

2023 Alberta School Councils' Association (ASCA) ANNUAL GENERAL MEETING MINUTES

CALL TO ORDER

The meeting was called to order at 9:10 a.m. by the Chair of the AGM, President Brandi Rai

TERRITORY ACKNOWLEDGEMENT

Vice President Shelley Odishaw provided a Territory Acknowledgement

NATIONAL ANTHEM

The playing of the National Anthem was shared by video.

ELDER BLESSING

Elder Wilson Bearhead spoke to the assembly about the need to provide students with a safe environment in which to grow, learn, and flourish, and then provided a blessing.

PRESIDENT'S ADDRESS

President Rai recapped her report which was included with the AGM package (Appendix B) and then acknowledged the work of ASCA Staff, Contractors, Instructors, and Volunteers who worked to make the AGM happen, as well as the ASCA Directors.

TEST VOTE

Instructions for electronic balloting using Election Buddy were provided in advance. A test vote for the electronic balloting was conducted for all voting delegates.

CREDENTIALS REPORT

There were 105 voting delegates holding an additional 20 proxies for a total of 125 votes. 26 voting delegates need to be in attendance for a quorum to be met. (Appendix A)

Motion: That the Credentials Report be adopted as presented.

ADOPTED BY UNANIMOUS CONSENT

2023 ASCA AGM STANDING RULES – HYBRID MEETING

The 2023 ASCA AGM Standing Rules for the hybrid meeting were provided in advance as follows:

1. **Sign-in.** Each person attending the Annual General Meeting (AGM) in person shall sign in at the appropriate Check-In Table and is required to wear the Name Badge and wristband (s) provided while in attendance at the AGM.
2. **Login.** Each person attending the Annual General Meeting (AGM) **virtually** shall sign in using their proper first and last name and use the **Chat Window** to identify the school council, community, location, school division, or education organization they are representing. (i.e.: École Dickinsfield School Council, EPSB or Trustee, High Prairie SD).
3. **Technical requirements and malfunctions.** Each person attending the AGM **virtually** is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Voting Delegate's or AGM attendee's individual connection prevented participation in the meeting.
4. **Forced disconnections.** The Chair may cause or direct the disconnection or muting of a **virtual** attendee's connection if it is causing undue interference with the meeting.
5. **Quorum.** The presence of a quorum shall be established by the Credentials Report and announced by the Chair. Thereafter the continued presence of a quorum shall be presumed unless the Executive Director notifies the Chair of the lack of a quorum. Any Voting Delegate may request a confirmation of quorum when warranted.

6. **Voting Delegates.** Voting Delegates are Parents authorized by ASCA Member School Councils (as per Bylaw 3.44) who have submitted their signed Credential Form prior to the deadline required by ASCA.

7. **Proxy Holders.** Proxy Holders are Parents authorized by an ASCA Member School Council other than their own, to vote on behalf of that School Council (as per Bylaw 3.26), and for which a Proxy Form has been submitted prior to the deadline required by ASCA. Unless also authorized as the Voting Delegate for their own School Council, Proxy Holders may not move or second motions, and may not speak as the mover of a motion made by the School Council for which they hold the Proxy.

8. **Election Buddy. All Voting Delegates and Proxy Holders** shall cast a vote using the **Election Buddy digital voting platform** unless otherwise directed by the Chair. Voting Delegates and Proxy Holders are required to keep secure and confidential the unique Voting Access Key issued to them by Election Buddy.

9. **Unanimous Consent.** Unanimous consent (informal vote) may be used as deemed appropriate by the Chair.

A Voting Delegate attending **in person** may object to Unanimous Consent by approaching the microphone(s), stating the name of the School Council they are representing, the location or school division, their full name, and the objection.

A Voting Delegate attending **virtually** may object to Unanimous Consent by typing the school council, community, location, or school division and the word "**Object**" in the **Chat Window**. (i.e.: St. Michael School Council, CSSD, object).

If there is an objection, a formal vote will be taken.

10. **Assignment of the Floor (Speaking at the AGM).** With the exception of ASCA Directors making recommendations (in the form of motions) to Members on behalf of the Board of Directors, only a Voting Delegate may move or second any motion or resolution.

10.1 **IN-PERSON ATTENDEES:** To seek recognition from the presiding officer, Voting Delegates attending in person shall use the microphone(s), take a place in line, and, upon being recognized by the presiding officer, state the name of the School Council they are representing, its location or school division and their full name (i.e.: Delwood School Council, Edmonton Public, Janice Jones). They shall then state the purpose for which DRAFT 2023 ASCA AGM STANDING RULES – HYBRID MEETING Updated 04.18.23 @ 12:25 p.m. ASCA 2023 AGM Draft Standing Rules Page 2 of 4 they are speaking, i.e.: the intention to move or second a motion; the intention to speak for or against the motion. The process for making a Parliamentary Inquiry, a Request for Information, or other interrupting motion is described in Rule #15.

10.2 **VIRTUAL ATTENDEES:** To seek recognition from the presiding officer, Voting Delegates attending **virtually** shall type in the **Chat Window** the name of the School Council they are representing and its location or school division (i.e.: Delwood School Council, Edmonton Public, moves; Fultonvale School Council, EIPS, "speaking FOR"). They shall then type the purpose for which they would like to speak, i.e.: the intention to **move** or **second** a motion; the intention to **speak for or against** the motion. The process for making a Parliamentary Inquiry, a Request for Information, or other interrupting motion is described in Rule #15.

The ASCA virtual Moderator will monitor the Chat Window and collaborate with the presiding officer to ensure equity of recognition and keep track of speaking order. Side comments, discussion, and/or debate shall not be permitted in the Chat Window. Virtual attendees failing to comply with this rule may be removed from the AGM without warning.

After a motion or resolution is moved, seconded, and stated by the Chair, the Voting Delegate who made the motion may, upon recognition by the Chair, speak to the motion or resolution or invite another parent representative from their school council to speak on their behalf, for a **maximum of three (3) minutes**.

Parent delegates who are not voting may indicate a desire to participate in discussions or speak to any motion, by following the steps for Voting Delegates (in person or virtually) above.

