



St. James Scholarship Foundation Minutes

December 1, 2022 5:00pm

Board Room Aiden Conklin Bldg. 2574 Portage Ave.

Attendance: Bruce Alexander, President
Dorothy Y. Young, Vice President
Tom Dercola, Director
Dawn Hicks, Director
Michelle Lancaster, Information Officer
Stefan Jonasson, Director
Katherine Misko, Director
Chris Sculthorp, Director
George Valentim, Director

Regrets: Monika Kananowicz, Treasurer
Rockford McKay, Director
Trustee from the St. James-Assiniboia School Division yet to be appointed

Bruce Alexander, President called the meeting to order at 5:00 pm
Dorothy Young agreed to act as recorder for this meeting in Monika's absence.

1. Approval of Agenda

MOTION

That the Agenda be approved as presented **CARRIED**

2. Adoption of Minutes – October 20, 2022

MOTION

That the Minutes of the October 20, 2022 Meeting be approved as circulated. **CARRIED**

3. Introductions and Recruiting

President Bruce reported that there were two new people on the Scholarship Foundation Board. He welcomed George Valentim, Principal of Sturgeon Heights Collegiate and Rockford McKay, currently a Science Consultant at MFNERC and a former trustee in the Division. Each person present introduced themselves.

4. President's Report

- Bruce reported on his discussions with Mr. Sanders regarding the possible revision of the criteria for the Sanders Family Engineering Award. After discussion Bruce presented proposed revisions which Mr. Sanders approved. See item #6
- Bruce reported on his discussions with Mr. Sanders regarding the possible revision of the criteria for the Sanders Family Engineering Award. After discussion Bruce presented proposed revisions which Mr. Sanders approved. See item #6
- Bruce communicated with the Winnipeg Airport Authority (WAA) to discuss a possible revision of the criteria for the WAA Queen Elizabeth II Award. After discussion, Bruce presented a proposed revision for discussion at the WAA Executive Meeting on November 28, 2022. The WAA will advise approval on November 29, 2022.
- Bruce communicated with Dave Cherette of the Silver Heights 1960s group regarding continued fundraising and legacy donations. Bruce will meet with the group to discuss

the topic with them at their Christmas celebration.

- Bruce communicated with Michelle Lancaster regarding the 2021 Annual Report. He supplied some copy and photos. She advised on progress and on additional work she has done to support the Foundation. The 2021 Annual Report was discussed further in item #7.
- It was learned that Susan Hagemeister at Winnipeg Foundation will retire January 31, 2023. She will be replaced by Michele Burnett. Bruce contacted the Winnipeg Foundation regarding direct donations to our sub-funds in the Agency Fund. The broken links to our scholarships on the Winnipeg Foundation's website will be fixed in due course.

The President's Report was received as information.

5. Secretary-Treasurer's Report – nil due to the absence of the Secretary-Treasurer. The Board expressed their best wishes for Monika to return to good health.
6. Correspondence – nil
7. Progress on the 2021 Annual Report
Michelle reported that she had checked Cory's (her predecessor) files. She expected to have a draft sent out to the Board prior to the end of 2022. Approval of the draft will be via email. The SHCI 1960's Alumni Group will be featured in the Report along with the framed photograph of them and the article in the Metro that is hung in the entrance hallway outside the office at Sturgeon Heights Collegiate. A second donor profile will focus on the George Chapman Family Award and the generous donation to support it from George Chapman QC.
8. Awards Criteria Revisions
 - A. Sanders Family Engineering Award**
Recently, revised criteria were discussed at length with Mr. David Sanders and agreement was reached on the following new criteria. This award is funded by an annual payment in September from the Esther and David Sanders Foundation of Winnipeg.
 - 1) This award is available to graduating students from all St James Assiniboia high schools.
 - 2) Students will apply to the St James Scholarship Foundation using the provided application by May 31 in any year.
 - 3) Applications will be evaluated by the St James Scholarship Foundation Board.
 - 4) This award is intended for students planning direct entry into first year Engineering who provide a high school transcript in their graduating year with the following academic standing:
 - 5 full credits at the Grade 12 level in courses designated for admission to the University of Manitoba or another university with an Engineering program.
 - A minimum average of 80% over the following: English 40S, Pre-calculus Mathematics 40S, Chemistry 40S, and Physics 40S with no less than 70% in any of the above courses.

