

AGM Agenda

CBE Staff Association's Annual General Meeting

Wednesday, November 23, 2016

Glenmore Inn & Convention Centre 2720 Glenmore Trail SE Calgary, Alberta

7:00 pm, Glenmore West/Heritage Room

ltem	Description	Responsible
1.	Chairperson's Call to Order	Chairperson, Lois Robb
2.	Greetings and Introductions	Chairperson, Lois Robb
3.	Approval of Minutes	Chairperson, Lois Robb
4.	Chairperson's Address	Chairperson, Lois Robb
5.	Audit Presentation and Approval	Auditor, Dennis Kisio
6.	Proposed Budget Presentation and Approval	Treasurer, Nancy Huizinga
7.	Motions (Main Body & PSS) to Match Funding for Staff Development Funds for 2016-2017	Treasurer, Nancy Huizinga
8.	Manager's Report	Manager, Mark Johnson
9.	Closing Remarks and Adjournment	Chairperson, Lois Robb
10.	Informal Question and Answer Period	



CBE Staff Association

Annual General Meeting

Date: November 23, 2016

Directors in	Lois Robb (Chairperson), Leah Arkley, April Byers, Charlene Barva, Jen Copithorne,
Attendance:	Larry Frandle, Jackie Galambos, Nancy Huizinga, Rae-Ann Royal
In Attendance:	Mark Johnson (Staff Association Manager), Dawn Scott (Recording Secretary)
Regrets:	Staff Association: Albert Herscovitch (Staff Association Manager)

1. CALL TO ORDER: Meeting called to order at 7:00 pm. The meeting was adjourned for 10 minutes as there was not a quorum present. The meeting was re-called to order at 7:10 pm.

Action Items

2. INTRODUCTIONS: Lois Robb welcomed the members that came out to the meeting and introduced Staff Association's Board of Directors.

3. APPROVAL OF MINUTES:

Motion by Mike Minard, that the Annual General Meeting Minutes of November 25, 2015 be approved as printed, seconded by Shirley Martin. Motion Carried

Motion Carried

4. CHAIRPERSON'S ADDRESS:

- We sent out an FYI yesterday with quite a bit of information in it.
- An anonymous letter was received from a member. We cannot address things if we
 do not know of the location where something is occurring. We know that there is
 angst out there sometimes with providing names and locations because of possible
 backlash. We cannot help though if we do not know where the problem exists.
- We have had some success in getting things changed as an example: Lunchroom Supervisors asked to work as School Assistants. At this time, we are working on Lunchroom and School Assistants asked to do Education Assistant work.
- It boils down to communication. It is very important that you, the member, communicate with one another and with us. Please encourage your co-workers to sign-up on our site to receive Staff Association information. Many emails that we send out are never viewed by our members and that is quite discouraging. We want to do the best job that we can for you, our members, so that we can assist with the challenges that you face every day. If you have an extreme workload and not enough time to complete those tasks in a day, we need to know that.
 - > We meet with David Stevenson once a month and this is an opportunity for us to provide him with this information.
 - > Do not be afraid. We will work with you and do the best that we can for you around these circumstances.
 - > Call us and send us emails. Do not send anonymous letters as they are not helpful.
- Bullying is a big issue within the system. It will not change until we all stand up and say that it is not okay. It has been extremely busy this year at the office. Let us know if this is happening to you. We do the best that we can and sometimes by the time we hear from members they are already under dire stress. There is only one counsellor at the Employee Health Resource Centre (EHRC) for over 14,000 employees in the system. If CBE has to sit-up and take notice that people are saying that this is not okay, we can begin to make changes.

5. AUDITÒR'S REPORT: Presented by Dennis Kisio, Chartered Accountant

- Chartered Accountant, Dennis Kisio, discussed Staff Association's financial statements for the year-ending August 31, 2016.
 - Dennis Kisio answered questions from the membership pertaining to the Auditor's Report.

Motion by Kim Sahota, that the Auditor's Report be accepted as presented, seconded by Carol Binder. Carried.

Motion Carried

6. PROPOSED BUDGET: Presented by Nancy Huizinga

- Nancy explained the proposed budget amounts for the 2016/17 year.
 - Nancy answered questions from the membership pertaining to the proposed budget.