11. **Alternating the floor.** A Voting Delegate, Proxy Holder, or parent representative who wishes to speak for or against any motion may indicate such in the manner described in Rule #10 (Assignment of the Floor), adding either “**speaking FOR (In Favour)**” or “**speaking AGAINST (Opposed)**” and waiting to be recognized by the Chair. Voting Delegates, including those acting as Proxy Holders, and parent representatives may **speak one time only** to any resolution or motion for a **maximum of three (3) minutes**.

12. **Motions submitted in writing.** Any **amendments** or motions not already in writing in the AGM package must **first be submitted in writing, signed, or acknowledged by both the mover and the seconder. Only Voting Delegates may move or second motions and amendments.**

For Voting Delegates attending in **person**, submission is made to the **Scribe** using the **duplicate forms** provided, who will prepare it for display for all delegates.

For Voting Delegates attending **virtually**, submission is made through the **Chat Window** using the format indicated in Rule #10 above and shall be seconded in the same manner. The **Scribe** will then prepare it for display for all delegates.

Upon recognition by the Chair, the Voting Delegate may speak to the amendment or new motion.

13. **Substantive motions** or resolutions are the main motions that introduce a new subject for discussion and action. Resolutions require a mover and a seconder. **Discussion for Substantive Motions will be limited to 30 minutes.**

14. **Procedural motions**, such as secondary motions, offer different approaches to consider during the discussion of a pending main motion (or substantive motion or resolution). If a procedural motion is debatable, such as an amendment, **discussion will be limited to 10 minutes.**

15. **Interrupting motions.** Interrupting motions, if deemed urgent and related to the immediately pending motion, may be made. No other motions will be allowed to interrupt. The Voting Delegate shall provide the name of their School Council and its location, and their full name when recognized by the Chair or seeking recognition in the Chat Window. The Virtual Moderator or Executive Director will assist the Chair to ensure interrupting motions are promptly addressed.

- “**Parliamentary Inquiry**” (PI) (to ask a question on parliamentary procedure); or
- “**Request for Information**” (RI) (to request urgent, germane information); or
- “**Point of Order**” (POO) (to state a breach in the rules, must be timely).

15.1 **IN-PERSON ATTENDEES** To make an interrupting motion, an in-person Voting Delegate shall raise their hand to display their wristband, quickly and safely approach the microphone(s), then state the appropriate interrupting motion, the name of their School Council and its location, their full name, and wait for the Chair to respond before stating the question or the rule that is breached.

15.2 **VIRTUAL ATTENDEES** To make an interrupting motion, a virtual Voting Delegate shall use the “**raise hand**” icon and type into the **Chat Window** the appropriate interrupting motion, or abbreviation (PI, RI, POO) followed by their School Council and its location or school division (i.e.: St. Mary School Council, ECSD) and then the question or the rule that is breached. Upon recognition, the chair will respond.

16. **Division of a Question.** If a motion contains two or more parts capable of standing as separate questions, the assembly may vote to treat each part separately by a motion for **Division of a Question** that shall require a second, is not debatable, is amendable, and requires a majority vote (or unanimous consent).

17. **Emergent Resolutions** introduced at the AGM must be first ruled as fitting the specific criteria required, and then be approved to be **added to the Agenda** by at least two-thirds (66 ⅔%) of the Voting Delegates. To introduce the (Emergent) Resolution, the **specific wording must first be provided in writing** in the manner described in Rule #12. When recognized by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the (Emergent) Resolution.

If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the (Emergent) Resolution prior to the vote to add the (Emergent) Resolution to the agenda for consideration.

18. **Extraordinary Resolutions** arising as a result of the business conducted at the AGM must be first ruled as fitting the specific criteria required, and then be approved to be **added to the Agenda** by at least seventy-five (75%) of the Voting Delegates. To introduce the (Extraordinary) Resolution, the **specific wording must first be provided in writing** in the manner described in Rule #12. Upon recognition by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the (Extraordinary) Resolution.

If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the (Extraordinary) Resolution prior to the vote to add the (Extraordinary) Resolution to the agenda for consideration.

19. **Chat Window.** The **Chat Window** shall be used only to conduct business associated with the Annual General Meeting unless otherwise directed. Improper use of the **Chat Window** may result in an attendee being removed from the AGM.

20. **Display of motions.** Main motions or resolutions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.

21. **Non-member or Observer.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule #10 above, a non-member or observer may ask for permission to address the Assembly. Permission will be granted at the discretion of the Chair, who may seek Approval by Unanimous Consent of the Assembly. When time is of the essence, Voting Delegates shall be given priority to speak before parent representatives, nonmembers, or observers.

22. **Promotional Materials.** No materials of any kind shall be distributed, sold, or displayed at or during the AGM, and no appeals for support or collections of any kind shall be made, without prior approval of the Alberta School Councils' Association President.

23. **Appointments:** The Chair shall make the following appointments, if/as deemed appropriate or needed, to carry out the business of the AGM: • Minutes Approval Committee • Teller(s) • Timer(s) • Parliamentarian • Microphone Monitors

24. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Alberta School Councils' Association (ASCA) or these Standing Rules.

Motion: That the Standing Rules be adopted as presented.

ADOPTED BY UNANIMOUS CONSENT

APPOINTMENTS:

The Chair made the following appointments:

- Minutes Approval Committee: The ASCA Board of Directors
- Teller: Jodi Skerratt
- Timers: Director Krista Li and Moderator Brenda Kell
- Parliamentarian: Diana Bacon, MBA, PRP

PARLIAMENTARIAN ADDRESS:

Parliamentarian Bacon gave an overview of Robert's Rules and why we use them.

ADOPTION OF THE 2023 AGM AGENDA

The Chair confirmed for the assembly that the Proposed Advocacy Resolutions were submitted by Friday, January 27th, 2023.

Motion: To adopt the 2023 AGM Agenda as presented.

ADOPTED BY UNANIMOUS CONSENT

2022 AGM MINUTES

The Chair confirmed for the assembly that the 2022 AGM Minutes were reviewed and approved by the Minutes Approval Committee at the ASCA Board of Directors regular board meeting on May 16, 2022. The Chair also noted that the 2023 AGM Minutes will be made available to the Minutes Approval Committee for its approval by June 2023.