- 5) Proof of registration in Engineering at the University of Manitoba, or at another Canadian university offering an accredited Engineering program leading to the Bachelor degree.
- 6) Students will submit two letters of recommendation from their teachers referencing their potential for professional education as Engineers.
- 7) Students will attach to their application a letter written by themselves explaining their interest in becoming an Engineer.
- 8) The annual value of this award will be \$700.00

B. Winnipeg Airport Authority Queen Elizabeth II Award

Recently, revised criteria were discussed with the Winnipeg Airport Authority and agreement was reached on the following new criteria.

- 1) This award is presented to St James Assiniboia School Division high school graduate continuing to post-secondary education in an aviation related field.
- 2) Students will submit the provided application to the St James Scholarship Foundation Board by May 31 in any year for evaluation and award decision.
- 3) Students will provide proof of registration in an aviation related field for the post-secondary institution of their choice.
- 4) Students will submit an official high school transcript of Grade 11 final and Grade 12 semester 1 and mid-term semester 2 marks.
- 5) Students will submit a letter of reference from a teacher or supervisor indicating the student's suitability for this award.
- 6) The nominal annual value of the award is \$500.00.
- 7) The application form will include the following:
 - A list of all volunteer service and extra-curricular activities participation in in high school
 - Work experience
 - Aviation related experiences
 - A letter written by the student indicating why they are interest in a career in the aviation field
- 8) Special consideration will be given to students with experience in the following:
 - Air Cadets (Flying Scholarship and/or Glider Pilot)
 - Silver Wing volunteers at YWG
 - Aviation courses at Sturgeon Heights Collegiate
 - Aviation related part time employment

MOTION

That the revisions to the Sanders Family Engineering Award and the Winnipeg Airport Authority Award as indicated above be approved. **CARRIED**

Dorothy agreed to revise these awards on the application form and get the high school principals to sign off on them, and draft applications for students for these Awards for the next Foundation meeting.

9. Report on Education

Bruce, accompanied by Dorothy will present the Report on Education to the St. James-Assiniboia School Board on January 10, 2023. A history of the St. James Scholarship Foundation, how the awards benefit our students, and how to donate will be presented.

10. Parliamentary Inquiry

Both Bruce and Dorothy reviewed the ByLaws and found that the Secretary-Treasurer is a member of the Scholarship Foundation Board and thus has voting rights at our meetings. It was unanimously agreed that the Information Officer for the Division, when in attendance at our meetings also has voting rights.

11. New Award

Bruce reported that he is aware of a new Award at the Middle School Level. It will be placed on the agenda for our next meeting.

12. Other Fundraising

- Canada Helps – deferred to the next meeting
- Giving Tuesday was November 29 – we have no report on whether we received any funds. This item will be on the agenda of the next meeting.
- Facebook Retro St. James – deferred to the next meeting

13. Date of Next Meeting – It was agreed that Bruce and Monika would send out a poll to determine the date of the next meeting in either February or early March 2023.

14. Business Arising – nil

15. New Business

- A question was raised as to how we can get a donation form added to our website since many people now either donate by credit card or e-transfer. Cheques are not used as often anymore. Michelle will discuss this with Monika and report back at the next meeting.
- In his review of the ByLaws, Bruce discovered that the ByLaws on the Division's website are missing the two most recent changes. Bruce agreed to meet with Monika, at her convenience, to get the Scholarship Foundation's information on the website updated including the names of the Directors.

16. Adjournment

The meeting was adjourned by the President at 5:53 pm

Minutes recorded by Dorothy Young, Vice President