Motion by Carol Binder, that the Proposed Budget for 2016-2017 be approved as presented, seconded by Gwen Pearson. Carried.

Motion Carried

7. MOTION TO MATCH FUNDING FOR STAFF DEVELOPMENT FUND FOR 2015-2016 (MAIN BODY & PSS):

Nancy Huizinga motions that the Staff Association put up to \$25,000 to match CBE Staff Development Main Body Funds for 2016-2017, seconded by Jane Turner. Carried

Motion Carried

Nancy Huizinga motions that the Staff Association put up to \$5,000 to match CBE Staff Development Professional Support Staff Funds for 2016-2017, seconded by Mike Minard. Carried

Motion Carried

8. MANAGER'S REPORT / UPDATES:

Manager's Report: Presented by Mark Johnson

- Mark provided the membership with an overview of the following three items:
 - Layoff and recall trial provisions;
 - o Vacation pay (10 month employees) being pensionable; and
 - o The Attendance Management Program
 - Mark answered questions pertaining to the attendance management program.

9. CLOSING REMARKS AND MEETING ADJOURNMENT

- ➤ Lois thanked the membership once again for coming out and advised that there will be an informal question and answer period after the meeting is adjourned and she and Mark will stay as long as the membership has questions to ask.
- Lois adjourned the formal part of the meeting at 8:21 pm.

10. INFORMAL QUESTION & ANSWER PERIOD

➤ Membership questions were asked and answered by Staff Association's Chairperson and Manager.

Recording Secretary

Chairperson

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2016

Dennis W. Kisio Chartered Accountant

Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Directors of The Calgary Board of Education Staff Association

I have audited the accompanying financial statements of The Calgary Board of Education Staff Association, which comprise the balance sheet as at August 31, 2016 and the statements of operations and net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessment, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls.An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at August 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

DENNIS W KISIO PROFESSIONAL CORPORATION

CHARTERED ACCOUNTANT

Calgary, Alberta October 27, 2016

BALANCE SHEET AS AT AUGUST 31, 2016

	2016	2015
<u>ASSETS</u>		
CURRENT Current account Business savings account Due from Staff Development Fund Accounts receivable Accrued interest receivable Prepaid expenses	\$ 131,853 173,441 - 122,073 21,587 4,838 	\$ 38,297 287,522 42,000 21,166 20,057 4,044 413,086
GUARANTEED INVESTMENT CERTIFICATES	1,061,766	1,047,620
PROPERTY AND EQUIPMENT (Note 3)	414,868 \$ 1,930,426	437,865 <u>\$ 1,898,571</u>
<u>LIABILITIES</u>		
CURRENT Accounts payable and accrued liabilities	\$ 85,963	\$ 24,678
NET ASSETS		
NET ASSETS - unrestricted	1,844,463	1,873,893
Signed on behalf of the Board Local Robb Director Director	\$ 1,930,426	\$ 1,898,571

STATEMENT OF OPERATIONS AND NET ASSETS

FOR THE YEAR ENDED AUGUST 31, 2016

	<u> 2016</u>	<u>2015</u>
Revenue		
Members' dues	\$ 1,106,201	\$ 1,065,661
CBE Staff Development Fund	325,000	285,000
PSS Development Fund	176,000	66,000
Interest	16,678	18,678
Insurance rebates	9,734	4,413
Convention	2,350	
_	1,635,963	1,439,752
Expenses - as per schedule	40.070	44.070
Board of Directors	48,973	44,670
Negotiations	6,503	5,937
Condominium	180,544	132,532
Membership	687,293	519,157
Office	78,966	77,225
Salaries and Benefits	663,114	589,349
Total expenses	1,665,393	1,368,870
(Deficiency) excess of revenue over expenses for the year	(29,430)	70,882
Net assets at beginning of the year	1,873,893	1,803,011
Net assets at end of the year	\$ 1,844,463	\$ 1,873,893