FINANCIAL REPORT

The Assembly received reports from Directors Bodell and Gerstner respecting the following:

Audited Financial Statements (Appendix C)

Membership Fees noting there will be no change for the 2023-2024 year

Current Financial Realities (Appendix D)

Board Approved 2023-2024 ASCA Budget (Appendix E)

Board recommended 2023-2024 Auditor Appointment

Motion: To appoint Metrix Group LLP as the Association's Independent Auditor for the 2023-2024 fiscal year.

ADOPTED BY UNANIMOUS CONSENT

SPECIAL RESOLUTION 23-01

Vice-President Odishaw and Director Gerstner gave an overview of the process by which ASCA's bylaws are reviewed, and noted that this year's process resulted in the ASCA Board of Directors sponsoring amendments to five (5) clauses within the existing ASCA Bylaw Articles:

ARTICLE 3.19

Motion: To amend Article 3.19 – Definitions, Individual Parent Member, by firstly striking "School" and inserting "Education", and secondly by inserting "or any legislation intended to replace or supersede the Education Act," before "holding Individual Parent Membership...".

ADOPTED BY UNANIMOUS CONSENT

ARTICLE 3.24

Motion: To amend Article 3.24 – Definitions, Parent, by firstly striking "School" and inserting "Education", and secondly by adding "or any legislation intended to replace or supersede the Education Act, including individuals recognized as guardians in the Family Law Act".

ADOPTED BY UNANIMOUS CONSENT

ARTICLE 3.42

Motion: To amend Article 3.42 – Definitions, Student, by firstly striking “school” and inserting “Education”, and secondly by inserting “or any legislation intended to replace or supersede the Education Act, including individuals recognized as guardians in the Family Law Act,” before “to attend school”.

ADOPTED BY UNANIMOUS CONSENT

ARTICLE 4.2

Motion: To amend Article 4.2 – Membership, Non-Voting Members, by firstly inserting “who has children in the K-12 Public Education system” before “in Alberta”, by secondly inserting “and whose School Council is not an ASCA Member” after “in Alberta, and thirdly by striking “is eligible to become” and inserting “may be”.

ADOPTED (DEBATED)

ARTICLE 6.2

Motion: To amend Article 6.2 – Governance of the Association, Election, by firstly striking “the Annual” and inserting “a”, by secondly inserting “for which notice has been provided” after General Meeting, and thirdly by adding “Elections will be conducted by secret ballot unless there is only one candidate for any available position(s), in which case candidate(s) may be elected by acclamation” as a second statement.

ADOPTED BY UNANIMOUS CONSENT

ADMINISTRATIVE RESOLUTIONS

Vice President Odishaw provided delegates with information pertaining to the Board’s process for Administrative Resolutions, and noted the recommendations by this year’s Advocacy and Resolutions Committee and the subsequent sponsoring by the ASCA Board of Directors of the following two motions:

ADMINISTRATIVE RESOLUTION 23-01

Motion: To MAINTAIN ASCA Advocacy Policy 13-3 Installation of Speed Monitoring Devices for Schools.

ADOPTED BY UNANIMOUS CONSENT

ADMINISTRATIVE RESOLUTION 23-02

Motion: To amend ASCA Advocacy Policy 21-02 Acknowledgement of CoSC/DSC in the Alberta Education Act by firstly inserting "Creation, Support, and " before "Acknowledgement", by secondly striking "/" after "COSC" and inserting a ", " {comma}, by thirdly inserting "and/or Ward Councils" before "in the Education Act" in the title, by fourthly inserting "and/or Ward Councils" before "in supporting the Assurance Framework", and fifthly by striking "consistency with current school council legislation" and inserting "school boards are mandated to create and support Councils of School Councils (COSC), District School Councils (DSC), and/or Ward Councils in each school division operated by a Board”.

ADOPTED BY UNANIMOUS CONSENT

NOMINATIONS AND ELECTIONS PROCESSES OVERVIEW

Chair invited the ASCA Nominations Coordinators, Directors Krista Li, and Melissa Smith, who gave a brief summary of the Association’s nomination and elections procedures, as well as an outline of the circumstances leading to the need to run elections for five (5) 2-Year Term Directors and three (3) 1-Year Term Directors. They also noted that, as both the President and Vice-President are currently ending their first year of a 2-Year term, there is no need for elections for either position.

CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTORS 2-YEAR TERM

Confirmations and affirmations for the five (5) available positions of Director – 2-Year Term were received, a notice of the meeting of candidates’ eligibility was given, and candidates were afforded the opportunity to address the assembly.

BALLOT ELECTION OF DIRECTORS – 2-Year Term

Number of ballots cast: 123; Minimum votes required to be elected: 62.

Chelsea Ezeagwuna (88 votes), Greta Gerstner (104 votes), Kenneth Glazebrook (78 votes), and Richard Haggarty (112 votes).

Chair declared Chelsea Ezeagwuna, Greta Gerstner, Kenneth Glazebrook, and Richard Haggarty elected to the position of Director – 2-Year Term.

An error in the title of the Ballot for the Election of Director – 2-Year Term was noted by Members. At the conclusion of the election, Members were provided the opportunity to redo the election, with a corrected Ballot title, or to accept the results of the election, noting the Ballot should have read “2-Year Term” and not “5-Year Term.”

Motion: To proceed with the election results and correct the error on the Ballot to reflect that Directors were being elected for a 2 Year Term, not a 5 Year Term as was stated on the Ballot.

ADOPTED BY UNANIMOUS CONSENT

ADVOCACY RESOLUTIONS

Vice President Odishaw and Director Gerstner took a few moments to explain ASCA’s Proposed Advocacy policy process. They noted that five (5) Proposed Advocacy Resolutions were received, and another three (3) were submitted by the ASCA Board of Directors. The Advocacy and Resolutions Committee determined that two (2) of the five (5) were, in fact, Administrative proposals to maintain or amend existing ASCA Advocacy Policies and that the perspectives offered in these submissions will be considered by the ASCA Board of Directors in conjunction with the Advocacy and Resolutions Committee’s process for 2024.

