

**ALBERTA SCHOOL BOARDS ASSOCIATION
ZONE 2/3
GENERAL MEETING
AGENDA**

**St. Anthony Centre
September 23, 2011
9:30 a.m.
(Lunch will be provided)**

1. **CALL TO ORDER and WELCOME**
2. **ADDITIONAL ITEMS - CONSIDERATION OF THE AGENDA**
 - A. **ACTION ITEMS**
 - 1)
 - 2)
 - 3)
 - B. **INFORMATION ITEMS**
 - 1)
 - 2)
 - 3)
3. **ACCEPTANCE of AGENDA as circulated/amended.**
4. **MINUTES**
 - a) Acceptance of Minutes of General Meeting June 24, 2011 as circulated/amended.
 - b) Business arising from minutes
5. **NEW BUSINESS - ACTION ITEMS**
 - a) **STANDING ITEM - ASBA Issues/Directives for Action**

Are there any issues coming forward from Boards within our Zone? (As per the new ASBA Board of Directors' Governance Policy #10)
 - b) **2011-2012 Advocacy Focus Selection**

Boards were requested to provide input to the Advocacy Committee regarding Advocacy Focus. Selection(s) will be made.
 - c) **Additional Action**
 - 1)
 - 2)
6. **INFORMATION ITEMS - ALL REPORTS ARE REQUESTED TO BE WRITTEN**
 - a) **Zone Reports**
 1. Chair's Report - Chair Turnbull
 2. Advocacy Committee Report - Trustee Boisvert

3. Labour Relations Report - Trustee Kowalchuk
4. Financial Report - Jackie Gilbert - att.

b) ASBA Reports

1. Zone Directors - Trustee Lemke, Trustee Trettler
2. President - Jacquie Hansen
3. Executive Director - David Anderson

c) Alberta Education

1. Field Services - David Woloshyn, Elsie Pawluk
2. Other

d) Other

1. Proposed 2011-2012 Budget - for action October AGM - att.

e) Additional Information

- 1)
- 2)

7. PRESENTATIONS

ASBA Policies & Directives for Action - Vice President Smith

9. BOARD SHARING - as time permits

2:45 p.m. **10. ADJOURN**

Next Meeting - Annual General Meeting
Elections will be held
October 22, 2011 9:30 a.m.
St. Anthony Centre

Please see attached approved meeting schedule for 2011-2012. This information is also available at www.asba.ab.ca

**ALBERTA SCHOOL BOARDS ASSOCIATION
ZONE 2/3
FINANCIAL STATEMENTS
31-Aug-11**

<u>EQUITY STATEMENT</u>		
	<u>2010-2011</u>	<u>2009-2010</u>
Balance as of September 1, 2010	\$27,252	\$25,998
Excess Revenue over Expenditures	<u>\$11,301</u>	<u>\$1,254</u>
Accumulated Surplus Balance as at August 31, 2011	<u>\$38,553</u>	<u>\$27,252</u>

<u>BALANCE SHEET</u>					
	<u>2010-2011</u>	<u>2009-2010</u>		<u>2010-2011</u>	<u>2009-2010</u>
Assets			Liabilities and Equity		
Cash in Bank	\$39,705	\$27,090	Accounts Payable	\$1,422	\$1,200
Prepaid Expenses	\$0	\$0			
Accounts Receivable	<u>\$270</u>	<u>\$1,362</u>	Equity	<u>\$38,553</u>	<u>\$27,252</u>
Total Assets	<u>\$39,975</u>	<u>\$28,452</u>	Total Liabilities and Equity	<u>\$39,975</u>	<u>\$28,452</u>

