5,000.00 |
| <i>ISTAR</i> | | | |
| Annual Commitment | 35,000.00 | 35,000.00 | 35,000.00 |
| Lodge Direct Contributions | 10,000.00 | 16,199.00 | 10,000.00 |
| Boberg Scholarship | 3,000.00 | 0.00 | 3,000.00 |
| Kully Scholarship | 4,000.00 | 0.00 | 4,000.00 |
| <i>Casino</i> | | | |
| Advisor Fees | 2,500.00 | 2,184.75 | 2,500.00 |
| Casino Workers | 5,000.00 | 4,494.77 | 5,000.00 |
| <i>Foundation Raffle</i> | | | |
| Start-up Funds | 10,000.00 | 10,200.00 | 10,000.00 |
| Other Expenses | 1,000.00 | 0.00 | 1,000.00 |
| Chairman's Honorarium | 1,200.00 | 1,200.00 | 1,200.00 |
| <i>Float Expenses</i> | | | |
| Truck Maintenance and Fuel | 1,500.00 | 1,059.38 | 1,500.00 |
| Float Maintenance | 1,000.00 | 0.00 | 1,000.00 |
| <i>Insurance Expense</i> | | | |
| Float/Vehicle Insurance | 500.00 | 168.00 | 1,000.00 |
| Comprehensive (1/2 Paid by | 5,200.00 | 5,234.00 | 5,200.00 |

| | | | |
|----------------------------------|--------------------|-------------------|-------------------|
| Association) | | | |
| <u>Meeting Expenses</u> | | | |
| Annual Meeting | 7,000.00 | 6,744.22 | 5,000.00 |
| Mid-term Meeting/Training | 2,500.00 | 2554.44 | 2500.00 |
| Special/Conference Call Meetings | 500.00 | 204.62 | 500.00 |
| ISTAR Representatives | 500.00 | 312.50 | 500.00 |
| Accounting & Legal Expense | 5,600.00 | 5,569.00 | 5,300.00 |
| Advertising/Promotion/Website | 800.00 | 743.07 | 0.00 |
| Miscellaneous Expenses | 500.00 | 3,538.87 | 600.00 |
| Miscellaneous Travel | 0 | 548.21 | 0.00 |
| <u>Secretary's Expense</u> | | | |
| Honorarium | 6,000.00 | 5,500.00 | 6,000.00 |
| Office Supplies Expense | 2,500.00 | 741.94 | 1,800.00 |
| Storage Unit Rental | 1,100.00 | | |
| <u>Communications</u> | | | |
| Telephone | 250.00 | 150.00 | 150.00 |
| Internet | 300.00 | 275.00 | 275.00 |
| Postage and Meter Expense | 1,000.00 | 1,340.50 | 1,000.00 |
| <u>Bank Charges</u> | | | |
| Service Charges | 200.00 | 85.38 | 100.00 |
| TOTAL EXPENSES | 135,650.00 | 168,582.65 | 151,125.00 |
| TOTAL INCOME | 94,600.00 | 214,087.24 | 166,400.00 |
| LESS TOTAL EXPENSES | -135,650.00 | -168,582.65 | -151,125.00 |
| NET INCOME (DEFICIT) | -41,050.00 | 45,504.59 | 15,275.00 |

Accepted at AGM – June 9, 2017

Moved by Gary Hewitt, Whitehorse, seconded by Chris McLean, Wainwright to approve the budget as amended. CARRIED

e) Secretary-Treasurer Position

As per regulations, Lynda Petten's five-year term has been completed. Brother John Christie of Trochu had been working with Lynda and was to take this position following the Conference. Due to health reasons, this will not happen; however due diligence was done and the Directions are looking for a replacement with the necessary qualifications.

Moved by Leonard Shain, Sherwood Park, seconded by Ken Neuman, Pincher Creek to allow Lynda Petten to serve one more year, or until a suitable candidate is found, as Secretary Treasurer of the Alberta Elks Foundation. CARRIED

12. Good of the Order

- a) Presentation of Fund for Children Donation - \$5,000
- b) Presentation of Other Cheques – Tabs for Tots - \$5,200
- c) Acceptance of Donations
 - Foundation - \$24,391.66
 - ISTAR - \$8,891.66
 - Elks and Royal Purple Fund for Children - \$6,891.66
- d) Presentation of Certificates
 - Bill Hilz (largest single contribution to the Foundation) – Stavely #112
 - Bob Manning (highest per-capita donation to the Foundation) – Hythe Royal Purple Elks #106
 - Tabs for Tots Total Contribution Award – District #9 – 886.5 lbs; Other Accumulated Metals – District #3 – 2,462 lbs.

13. Adjournment – Moved by Brian Read, Whitehorse, seconded by Keith McKinnon, Didsbury to adjourn the Alberta Elks Foundation Annual General Meeting at 10:21am. CARRIED