ADVOCACY RESOLUTION P23-01 Mandating Criminal Record & Child Intervention Record Checks for School Board Trustee Candidates

Sponsored by Gateway Christian School Council

Motion: That the Alberta School Council’s Association (ASCA) advocates to the Minister of Education for amendments to the Local Authorities Election Act to require candidates for the position of School Board Trustee to disclose the results of a Criminal Record and a Child Intervention Record Check to the Returning Officer before qualifying for candidacy.

ADOPTED (DEBATED AND AMENDED)

ADVOCACY RESOLUTION P23-02 Supporting Integrated Education Funding

Sponsored by École Barrie Wilson School Council

Motion: That the Alberta School Councils’ Association advocate to the Minister of Education for a collaborative funding model with other Ministries, including but not limited to Health, Children’s Services, Community and Social Services, and Indigenous Relations, to share the burden of funding integrated services in Alberta’s schools including but not limited to community liaison workers (CLW), counseling services, mental health services, and First Nations, Métis, and Inuit education.

ADOPTED BY UNANIMOUS CONSENT

ADVOCACY RESOLUTION P23-03 Integrate Climate & Biodiversity Education Throughout the K-12 Curriculum

Sponsored by Colonel Irvine School Council

Motion: That the ASCA Board of Directors advocate to the Minister of Education to implement a framework for embedding environment, energy, sustainability, climate & biodiversity education in all K-12 classes in Alberta schools which will incorporate hands-on learning experiences with a focus on critical thinking, equity, and Indigenous rights.

DEFEATED (DEBATED AND AMENDED)

CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTORS 1-YEAR TERM

Confirmations and affirmations for the three (3) available positions of Director – 1-Year Term were received, a notice of the meeting of candidates’ eligibility was given, and candidates were afforded the opportunity to address the assembly.

BALLOT ELECTION OF DIRECTORS – 1-Year Term

Number of ballots cast: 115; Minimum votes required to be elected: 58.

Kerry Bodell (82 votes), Krista Li (89 votes), and Edward Tse (64 votes), Meagan Parisian (62 votes).

The Chair declared Kerry Bodell, Krista Li, and Edward Tse elected to the position of Director – 1-Year Term.

ADVOCACY RESOLUTION P23-04 Add Rights of Victims of Bullying and Violence to Education Act

Sponsored by ASCA Board of Directors

Motion: That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education to amend the *Education Act* to align with best practices in addressing the rights of victims of bullying and violence.

ADOPTED (DEBATED)

Motion: That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education to consult with a broad range of stakeholders to ensure all voices are heard and reflected in any changes to the *Education Act* related to addressing the rights of victims of bullying and violence.

ADOPTED (DEBATED)

ADVOCACY RESOLUTION P23-05 Required Consultation Opportunities for Proposed Changes to Legislation, Regulations, or Established Programs or Practices

Sponsored by ASCA Board of Directors

Motion: That the Alberta School Councils' Association (ASCA) advocates to the Government of Alberta and the Minister of Education that ASCA always be offered opportunities for meaningful consultation and presentation of the parent perspective expressed through its Member School Councils when changes are being proposed to legislation, regulations, or established programs or practices that will impact school councils, students and/or parents.

ADOPTED (DEBATED)

ADVOCACY RESOLUTION P23-06 Setting and Meeting a Student to School Counsellor Ratio to Improve Mental Health

Sponsored by ASCA Board of Directors

Motion: That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education to increase the amount of qualified mental health support personnel (registered counsellors, psychologists, Child and Youth Care Counsellors, social workers, and Family Support Liaison Workers) in all Alberta public schools (public, separate, francophone and charter) to meet a recommended 250:1 ratio with a minimum of 1 per school, whichever is larger, by 2024; and that the Alberta School Councils' Association (ASCA) advocates to the Minister of Education to provide funding for these positions from provincial budgets so the existing site (school) budgets are not expected to make cuts elsewhere to cover the required additional salaries.

ADOPTED (DEBATED AND AMENDED)

2024 ADVOCACY RESOLUTIONS

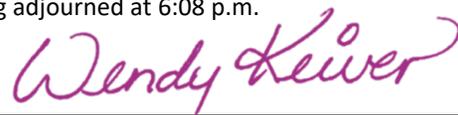
Vice President Odishaw made a first call for proposed draft Advocacy Resolutions for AGM 2024.

ADJOURNMENT

President Rai declared the 2023 ASCA Annual General Meeting adjourned at 6:08 p.m.



President
Brandi Rai



Executive Director
Wendy Keiver

Appendix A - AGM 2023 Attendance

Alberta School Councils' Association
 Regular General Meeting
 April 23, 2023

Attendance Summary – Voting/Non-voting/Observer by Division

First Credentials Report Attendance – Voting (including by Proxy) – Total 125

Boyle School Council	Aspen View Public
Chester Ronning School Council - PROXY	Battle River Public
Forestburg School Council	Battle River Public
New Norway School - PROXY	Battle River Public
Sparling School Council	Battle River Public
Calmar Secondary School Council - PROXY	Black Gold Public
East Elementary School Council	Black Gold Public
New Sarepta Community High School Council	Black Gold Public
Collingwood School Council	Calgary Board of Education
Colonel Irvine School Council	Calgary Board of Education
Glenbrook School Council	Calgary Board of Education
Mount View School Council	Calgary Board of Education
Varsity Acres School Council	Calgary Board of Education
Western Canada High School Council	Calgary Board of Education
St. Pius X School Council	Calgary Catholic
FFCA Northwest Elementary School Council	CHARTER
FFCA South High School Council	CHARTER
FFCA South Middle School Council	CHARTER
New Horizons Charter School Council	CHARTER
New Humble Community School Council - PROXY	CHARTER
Hugh Sutherland School Council	Chinook's Edge Public
Centre for Learning@Home School Council	Christ the Redeemer Catholic
College John Paul II Collegiate School Council	Christ the Redeemer Catholic
Ecole Good Shepherd School Council	Christ the Redeemer Catholic
Holy Spirit Academy School Council - PROXY	Christ the Redeemer Catholic
Holy Trinity Academy School Council	Christ the Redeemer Catholic
St. Anthony School Council - PROXY	Christ the Redeemer Catholic
St. John Paul II Collegiate School Council	Christ the Redeemer Catholic
St. Mary's School Council	Christ the Redeemer Catholic
Archbishop O'Leary School Council	Edmonton Catholic
Louis St. Laurent School Council	Edmonton Catholic
Monsignor Fee Otterson School Council	Edmonton Catholic
Our Lady of Mount Carmel School Council	Edmonton Catholic
St. Dominic Elementary School Council - PROXY	Edmonton Catholic
Dunluce School Council	Edmonton Public
Elmwood School Council	Edmonton Public
Garneau School Council	Edmonton Public
Greenfield School Council	Edmonton Public
Highlands School Council	Edmonton Public
Richard Secord School Council	Edmonton Public