**ASBA ZONE 2/3
FINANCIAL REPORT
August 31 2011**

Preliminary - Subject to Year End Adjustments

	2010-2011		Variance	
	BUDGET	ACTUAL	Budget to Actual	
REVENUES				
29 Membership Fees	\$54,890	\$54,686	99.63%	\$204 0.37%
Meal Recoveries				
MLA Presentation	\$4,000	\$2,825	70.63%	\$1,175 29.38%
Edwin Parr Banquet	\$4,000	\$3,440	86.00%	\$560 14.00%
Labour Meetings	\$2,000	\$0	0.00%	\$2,000 100.00%
Interest Income (Min.Bal.)	\$100	\$225	225.00%	(\$125) -125.00%
TOTAL REVENUES	\$64,990	\$61,176		\$3,814 5.87%
EXPENSES				
Executive Committee				
Per Diem	\$11,000	\$7,610		\$3,390
Chair Allowance	\$1,000	\$983		\$0
Expenses	\$5,000	\$3,810		\$1,190
	\$17,000	\$12,403		\$4,580 27.04%
Advocacy Committee				
Per Diem	\$2,500	\$3,790		(\$1,290)
Chair Allowance	\$400	\$400		\$0
Committee Expenses	\$2,500	\$719		\$1,781
Presentation Media Expenses	\$4,000	\$0		\$4,000
MLA Presentation	\$7,500	\$4,790		\$2,710
	\$16,900	\$9,699		\$7,201 42.61%
Ad-Hoc Committees				
Per Diem	\$1,000	\$0		\$1,000
Chair Allowance	\$0	\$0		\$0
Committee Expenses	\$1,000	\$0		\$1,000
	\$2,000	\$0		\$2,000 100.00%
Edwin Parr Committee				
Per Diem	\$2,400	\$2,580		(\$180)
Chair Allowance	\$250	\$250		\$0
Expenses	\$2,500	\$3,613		(\$1,113)
Awards Dinner	\$8,750	\$4,667		\$4,083
	\$13,900	\$11,110		\$2,790 20.07%
Labour Relations Representative				
Per Diem	\$1,000	\$0		\$1,000
Expenses	\$2,000	\$0		\$2,000
Speaker	\$250	\$0		\$250
	\$3,250	\$0		\$3,250 100.00%
Audit	\$1,500	\$1,422		\$78 5.20%
Bank Charges	\$0	\$0		\$0 #DIV/0!
CSBA Conference	\$4,000	\$0		\$4,000 100.00%
ASBA Leadership Academy	\$2,000	\$798		\$1,202 60.10%
Guest Speakers	\$300	\$0		\$300 100.00%
Meeting Expenses	\$11,700	\$8,341		\$3,359 28.71%
Office Supplies, Postage, Phone	\$1,500	\$1,181		\$319 21.27%
Secretary-Treasurer Services	\$5,650	\$4,500		\$1,150 20.35%
Support Honorarium	\$500	\$196		\$304 60.80%
Zone Appreciation	\$200	\$225		(\$25) -12.50%
TOTAL EXPENSES	\$80,400	\$49,875		\$30,508 37.97%
EXCESS OF REVENUES OVER EXPENSES	(\$15,410)	\$11,301		(\$26,694)
EQUITY ESTIMATE				
Opening Balance, September 1, 2010	\$27,252	\$27,252		
Excess of Revenues over Expenses	(\$15,410)	\$11,301		
Closing Balance	8 \$11,842	\$38,553		

Per Motion of September 28, 2007, a minimum operating surplus of \$10,000 must be maintained