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION SCHEDULE OF EXPENSES FOR THE YEAR ENDED AUGUST 31, 2016

FOR THE TEAR ENDED AUGUST 31, 20	10			
		<u> 2016</u>		<u> 2015</u>
Expenses				
Board of Directors				
Professional development	\$	18,896	\$	20,530
Out of pocket		14,559		11,276
Honouraria		6,915		6,795
Milage-chairperson		1,954		1,304
Insurance		646		<u>.</u>
Meals		6,003		4,765
		0,000		.,
		48,973		44,670
Negotiations		6,503		5,937
•				
Condominium				54 500
IT Services		90,771		51,582
Condominium fees		19,070		18,157
Property taxes		9,742		8,666
Janitorial service		12,607		7,371
Utilities		4,933		5,573
Insurance		1,734		1,250
Maintenance		1,759		1,103
Amortization		39,928		38,830
Amortization		00,020		
		180,544		132,532
Membership				
Staff and PSS Development Fund		437,600		328,000
Convention		203,090		167,543
Recognition		4,408		11,782
Scholarships		9,474		9,474
Legal		32,721		1,863
Retirement		32,721		605
Retirement		<u>-</u>		005
Office		687,293		519,267
		30,904		30,153
Stationary and supplies				18,263
Telephones		17,033		
Miscellaneous		14,805		14,561
Audit and accounting		7,520		6,206
Equipment		5,502		5,554
Sunshine Social Fund		2,733		1,958
Bank charges and interest		469		418
Coloring and Bonefite		78,966		77,113
Salaries and Benefits		E0E 227		E20 020
Salaries and benefits - office		595,327		529,839
Temporaries salaries and benefits		29,869		24,437
Post retirement-CBE		15,614		18,584
Canada Pension Plan		10,251		10,263
Employment Insurance		5,335		5,293
Payroll administration		1,065		933
Member assistance		3,085		-
Professional development-staff		2,568		
		663,114	_	589,349
Total expenses	<u>¢</u>	1,665,393	<u>&</u>	1,368,868
Total expenses	<u>\$</u>	1,000,000	<u>Ψ</u> _	1,000,000

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED AUGUST 31, 2016

	2016	<u>2015</u>
Cash provided by operations		
Operating activities (Deficiency) excess of revenue over expenses for the year Add item not requiring an outlay of cash	\$ (29,430)	\$ 70,882
Amortization	39,928	38,830
(Increase) decrease in non-cash working capital balances	 10,498	109,712
Accounts receivable	(58,908)	(21,713)
Accrued interest receivable	(1,529)	(11,466)
Prepaid expenses	(794)	(933)
Accounts payable and accrued liabilities	61,284	2,577
	 53	 (31,535)
	10,551	 78,177
Investing activities Additions to property and equipment Office equipment Purchase of guaranteed investment certificates Proceeds from guaranteed investment certificates	(16,930) (779,647) 765,501	(2,129) (682,479) 677,170
	 (31,076)	 (7,438)
(Decrease) increase in cash flows during the year	 (20,525)	 70,739
Cash and cash equivalents at the beginning of the year	325,819	255,080
Cash and cash equivalents at end of the year	\$ 305,294	\$ 325,819
Cash and cash equivalents represented by: Petty cash Current accounts Savings accounts	\$ 400 131,453 173,441	\$ 200 38,097 287,522
-	\$ 305,294	\$ 325,819

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2016

1. DESCRIPTION OF THE ASSOCIATION

The Association was incorporated October 1, 1985 under the statutes of the Societies Act of the Province of Alberta.

The members that are eligible for membership in the Association are those employees of the Calgary Board of Education whose bargaining rights are included under Certificate No.524-92.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

b) Members dues

Members dues are deducted at source by the Calgary Board of Education. Such revenue is recognized upon detailed monthly notification from the Calgary Board of Education.

c) Property and Equipment

Property and equipment is recorded at cost and amortized over their estimated useful lives on the following annual basis:

Office equipment
Office condominium unit
Computer software

20% declining balance 4% declining balance 5 years straight line

d) Use of Estimates

In preparing the financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these statements.

e) Financial Instruments

i) Measurement of financial instruments

The Association's initially measures its financial assets and liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs, directly attributable to the instrument. The Association subsequently measures all its financial assets and liabilities at amortized cost.