Ross Sheppard School Council	Edmonton Public
T. D. Baker School Council	Edmonton Public
Victoria School Council	Edmonton Public
Archbishop Jordan High School Council	Elk Island Catholic
Madonna Catholic School Council	Elk Island Catholic
Our Lady of Perpetual Help School Council	Elk Island Catholic
St. Luke Catholic School Council	Elk Island Catholic
Bev Facey Community High School Council - PROXY	Elk Island Public
Ecole Campbelltown School Council	Elk Island Public
Heritage Hills Elementary School Council	Elk Island Public
Mills Haven Elementary School Council	Elk Island Public
Salisbury Composite School Council	Elk Island Public
Sherwood Heights Jr High School Council	Elk Island Public
Westboro School Council	Elk Island Public
St. Marguerite Catholic School Council	Evergreen Catholic
St. Peter the Apostle High School Council	Evergreen Catholic
St. Anne School Council	Fort McMurray Catholic
Christina Gordon Public School Council	Fort McMurray Public
Ecole Dickinsfield School Council	Fort McMurray Public
Ecole McTavish Junior High School Council	Fort McMurray Public
Ecole Catholique Louis Riel School Council	Grande Prairie Catholic
Charles Spencer High School Council	Grande Prairie Public
Derek Taylor Public School Council	Grande Prairie Public
Parkside Montessori School Council	Grande Prairie Public
Bertha Kennedy School Council	Greater St. Albert Catholic
Ecole Marie Poburan School Council - PROXY	Greater St. Albert Catholic
Ecole Secondaire Sainte Marguerite d'Youville School Council	Greater St. Albert Catholic
High Prairie Elementary School Council	High Prairie Public
Prairie River Junior High School Council - PROXY	High Prairie Public
St. Michael's School Council	Holy Spirit Catholic
St. Teresa of Calcutta School Council	Holy Spirit Catholic
Barnewell School Council	Horizon Public
Hays School Council	Horizon Public
Ecole Dr. Bernard Brosseau School Council	Lakeland Catholic
Ecole Notre Dame Elementary School Council	Lakeland Catholic
Holy Family Catholic School Council – PROXY	Lakeland Catholic
Ecole Agnes Davidson School Council	Lethbridge Public
Winston Churchill High School Council	Lethbridge Public
Granum School Council - PROXY	Livingstone Range Public
Stavely Elementary School Council	Livingstone Range Public
Willow Creek Composite High School Council	Livingstone Range Public
Paddle Prairie School Council	Northland Public
Glendon School Council	Northern Lights Public
Brookwood School Council	Parkland Public
École Broxton Park School Council - PROXY	Parkland Public
Forest Green School Council	Parkland Public
Graminia School Council - PROXY	Parkland Public

High Park School Council	Parkland Public
Millgrove School Council - PROXY	Parkland Public
Parkland Village School Council - PROXY	Parkland Public
Prescott Learning Centre School Council	Parkland Public
Spruce Grove Composite High School Council	Parkland Public
Stony Plain Central School Council	Parkland Public
Woodhaven Middle School Council	Parkland Public
Dixonville School Council	Peace River Public
Worsley Central School Council	Peace River Public
Bezanson School Council	Peace Wapiti Public
Peace Wapiti Academy School Council - PROXY	Peace Wapiti Public
Ridgevalley School Council	Peace Wapiti Public
Rycroft School Council	Peace Wapiti Public
Fort Assiniboine School Council	Prembina Hills Public
Eastview Middle School Council - PROXY	Red Deer Public
Ecole Barrie Wilson School Council	Red Deer Public
Escuela Vista Grande School Council	Red Deer Public
Gateway Christian School Council	Red Deer Public
Hunting Hills High School Council - PROXY	Red Deer Public
Ecole Manachaban Middle School Council	Rocky View Public
Glenbow Elementary School Council	Rocky View Public
Langdon School Council	Rocky View Public
Sarah Thompson School Council	Rocky View Public
Two Hills School Council	St. Paul Education
Ecole Notre Dame School Council	St. Thomas Aquinas
Father Lacombe Catholic School Council	St. Thomas Aquinas
Cardston Junior High School Council	Westwind Public
Magrath Junior/Senior High School Council	Westwind Public
Mountain View School Council	Westwind Public
Raymond Elementary School Council	Westwind Public
Raymond Junior/Senior High School Council	Westwind Public
Westwind Alternative School Council	Westwind Public
Queen Elizabeth School Council	Wetaskiwin Regional Public
Wetaskiwin Composite School Council - PROXY	Wetaskiwin Regional Public
Whispering Ridge Community School Council	Whispering Ridge Public
Ecole Rocky Elementary School Council	Wild Rose Public
Rocky Christian School Council	Wild Rose Public
Ecole Lacombe Junior High School Council	Wolf Creek Public

Attendance – Non-Voting – Total 19

Sparling School	Battle River Public
Glenbrook School	Calgary Board of Education
Blessed Marie-Rose School	Calgary Catholic
Hugh Sutherland School	Chinook's Edge Public
Greenfield School	Edmonton Public
Westboro Elementary School	Elk Island Public

Ecole Notre Dame Elementary School	Lakeland Catholic
Bishop Routhier School	Northland Public
Elizabeth School	Northland Public
Grouard Northland School	Northland Public
Hillview School	Northland Public
Northland Online School	Northland Public
Susa Creek School	Northland Public
Glendon School	Northern Lights Public
Grimshaw Junior/Senior High School	Peace River Public
Escuela Vista Grande School	Red Deer Public
Gateway Christian School	Red Deer Public
Raymond Elementary School	Westwind Public
Mountain View School	Westwind Public

Attendance – Observing – Total 25

Lifetime Member	ASCA
District/Central Office x 1	Calgary Board of Education
Board Chair	Fort McMurray Public
District/Central Office x 1	High Prairie Public
District/Central Office x 2	Lakeland Catholic
District/Central Office x 1	Medicine Hat Public
District/Central Office x 3	Northland Public
District/Central Office x 1	Northern Lights Public
District/Central Office x 1	Parkland Public
District/Central Office x 1	St. Alberta Public
District/Central Office x 4	Red Deer Public
District/Central Office x 2	Rocky View Public
District/Central Office x 1	Westwind Public
District/Central Office x 1	Wetaskiwin Public
District/Central Office x 4	Wild Rose Public

Appendix B – President’s Report

ASCA Member School Councils, guests, and observers:

It is my pleasure to provide you with a brief written summary of highlights for our year at Alberta School Councils’ Association (ASCA).