ASBA ZONE 2/3
PROPOSED BUDGET FOR INFORMATION
2011-2012

	Note Reference	2011-2012	2010-2011	Variance		2010-2011
		BUDGET	ACTUAL	Budget 1112 to Actual 1011		BUDGET
REVENUES						
Membership Fees	1	\$54,503	\$54,686	(\$183)	-0.34%	\$54,890
Meal Recoveries						
MLA Presentation	2	\$4,000	\$2,825	\$1,175	29.38%	\$4,000
Edwin Parr Banquet	2	\$4,000	\$3,440	\$560	14.00%	\$4,000
Labour Meetings	2	\$2,000	\$0	\$2,000	100.00%	\$2,000
Interest Income (Min. Bal.)	3	\$100	\$225	(\$125)	-125.00%	\$100
TOTAL REVENUES		\$64,603	\$61,176	\$3,427	5.30%	\$64,990
EXPENSES						
Executive Committee						
Per Diem	4	\$11,500	\$7,610	\$3,890		\$11,000
Chair Allowance	4A	\$1,000	\$983	\$0		\$1,000
Expenses	4	\$6,000	\$3,810	\$2,190		\$5,000
		\$18,500	\$12,403	\$6,080	32.98%	\$17,000
Advocacy Committee						
Per Diem	4	\$7,500	\$3,790	\$3,710		\$2,500
Chair Allowance	4A	\$600	\$400	\$200		\$400
Committee Expenses	4	\$2,500	\$719	\$1,781		\$2,500
Presentation Media Expenses	5	\$3,000	\$0	\$3,000		\$4,000
MLA Presentation	5	\$5,000	\$4,790	\$210		\$7,500
		\$18,600	\$9,699	\$8,901	47.85%	\$16,900
Ad-Hoc Committees						
Per Diem		\$1,000	\$0	\$1,000		\$1,000
Chair Allowance		\$0	\$0	\$0		\$0
Committee Expenses		\$1,000	\$0	\$1,000		\$1,000
		\$2,000	\$0	\$2,000	100.00%	\$2,000
Edwin Parr Committee						
Per Diem	4	\$3,000	\$2,580	\$420		\$2,400
Chair Allowance	4A	\$250	\$250	\$0		\$250
Expenses (committee, awards, programs etc)	4	\$3,500	\$3,613	(\$113)		\$2,500
Awards Dinner (hotel expense)	4	\$8,000	\$4,667	\$3,333		\$6,750
		\$14,750	\$11,110	\$3,640	24.68%	\$13,900
Labour Relations Representative						
Per Diem	4	\$1,000	\$0	\$1,000		\$1,000
Expenses	4	\$2,000	\$0	\$2,000		\$2,000
Speaker	4	\$250	\$0	\$250		\$250
		\$3,250	\$0	\$3,250	100.00%	\$3,250
Audit						
	6	\$1,500	\$1,422	\$78	5.20%	\$1,500
Bank Charges						
		\$0	\$0	\$0	#DIV/0!	\$0
CSBA Conference						
	5	\$3,000	\$0	\$3,000	100.00%	\$4,000
ASBA Leadership Academy						
	5	\$2,000	\$798	\$1,202	60.10%	\$2,000
Guest Speakers						
	7	\$300	\$0	\$300	100.00%	\$300
Meeting Expenses						
	5	\$10,875	\$8,341	\$2,534	23.30%	\$11,700
Office Supplies, Postage, Phone						
	7	\$1,200	\$1,181	\$19	1.58%	\$1,500
Secretary-Treasurer Services						
	6	\$4,500	\$4,500	\$0	0.00%	\$5,650
Support Honorarium						
	6	\$500	\$196	\$304	60.80%	\$500
Zone Appreciation						
	7	\$300	\$225	\$75	25.00%	\$200
TOTAL EXPENSES		\$81,275	\$49,875	\$31,383	38.63%	\$80,400
EXCESS OF REVENUES OVER EXPENSES		(\$16,672)	\$11,301	(\$27,956)		(\$15,410)

EQUITY ESTIMATE		
Opening Balance, September 1, 2010	\$27,313	\$27,252
Budgeted Excess of Revenues over Expenses	(\$16,672)	\$11,301
Closing Balance	8 \$10,641	\$38,553

ASBA ZONE 2/3

PROPOSED BUDGET FOR INFORMATION

2011-2012

APPENDIX A - FEES

FEES SCHEDULE

	CURRENT	PROPOSED	VARIANCE
		<div style="border: 1px solid black; padding: 2px;"> Increase 0.00% </div>	
Basic Fee per Board	\$1,402	\$1,402	\$0
Plus Student Fee per Member Board			
a) 1-2000 Students	\$183	\$183	(\$0)
b) 2001-4000 Students	\$340	\$340	\$0
c) 4001-5000 Students	\$518	\$518	\$0
d) 5001-6000 Students	\$691	\$691	\$0
e) 6000+ Students	\$895	\$895	\$0

