

St. James Scholarship Foundation Minutes

October 19, 2023 5:00pm

Board Room Aiden Conklin Bldg. 2574 Portage Ave.

Attendance: Bruce Alexander, President
Dorothy Y. Young, Vice President
Monika Kananowicz, Treasurer
Michelle Lancaster, Information Officer
Dawn Hicks, Director
Stefan Jonasson, Director
George Valentim, Director
Rockford McKay, Director (Teams)
Michael Cabral, Trustee

Regrets: Tom Dercola, Director
Katherine Misko, Director
Chris Sculthorp, Director
Fiona Shiells, Trustee

1. Land Acknowledgement

The St. James Scholarship Foundation acknowledges that we are on Treaty One Land, the traditional territory of the Anishinaabe, Ininew and Dakota peoples, and homeland of the Red River Métis Nation.

2. Approval of Agenda

MOTION

That the Agenda be approved as presented.

CARRIED

3. Adoption of Minutes – May 11, 2023 Annual General Meeting

MOTION

That the Minutes of May 11, 2023 Meeting be approved as circulated.

CARRIED

4. Introductions: Trustee Fiona Shiells – not in attendance

5. President's Report

- A letter was drafted for the School Board to encourage renewal of payroll donations to the fund for the 2023/24 academic year. It was requested that the letter and the authorization form would be included in the Board Agenda.
- An email was sent to the convenor of the Silver Heights 1960's Alumni group advising the opportunity to set up legacy giving and then become part of the Legacy Circle at the Winnipeg Foundation.
- Bruce has been doing some research on the groups referenced in the incorporation to get addresses and names for letters to send a representative to our board. He will send letter drafts and contact information soon.

The President's report was received as information.

6. Secretary-Treasurer's Report

- RBC general account balance is at \$76,982.65 period ending September 29, 2023.
- ACCESS Credit Union investments are at \$78,651.09 period ending August 31, 2023.
- We have received our September 30, 2023 spending from The Winnipeg Foundation for a total amount of \$11,933. As the spending return was below 5% it further highlighted 4 fund accounts that will result in underfunded awards. Further discussion moved to point # 11.

Secretary Treasurer's report was received as information.

7. Correspondence

Received phone call from Dylan Cote-Marshall regarding the WAA award from June 2022. He has not continued to post-secondary schooling but has taken courses through the Inflight Institute.

He was inquiring as to the monetary portion of the Award. As of June 27, 2022 we have not received any proof of acceptance.

MOTION

To issue payment in the amount of \$500 for the monetary portion of WAA Award upon receipt of proof of registration and acceptance letter from Inflight Institute.

CARRIED

8. Approval of Director Lindsay Sawyer Fay

Dorothy Young has provided background on nominating a new Director – Lindsay Sawyer Fay.

MOTION

To approve Lindsay Sawyer Fay as a new Director.

CARRIED

9. Review of Foundation fundamental authorities

- Organizational By-Law
Specifically, Article II – Objectives – moving forward consensus on adherence of the Objectives as outlined in By-Law No.1 of The St. James Scholarship Foundation Inc. as it pertains to criteria of awards.
- Incorporation document
Specifically, Membership representatives – moving forward consensus on recruitment of Directors from within the community from following areas: Legion, Optimist Club, Lions & Community Service Clubs. As outlined in the articles of incorporation.

10. Scholarships Requiring Performance Audit

- Winnipeg Airport Authority Queen Elizabeth II Award
- Sanders Family Engineering Award

Discussion surrounding the Criteria of said awards and the post secondary requirements in order to award the monetary values. Philosophical issues arising and hence we should always scale back to Foundation By-Law and Incorporation documents.

MOTION

Bruce to meet with donors from Sanders Family Engineering Award & Winnipeg Airport Authority Queen Elizabeth II Award; to reaffirm our Foundation By-Laws.

CARRIED

11. Winnipeg Foundation Underfunding of Sub-Fund Awards Solutions

We received and reviewed amount break down of The Winnipeg Foundation annual return, Fund vs Award. For the 2023/2024 school year we will have four Underfunded Awards. And one Award with a significant surplus in yearly funding, Edith & Thomas Cox Memorial Scholarship Fund.

MOTION

Moving forward a review, on annual basis, will be done and where required unrestricted funds will be used to offset the underfunded awards.

CARRIED

MOTION

Chair to make contact with donors of Edith & Thomas Cox Memorial Scholarship Fund in order to create second \$800 award.

CARRIED

12. JTCI Class of 1982 Reunion potential award

Dorothy to reach out to John Taylor regarding 1982 Reunion Award as nothing received at board office.

13. Recruitment - Retention- Succession

- Incorporation List
- Service clubs
- Legion

Discussion surrounding membership representatives as described in the Incorporation document.

MOTION

Chair to issue letters to community members to join our board of directors.

CARRIED

No further action is required for succession as board members continue to show gratitude to Bruce Alexander for his vital role with The Foundation.

14. International Program Possible Award Revenue

Originally thought to be a one-time award, this ISP Award was received at the board office awards committee and approved to be presented as such. Over the last two years the International Student Program has continued its relationship with their insurance provider to move this as a yearly award.

Currently ISP presents 4 awards at \$250 each within the 4 high schools. Revenue received from insurance company varies year to year and it is recommended to distribute the award through the Foundation.

MOTION

That the International Award be approved in principle pending approval from High School Principals. And that the annual award be consistent with the revenue received.

CARRIED

15. Retro St James

Dorothy will meet with the founder of the web page.

16. Business Arising

NIL

17. Unfinished Business

O'Neil Coaches Award final approval with wording of she/her in the criteria of award. Monika reached out to JJ Ross for clarification of gender assignment in sport teams. JJ has advised that wording is correct and direction is taken from the Manitoba Athletic Association.

MOTION

That the O'Neil Coaches Award be approved in principle pending approval from Middle School Principals.

CARRIED

18. New Business

Increase to Tom Dercola and Dr. D. Young Humanitarian Awards.

MOTION

That Tom Dercola and Dr. D. Young Humanitarian Awards be increased from \$125 to \$150 each.

CARRIED

19. Date of next meeting

December 7th at 5 pm

February 22nd at 5 pm

May 23rd – AGM at 6 pm

20. Adjournment

7:00 pm

Minutes recorded by Monika Kananowicz, Treasurer