As with many communities across our province, school communities began to reconnect after some time of uncertainty during Covid. As parents began volunteering more easily in their schools, as school councils continued their good work supporting students, as education partners worked diligently to ensure the continuity of our education system - ASCA was right here, fulfilling our Vision and Mission.

With another year of prudent fiscal stewardship, we worked diligently to utilize our resources and relationships to shift our business model while maintaining the high-quality learning opportunities, support, and advocacy that our members deserve. We continue to diversify our revenue streams, we deliver services with the same care and integrity we always have, and we have supported members, non-members, and partners throughout another unique school year.

We believe that ASCA is relevant, sustainable, autonomous, and innovative. The professional development we offer at ASCA continues to be greatly appreciated and well utilized by school council members. School councils are working diligently while fulfilling their legislated roles. Their work is valuable and crucial, which is why it is so important they are empowered to be the impactful local advocates their students need. The ongoing advocacy we undertake on behalf of our Member School Councils is vital to shaping an education system that supports all students, is equitable for all students, and recognizes the individual merits of all students. Whether it’s been about curriculum, funding, class sizes, transportation, supports, strains in the system, or equity for students, ASCA has worked steadfastly on your behalf to effect change.

Our Executive Director and all ASCA staff and contractors have worked diligently and tirelessly alongside our Board to do the right things, for the right reasons, in the face of challenges because we are all dedicated to parent voice in education. Similarly, each of you have persevered and contributed locally and provincially to ensure that parent voice is utilized meaningfully. Here we are this weekend, building connections with each other and doing the work of school councils at a provincial level. These connections are valuable and valued, just as each of you are.

As ASCA moves forward, ending another year of good work for good people, we move forward with each of you. From every ASCA Director to each of the people we contract or employ, to those parents, guardians, teachers, trustees, and superintendents present here today, and to those who were unable to attend and are working diligently in their communities to make a difference – we are moving forward, one foot in front of the other, together.

ASCA knows the importance and power of parental voice in education through school councils. The education and empowerment of school councils across our province is meaningful work and necessary because we know the engagement of parents in the education system is vital for student success. We are grateful for the local support and advocacy that school councils offer their communities. We are grateful for the Members, guests and observers who joined us for our Conference and those who joined us today at our first hybrid AGM. Your enthusiasm and dedication are inspirational, and empowering your voices at the provincial level is critical, meaningful, and invaluable work.

Brandi Rai

Appendix C - Copy of 2022 Financial Statement Summary

ALBERTA SCHOOL COUNCILS' ASSOCIATION
Financial Statements
For The Year Ended June 30, 2022

INDEPENDENT AUDITORS' REPORT

To the Directors of Alberta School Councils' Association

Opinion

We have audited the financial statements of Alberta School Councils' Association (the Association), which comprise the statement of financial position as at June 30, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)



Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
August 24, 2022

ALBERTA SCHOOL COUNCILS' ASSOCIATION
Statement of Financial Position
As At June 30, 2022

	2022	2021
ASSETS		
CURRENT		
Cash and cash equivalents (Note 2)	\$ 286,681	\$ 422,309
Receivables (Note 3)	17,561	22,094
Prepaid expenses	5,881	12,973
	<u>310,123</u>	<u>457,376</u>
TANGIBLE CAPITAL ASSETS (Note 4)	<u>1,129</u>	<u>1,601</u>
	<u>\$ 311,252</u>	<u>\$ 458,977</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 37,777	\$ 44,625
Deferred fees	90,533	59,400
Deferred contributions (Note 5)	5,207	-
	<u>133,517</u>	<u>104,025</u>
CALLABLE DEBT (Note 6)	<u>40,000</u>	<u>40,000</u>
	<u>173,517</u>	<u>144,025</u>
NET ASSETS		
Unrestricted net assets	136,606	163,351
Internally restricted net assets (Note 7)	-	150,000
Invested in tangible capital assets	1,129	1,601
	<u>137,735</u>	<u>314,952</u>
	<u>\$ 311,252</u>	<u>\$ 458,977</u>

ON BEHALF OF THE BOARD:

Brandi Rai Board President

Wendy Keiver Executive Director

The accompanying notes are an integral part of these financial statements.

ALBERTA SCHOOL COUNCILS' ASSOCIATION
Statement of Operations
For The Year Ended June 30, 2022

	2022	2021
REVENUE		
Membership fees	\$ 127,425	\$ 85,670
Sponsorships and donations	53,597	1,824
Fees for service	42,417	3,312
Parent Conference fees	32,994	44,665
Government of Alberta grant <i>(Note 5)</i>	9,793	203,007
Government of Canada - Canada Summer Jobs grant	5,574	-
Other	4,758	1,078
Interest	4,035	2,786
Annual General Meeting	1,990	2,820
	<u>282,583</u>	<u>345,162</u>
EXPENSES		
Salaries, wages and benefits	274,168	422,157
General and administrative expenses <i>(Schedule 1)</i>	101,473	70,162
Services	49,074	78,553
Parent conference	20,085	20,103
Communications and marketing	10,961	6,476
Annual General Meeting	8,742	10,134
Advocacy and representation	5,521	1,280
Board expenses <i>(Schedule 2)</i>	1,850	7,560
Amortization	472	495
	<u>472,346</u>	<u>616,920</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER INCOME	(189,763)	(271,758)
OTHER INCOME		
Government assistance <i>(Note 8)</i>	12,546	135,049
DEFICIENCY OF REVENUE OVER EXPENSES	<u>\$ (177,217)</u>	<u>\$ (136,709)</u>

The accompanying notes are an integral part of these financial statements.