NOTE: Yellowknife and Lloydminster Boards are exempt from the additional Student Fee

	CURRENT	PROPOSED	VARIANCE
		<div style="border: 1px solid black; padding: 2px;"> Increase 0.00% </div>	
TOTAL FEE FOR 2008-2009			
a) 1-2000 Students	\$1,585	\$1,585	(\$0)
b) 2001-4000 Students	\$1,741	\$1,741	\$0
c) 4001-5000 Students	\$1,919	\$1,919	\$0
d) 5001-6000 Students	\$2,092	\$2,092	\$0
e) 6000+ Students	\$2,297	\$2,297	\$0

TOTAL FINANCIAL IMPACT ON BOARDS	
a) 1-2000 Students	(\$0)
b) 2001-4000 Students	\$0
c) 4001-5000 Students	\$0
d) 5001-6000 Students	\$0
e) 6000+ Students	\$0

**ASBA ZONE 2/3
PROPOSED BUDGET FOR INFORMATION
2011-2012
APPENDIX B - REVENUES**

1

School Board Fees

School Board

	Projected Increase	Student Count FTE *1	Base Fee	Student Fee	Total Fee
	0.00%				
1 Aspen View Regional Division No. 19		3016	\$1,402	\$340	\$1,741
1 Black Gold Regional Division No. 18		8517	\$1,402	\$895	\$2,297
1 Buffalo Trail Public Schools		4453	\$1,402	\$518	\$1,919
1 East Central Catholic Schools		2522	\$1,402	\$340	\$1,741
1 East Central Francophone		no count reported	\$1,402	\$183	\$1,585
1 Edmonton Catholic Schools		31747	\$1,402	\$895	\$2,297
1 Edmonton Public Schools		79911	\$1,402	\$895	\$2,297
1 Elk Island Catholic Schools		5321	\$1,402	\$691	\$2,092
1 Elk Island Public Schools		16356	\$1,402	\$895	\$2,297
1 Evergreen CSRD No. 2		3429	\$1,402	\$340	\$1,741
1 Ft. McMurray Catholic Schools		4034	\$1,402	\$518	\$1,919
1 Ft. McMurray Public Schools		4884	\$1,402	\$518	\$1,919
1 Grande Yellowhead Public School Division #77		no count reported	\$1,402	\$518	\$1,919
1 Greater St Albert Catholic Schools		6102	\$1,402	\$895	\$2,297
1 Lakeland RCSSD No. 150		no count reported	\$1,402	\$183	\$1,585
1 Living Waters Catholic Schools		1598.5	\$1,402	\$183	\$1,585
1 Lloydminster RCSSD 89		Student Fee exempt	\$1,402	\$0	\$1,402
1 Lloydminster School Division 99		Student Fee exempt	\$1,402	\$0	\$1,402
1 North Central Francophone		2647	\$1,402	\$340	\$1,742
1 Northern Gateway Regional Division		no count reported	\$1,402	\$691	\$2,092
1 Northern Lights School Division		5765	\$1,402	\$691	\$2,092
1 Parkland School Division No. 70		9167	\$1,402	\$895	\$2,297
1 Pembina Hills Regional Division		no count reported	\$1,402	\$340	\$1,741
1 St Albert Protestant Schools		6245	\$1,402	\$895	\$2,297
1 St Paul Education Regional No. 1		3940	\$1,402	\$340	\$1,741
1 St. Thomas Aquinas Catholic Schools		2509	\$1,402	\$340	\$1,741
1 Sturgeon School Division		4402	\$1,402	\$518	\$1,919
1 Yellowknife Education District No. 1		Student Fee exempt	\$1,402	\$0	\$1,404
1 Yellowknife Public District Ed Authority		Student Fee exempt	\$1,402	\$0	\$1,402
					\$54,503.00

*1 - FTE Enrolments as reported September 2010 by each Board

RECOMMENDATION: 2011-2012 FEES REFLECT INCREASE	0.00%
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2