Financial assets measured at amortized cost include cash, amounts receivable and fixed income investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2016

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

ii) Impairment

At the end of each reporting period, the Association assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Objective evidence of impairment includes observable data that comes to the attention of the Association, including but not limited to the following events: a significant financial difficulty of the issuer, a breach of contract, such as a default or delinquency in interest or principal payments; or bankruptcy or other financial reorganization proceedings.

When there is an indication of impairment, the Association determines whether a significant adverse change has occurred in the expected timing or amount of future cash flows from the financial asset. If there is such a change then the Association reduces the carrying value of the asset and the change in value is recognized as an impairment loss in the statement of operations. Any changes that result in a reversal of a previously adjusted asset is recognized in the statement of operations in the period in which the reversal occurs.

iii) Transaction Costs

Transaction costs are recognized in the statement of operations in the period incurred, except for financial instruments that will be subsequently measured at amortized cost. Transaction costs associated with the acquisition and disposal of fixed income investments are capitalized and are included in the acquisition costs or reduce proceeds on disposal.

3. PROPERTY AND EQUIPMENT

		2016					
		Accumulated			Net Book		
		Cost	An	<u>nortization</u>		<u>Value</u>	
Tangible Office condominium unit Office equipment	\$	571,863 246,216	\$	(207,615) (206,164)	\$	364,248 40,052	
Intangible Computer software		73,692		(63,124)		10,568	
	\$	891,771	<u>\$</u>	(476,903)	<u>\$</u>	414,868	
				2015			
	-	Cost		2015 ccumulated nortization		let Book Value	
Tangible Office condominium unit Office equipment	\$	<u>Cost</u> 571,863 229,285		cumulated			
Office condominium unit	\$	571,863	Ar	ecumulated mortization (192,438)	•	<u>Value</u> 379,425	

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2016

4. INCOME TAXES

The Association is not taxable as per Section 149(1)(k) of the Income Tax Act of Canada.

5. CAPITAL DISCLOSURES

The Staff Association's capital consists of its net assets totalling \$1,844,463 (\$1,873,893-2015). Management's objectives in managing this capital are to continue as a going concern and to accumulate capital on an annual basis through the excess of revenue over expenses from the operations of the Association.

The Association will use this capital towards furthering the purpose of the organization and, if necessary, to provide a per diem payment to members in the event of a work stoppage or strike action.

6. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, accrued interest receivable, guaranteed investment certificates, money market funds and accounts payable and accrued liabilities. The Association is exposed to various risks through its financial instruments and this detailed as follows:

a) Fair Values of Financial Assets and Liabilities

For cash, accounts receivable, guaranteed investment certificates, money market funds and accounts payable and accrued liabilities the carrying amounts of these financial instruments approximates their fair value due to their short term maturity or capacity of prompt liquidation. Interest rates related to guaranteed investment certificates vary from .72% to 2.00%. These investments mature at various dates from September 6, 2016 to September 8, 2017.

b) Interest Rate Risk

The financial risk is the risk to the Association's earnings that arise from fluctuations in interest rates on guaranteed investment certificates. The Association has no variable rate debt and therefore is not exposed to variable rate risk on such debt.

c) Credit Risk

Credit risk arises from the possibility that the entity from which the Association receives its members' dues (Calgary Board of Education) may experience difficulty and be unable to fulfill its obligations. The Association believes that it is not exposed to such risk.

The current year accounts receivable of \$122,073 (2015 - \$21,166) arose from outstanding members dues deducted at source (\$22,073) by the payroll department of the Calgary Board of Education and as a result of the new Main Body and PSS Agreement (\$100,000). These amounts were received September 2016.

d) Changes in risk

There have been no changes in the Association's risk exposures from the prior year.