Appendix D – ASCA’s Current Realities

Alberta School Councils' Association
 Current Reality: 2022 Year-End Forecast comp to Approved 2022-2023 Budget

Agenda Item: 4.1.1.3

	Fourth Quarter 2023 Year-End (June) Forecast	APPROVED 2022-2023 Budget	Notes
REVENUE			
1 Project Grant (Alberta Ed.)	5,207		Covid survey approved – \$15K funding received in June 2022; \$5.2K reallocated to 2022-2023 fiscal year
2 Other project grants	-	50,000	No positive responses on any applications submitted pre-2023. New opportunities being explored
3 Canada Summer Jobs (CJS) Grant	6,245		75% of funding received in July; auditor released \$5.7K to May/June 2022. Total just under \$12K
4 Membership Revenue	118,600	120,000	Budget based on 1200 MSCs @ \$100
5 Associate Membership Revenue	750	900	Budget is for 6 Fundraising Associations (FRAs) @ \$150 – new forecast is for 5
6 Custom Projects Revenue	6,658		NRLC project (principals and parents); Koinonia (private); KICEA (First Nations)
7 Partner Events	25		PSBAA "Unconscious Bias – Franklin Covey" online PD
8 Fundraising Initiatives (auctions, etc.)	9,156		Realized revenue from online Auction November 2022.
9 Interest Revenue	3,411	1,000	
10 Advertising/subscriptions	5,300		Annual 'advertising' promotion is gaining attention
11 Sponsorships	4,275	20,000	Fund Developer, Board, and staff efforts
12 Donations	112,442		Ongoing relationships with current donors; cultivating new relationships with additional consistent donors.
13 School Council Conferences (regs)	91,500	125,000	Updated April 2023 based on actual registration numbers
14 Conference Sponsorships/Donations	7,900	5,000	Updated April 2023 based on actual registration numbers
15 Resource Gallery/Trade Show	13,000	20,000	Updated April 2023 based on actual registration numbers
16 AGM	5,000	5,000	Updated April 2023 based on actual registration numbers
17 General Meetings	-		
18 Member Engagement Opportunities	-	175	No fees charged for Engagement Opp Nov 22
19 Fee for Service- SC	68,494	22,500	04/2023 revised forecasts to \$5K per month (\$2500 for June)
20 Fee for Service – FRA	5,350	5,250	Fundraising Association individual Learning Opportunities funded by fees for service.
21 Miscellaneous Revenue (Sew. Fess, etc.)	846		Mainly CC fees for online payments paid voluntarily by consumer
22 TOTAL REVENUE:	464,159	439,825	2023 YE Revenue Forecast higher than budgeted largely due to New Business Model
EXPENSES			
Board Costs			
23 Total Board Costs	50,746	52,950	Increase over March forecast attributed to Board/ED eval expenses; closer estimate on AGM AV expenses. People costs (portion of ED salary/benefits, parliamentarian, Board PD consultant); 50% of virtual meeting platform, director travel/accoms for only the AGM, FDC expenses
Project Grant Expenses			
24 COVID Learning Survey (Alberta Educ)	3,307		A portion of ED salary dedicated to oversight, plus Comm contract for development, promotion and concluding. Auditor adjustment expensed majority prior to June 30, 2022. Total revenue received \$15,000.
25 Total Project Grant Expenses	3,307		Includes only COVID survey at this time. Future project grants will be included in this category.
Advocacy and Representation			
26 Total Advocacy and Representation	28,529	55,375	Approved budget double calculated ED salary; error was not caught. Actual total budgeted for this category should be: \$31,375.00
Administrative Costs			
27 Total Salary, Benefits & External Memberships	51,532	37,750	Includes a portion of ED salary and benefits, summer students (offset by grant), federal employer contributions, external organization memberships, support and/or casual staff
28 Total Office Expenses	37,243	69,150	Includes IT support and software, auditor, insurance, bookkeeping, fund developer, office/comp equip, phones, postage, service & online fees.
29 Total Administrative Costs	88,775	106,900	Forecasting year end \$18,000 under approved budget. New contract with Fund Developer not executed, however salaries and wages higher than forecasted as additional hourly staffing required.
Learning Opportunities/Promotion			
30 <i>Subtotal Research/Advertising/Newsletter</i>	-		
31 School Council Conference	63,521	65,300	Includes contract conference planner (6 mos: 5 ahead, 1 follow up), contract support staff, honorariums/fees, charity of choice, board/staff accommodations, catering, promo items, etc.
32 <i>Subtotal Marketing</i>	2,300		Includes expenses related to publications/surveys not already included elsewhere
33 <i>Subtotal Digital Communications</i>	73,049	63,800	Website (annual and monthly fees), 50% of Virtual platform, contracts for website, Enews, Distributions, SM, social media.
34 <i>Subtotal Learning Opportunities Delivery</i>	33,957	18,500	Higher than anticipated instructor training expenses due to 3 new instructors. Primarily virtual delivery - minimal travel, meals, accommodations - always cost recovery. Change to business model and instructor compensation resulting in higher revenue, and therefore expenses, than budgeted.
35 <i>Subtotal Other (includes staff salaries/wages)</i>	96,387	77,900	Includes a portion of ED salary & benefits, Learning Opportunities Project Manager, support staff, amortization, misc., capital assets gain/loss.
36 Total Learning Opportunities/Promos	269,214	225,500	Year end forecast \$43,700 over budget. Additional expenses related to instructor fees for services (offset by increased revenue), instructor training, resource development, communications contract increase, and staff salaries/wages.
37 TOTAL EXPENSE:	440,570	439,825	
38 NET INCOME:	\$23,588	\$0	Moderate surplus forecasted, providing revenues and expenses remain stable. The ASCA Board of Directors makes decisions to ensure the Alberta School Councils' Association is Relevant, Sustainable, Autonomous, and Innovative.
Generated On: 04/11/2023			
39 Total Salaries, Wages and all Costs	311,330	309,900	Included for general information; already included in appropriate categories.