Meal Recoveries (nominal fee for meals charged - not necessary 100% recovery considering all incremental meeting costs)

MLA Presentation	\$4,000.00
Edwin Parr Dinner	\$4,000.00
Labour Meetings	\$2,000.00

3

Minimum Balance Interest - conservative estimate	\$100.00
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**ASBA ZONE 2/3
PROPOSED BUDGET FOR INFORMATION
2011-2012**

APPENDIX C - HONORARIA, PER DIEMS, TRAVEL & MEAL RATES

NOTE
REFERENCE

4 Executive, Advocacy*, Edwin Parr and Labour Relations Per Diem and Expenses (to be reviewed annually)

Daily Per Diem Rate to 4 hrs			\$80
Daily Per Diem Rate to 8 hrs			\$160
Maximum Daily Per Diem Rate to 12 hrs			\$240

*Advocacy work expected to be done year-round

4A Chair Allowance in recognition of additional duties performed

Zone Chair Annual Allowance			\$1,000
Advocacy Committee Chair Annual Allowance			\$600
Edwin Parr Committee Chair (Zone Vice-Chair) Annual Allowance			\$250

Kilometer Rates = ASBA Current Rates (as at September 1, 2009) \$.49/km

Travel Expenses	per receipt	
Meals	per receipt or meal allowance (claimant's discretion)	
Breakfast		\$13.00
Lunch		\$18.00
Dinner		\$25.00

**Not knowing who will be filling Positions - worst case scenario is projected
Travel Expenses, Hotel Accommodations, Meals et al.**

6 Contract fees

Secretary Treasurer ***	\$4,500
Support Honorarium	\$500

***** Contract amount paid to Banker Board - BASED ON 9 DAYS AWAY TO ATTEND ZONE MEETINGS**

**ASBA ZONE 2/3
PROPOSED BUDGET FOR INFORMATION
2011-2012
APPENDIX D - OTHER EXPENSES**

NOTE
REFERENCE

5 Expenses reflective on base costs for meetings and equipment
Incremental costs for MLA and Edwin Parr Luncheons are reflected under the activity noted

Meeting Expenses	Meeting Room	Equipment/ Add-ons	Meals	
September St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
October St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
November St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
January St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
February St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
March St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
April St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
May St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
June Executive Royal Inn	\$100.00	\$75.00	\$500.00	
	\$1,700.00	\$675.00	\$8,500.00	
			\$10,875.00	
Incremental Costs				
MLA Function -	\$500.00	\$250.00	\$4,000.00	\$4,750.00
Edwin Parr Awards Banquet	\$500.00	\$250.00	\$8,000.00	\$8,750.00
ASBA Leadership Academy			\$2,000.00	
CSBA Conference - 2012			\$3,000.00	

6 **Contract fees**
Audit Fees - projected costs - "Banker Board" professional audit \$1,500

7 **Standing Expenditure Items** APPROX +0%

8 **Per Motion of September 28, 2007, a minimum operating surplus of \$10,000 must be maintained**

**ASBA ZONE 2/3
APPROVED
MEETING SCHEDULE
2011-2012**

General Meetings

September 23, 2011 – St. Anthony Centre
November 25, 2011 – St. Anthony Centre
January 27, 2012 – St. Anthony Centre
February 24, 2012 – St. Anthony Centre
March 23, 2012 – St. Anthony Centre
April 27, 2012 – St. Anthony Centre
May 25, 2012** – Executive Royal Inn West (*TO BE CONFIRMED*)
June 22, 2012 – St. Anthony Centre

Annual Meetings

October 28, 2011 – St. Anthony Centre

* MLA Advocacy Presentation – to be determined Date & Format
**Edwin Parr Awards Banquet – Friday May 25th (Evening)

GENERAL INFORMATION

- ❖ General Meetings will commence at 9:30 a.m.
- ❖ Annual Meetings commence at 9:30 a.m.

MEETING LOCATIONS

St. Anthony Centre 10425-84 Avenue, Edmonton

**Executive Royal Inn West
10010-178 Street, Edmonton**