PROPOSED BUDGET 2016-2017

	2016-2017 Proposed Budget	2015-2016 Approved Budget	2015/16 Actual Budget (unaudited)
Office Expenses			
700 Furniture & Equipment	\$5,000	\$10,000	\$5,502
705 Advertising/Donations	\$3,500	\$3,500	\$2,042
710 Convention Expense	\$200,000	\$165,000	\$203,090
715 Legal	\$15,000	\$15,000	\$24,868
718 Professional Development - Staff	\$10,000	\$10,000	\$2,568
720 Staff Development - PSS	\$210,000	\$90,000	\$115,000
720 Staff Development - PSS Matching Funds	\$5,000	\$5,000	\$5,000
725 Staff Development - Main Body	\$355,000	\$275,000	\$275,000
725 Staff Development - Main Matching Funds	\$25,000	\$25,000	\$25,000
730 Recognition / Retirement	\$10,000	\$12,000	\$4,408
731 Rentals, SA Meetings	\$10,000	\$10,000	\$9,739
735 Retirement Celebration	\$0	\$3,000	\$0
745 Telephone	\$20,000	\$20,000	\$19,264
750 I.T. Services	\$80,000	\$80,000	\$114,528
760 Audit/Accounting	\$8,000	\$8,000	\$7,521
770 Bank Charges	\$500	\$500	\$386
775 Stationary / Supplies	\$26,945	\$22,449	\$31,813
780 Mileage - Office Staff	\$3,500	\$3,500	\$3,024
785 Scholarships	\$10,000	\$10,000	\$9,474
795 Sunshine/Social Fund	\$3,500	\$3,500	\$2,733
Total	\$1,000,945	\$771,449	\$860,960
Salaries & Benefits			
815 Salaries - Office Staff	\$430,000	\$430,000	\$424,840
820 Benefits - Office Staff	\$76,910	\$78,000	\$76,792
825 EI - Office Staff	\$6,825	\$6,650	\$5,602
830 CPP - Office Staff	\$12,978	\$12,650	\$10,015
835 LTD - Office Staff Employee Cost	\$0	\$0	\$0
870 LAPP (Employer Portion)	\$18,442	\$18,500	\$15,614
875 Payroll Service Charges	\$1,100	\$1,001	\$1,065
880 Temporaries Salary & Benefits	\$30,000	\$25,000	\$29,869
Total	\$576,255	\$571,801	\$563,797
Total Expenses	\$1,691,000	\$1,450,000	\$1,532,053

PROPOSED BUDGET 2016-2017

	2016-2017 Proposed Budget	2015-2016 Approved Budget	2015/16 Actual Budget (unaudited)
Income			
405 Staff Development Fund - Income	\$365,000	\$285,000	\$285,000
408 PSS-Development Fund - Income	\$211,000	\$86,000	\$116,000
410 Dues	\$1,100,000	\$1,070,000	\$1,084,129
411 Interest Income	\$5,000	\$5,000	\$920
415 Convention	\$0	\$0	\$2,350
420 Insurance Rebates (The Personal)	\$10,000	\$4,000	\$9,734
Total Income	\$1,691,000	\$1,450,000	\$1,498,133
Expenses			
Board of Directors			
520.1 Meals - Negotiations	\$3,000	\$3,000	\$2,166
520.2 Printing - Negotiations	\$1,000	\$1,000	\$0
520.4 Out-Of-Pocket - Negotiations	\$4,000	\$4,000	\$4,337
500 Other - Negotiations	\$0	\$0	\$0
Sub-Total	\$8,000	\$8,000	\$6,503
520 Out of Pocket Expenses	\$15,000	\$15,000	\$14,700
530 Honourarium - Annual	\$7,000	\$6,500	\$6,915
540 Meals	\$10,000	\$10,000	\$6,003
550 Mileage - Chair	\$2,000	\$2,000	\$1,954
555 Director Liability Insurance	\$1,500	\$1,500	\$1,107
560 Professional Development	\$20,000	\$15,000	\$18,896
Total	\$63,500	\$58,000	\$56,078
Condo Expenses			
600 Condo Fees	\$20,000	\$20,000	\$19,070
610 Maintenance	\$2,500	\$2,500	\$1,759
620 Utilities	\$5,500	\$5,500	\$5,044
630 Property Taxes	\$11,000	\$9,500	\$10,047
640 Insurance	\$1,800	\$1,750	\$1,762
650 Alarm Service	\$500	\$500	\$315
660 Janitorial Services	\$9,000	\$9,000	\$13,221
Total	\$50,300	\$48,750	\$51,218