Recommendation(s): That the ASCA Board of Directors direct the Executive Director to share, on screen only, the Current Reality document at the 2023 ASCA AGM.

Appendix E – Board Approved 2023-2024 ASCA Budget

Alberta School Councils' Association
Approved 2023 - 2024 Budget



Alberta School Councils' Association
Promoting parent engagement in public education

	APPROVED 2022-2023 Budget	APPROVED 2023-2024 Budget	Notes
REVENUE			
1 Project Grant (Alberta Ed.)		-	ED will continue to look for ABED grant opportunities
2 Other project grants	50,000	-	ED will continue to seek grants through organizations, corporations, foundations, as capacity permits Did not apply for Summer Student Grant 2023. Will consider for 2024 - funds are 'in and out', resulting in net zero to the budget
3 Canada Summer Jobs (CJS) Grant		3,000	
4 Membership Revenue	120,000	120,000	Maintaining \$100 Membership Fee Budget is for 9 Fundraising Associations (FRAs) @ \$150. Optimistic FRA Insurance Program 'pilot' will encourage more
5 Associate Membership Revenue	900	1,350	ED working on specific 'Principal SC PD' opportunities in conjunction with ATA for presenting at Teachers' Conventions
6 Custom Projects Revenue		7,500	
7 Partner Events		-	
8 Fundraising Initiatives (auctions, etc.)		25,000	Fund Development Committee initiatives. Two (2) events (fall and late spring) Board, and staff efforts
9 Interest Revenue	1,000	1,025	
10 Advertising/subscriptions		9,000	Dependent on efforts of Board and Comms Specialist
11 Sponsorships	20,000	5,000	Two (2) events (fall and spring) Board, contractor and staff efforts Optimistic current donor relationships will continue and new relationships with additional consistent donors can be cultivated
12 Donations	65,000	140,000	
13 School Council Conference (regs)	125,000	135,000	In person for 2024 270 paying delegates @ \$500 average Contributed by individuals, orgs, businesses not participating in Resource Gallery still wanting exposure to ASCA audience
14 Conference Sponsorships/Donations	5,000	5,000	
15 Resource Gallery /Trade Show	20,000	20,000	25 exhibitors @ \$800 per Hybrid for 2024. No charge for Voting Delegates; revenue from non voting SC delegates, guests, observers
16 AGM	5,000	2,000	
17 General Meetings		-	No General Meetings planned for 2024
18 Member Engagement Opportunities	175	-	1 Virtual Fall engagement opportunity. No revenue (fees) anticipated
19 Fee for Service- SC	22,500	47,840	Dependent on school councils receiving/utilizing ASCE Grant 23-24 and ASCA marketing efforts
20 Fee for Service - FRA	5,250	3,250	Forecast based on 2022-2023 actual numbers
21 Miscellaneous Revenue (Serv. Fees, etc)		500	Mainly CC fees for online payments paid voluntarily by consumer
22 TOTAL REVENUE	439,825	525,465	2024 Year End Revenue highly dependent on success of Board, contractor and staff
EXPENSES			
Board Costs			
23 Total Board Costs	52,050	58,594	Includes a portion of ED salary, 80% 'people' and other costs associated with AGM, Board, staff and Member School Council recognition, Board/ED evaluations and PD (low cost), expenses related to fundraising initiatives, Pres cell phone <i>Percentage of overall budget</i>
	11.80%	11.15%	
Project Grant Expenses			
24 Unknown Project Grant		-	
25 Total Project Grant Expenses		-	This category only used if 'project' grants are obtained/expensed. Revenue and expenses will typically 'zero out'
Advocacy and Representation			
26 Total Advocacy and Representation	55,375	35,355	Category includes expenses for external stakeholder representation, ABED Committee representation, and 20% of AGM and Member Engagement Opportunities expenses. Note: 2022-2023 Budget contained a significant formula error resulting in overestimating overall expenses for this category <i>Percentage of overall budget</i>
	12.60%	6.73%	
Administrative Costs			
27 Total Salary, Benefits & Ext. Membs	37,750	70,390	Includes a portion of ED & Support Staff salary and benefits, federal employer contributions, external organization memberships
28 Total Office Expenses	69,150	73,685	Includes IT support and software, auditor, insurance, bookkeeping, office/comp equip, phones, postage, service & online fees
29 Total Administrative Costs	106,900	144,075	Includes CEBA loan repayment of \$40K Dec 2023 <i>Percentage of overall budget</i>
	24.30%	27.42%	
Learning Opportunities/Promotion			
30 Subtotal Research/Advertising/Newsletter		-	
31 School Council Conference	65,300	67,600	Includes contract conference planner, contract support staff, speakers' honorariums/fees/expenses, charity of choice donation, staff accommodations, catering, AV, venue rental, etc
32 Subtotal Marketing		4,300	Includes event planner contract (fundraising), conference printing/promo materials, and expenses related to publications/surveys not already included elsewhere
33 Subtotal Digital Communications	63,800	76,500	Website & E-news fees, 50% of Virtual platform, digital design tools, Contract Social Media & Communications
34 Subtotal Learning Opportunities Delivery	18,500	36,561	Training/professional development, travel, accommodation, meals, fees for service, staff travel, resource revision/development, etc. Possible 'in person' PD in Sept 2023. Compensation calculated as a percentage of anticipated revenue
35 Subtotal Other (includes staff salaries/wages)	77,900	102,480	Includes a portion of ED salary, Learning Opportunities Project Manager salary and benefits, a portion of Support Staff wages, amortization, misc., capital assets gain/loss
36 Total Learning Opportunities/Promo	225,500	287,441	Includes all expenses related to two (2) core business focus areas: to engage and empower school councils <i>Percentage of overall budget</i>
	53.10%	54.70%	
37 TOTAL EXPENSE	439,825	525,465	Budget includes moderate increases in staff remuneration and is highly dependent on revenue from Memberships, Fees for Service, Fundraising efforts, Donations, Sponsorships, Other Grants. If not realized, expenses and activities will need to be reduced to reflect lower revenue. The ASCA Board will review the budget frequently and revise as necessary
38 NET INCOME	\$0	\$0	Relies on \$40K additional fundraising, sponsorships and/or advertising to offset \$40K CEBA loan repayment

Approved on March 18, 2023