

**St. James Scholarship Foundation Meeting Minutes**

**April 19, 2018, 5:00 PM**

**Room A, SJASD Board Office**

Attendance: Bruce Alexander, President  
Tom Dercola, Vice-President  
Nora Wood, Treasurer  
  
Dorothy Young, Director  
Dawn Hicks, Director  
Darryl Johnson, Director  
Chris Sculthorp, Director, left at 6:15  
Stefan Jonasson, Director, left at 6:15

Regrets: Jennifer Cameron, Information Officer  
Serge Couture, Director  
Lorelei Steffler, Director

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1. Approval of Agenda

MOTION

Agenda approved with the following additions/amendments:

Item #6 & 7, to be consolidated and presented under Secretary-Treasurer's report, item #4.

CARRIED

2. Approval of Minutes

MOTION

To approve March 15, 2018 meeting minutes.

CARRIED

### 3. President's Report

BA indicated that he drafted the following correspondence:

- Red River Co-Op for consideration of a donation;
- Thank-you letter to Bill Moir for his generous donation
- Information gathering form for award recipients for review and approval of our board.

BA also forwarded the Power Point slides from the Winnipeg Foundation Agency Fund meeting for distribution to directors.

BA received a phone call from Shelley Kilmury at Crosstown CU in response to his previous correspondence regarding Shred Day. They have indicated interest in providing us with an annual award. Criteria were discussed and developed with Mr. Desserano, VP, SJCI. The school was suggested since this school community typically has more families in need of financial support. CCCU prefers to administer awards on an annual basis so an annual request to CCCU will be required in order to maintain the award.

President's report received as information.

### 4. Secretary-Treasurer's Report:

MOTION

That authorization be provided to the treasurer to transfer the 2017 Payroll deductions received, in the amount of \$1,200, to the Winnipeg Foundation General endowment fund.

CARRIED

MOTION:

That the Winnipeg Airport Authorities annual award in the amount of \$500 be approved based on the criteria of *"The Winnipeg Airports Authority (WAA) Queen Elizabeth II Scholarship is presented to a high school graduate in the St. James Assiniboia School Division who is continuing their education at a post-secondary level in an aviation-related field"* be approved;

And further,

That selection of the annual recipient of the WAA award will be made by application to the Scholarship Foundation sub-committee;

And further,

That the WAA award application will be created to include general candidate information, a one-pager about why they are interested in going into the aviation field, a copy of a complete transcript, including third term marks, extra-curricular volunteer/service activities and/or work

experience, and any aviation-related experience. Draft application will be prepared by administration and distributed to directors for comment by May 1;

And further,

That the inaugural WAA Award be presented in June 2018.

CARRIED

MOTION

That authorization be provided to the treasurer to transfer \$11,000 to Winnipeg Foundation for the establishment of the Winnipeg Airport Authorities Annual Aviation Award.

CARRIED

MOTION

That disbursement of \$14,575 to schools representing the 2018 annual awards be approved per schedule.

CARRIED

NW provided the following information to board members for information:

March 31/18 GIC statement received with a PV of \$70,629.84.

Correspondence was received confirming that the Bill Moir endowment fund has been established with the Winnipeg Foundation.

Nora Wood provided the board with notice of resignation from the position of Accounting Manager, SJASD. Last working day is expected to be May 11, 2018.

MOTION

The Board wishes to extend an expression of gratitude for the efforts provided by Nora Wood throughout her term as treasurer to the Scholarship Foundation.

CARRIED

5. Correspondence

No correspondence received.

6. Logo Options, Jen Cameron

Item deferred to next meeting.

7. Alumni Award Potential, Jen Cameron

Item deferred to next meeting.

8. Potential Metis Award Update

Update provided from C. Stroppa. NW to follow-up on outcome.

9. Annual Report Draft Review

Item deferred to next meeting. It was requested that Jen Cameron distribute copy of draft Annual Report via email to the group for review by May 10, 2018.

10. Scholarship Inventory – Dorothy Young

Inventory was reviewed with committee. Efforts to endeavor to keep the schedule up to date as awards are added/eliminated.

Received as information.

11. Havixbeck Memorial Award Update

Information has gone out on social media. No cheques have been received per treasurer.

MOTION

That the incoming treasurer to explore the possibility of the administration and technology options available for online payments for the Foundation.

CARRIED

12. Future Strategy

Item was deferred until the next working meeting in the fall.

13. Business Arising

MOTION

That the Crosstown CU award of \$500 to be presented at the 2018 SJCI awards ceremony be approved in principle.

CARRIED

Board members reviewed the 2018 awards schedule as distributed by NW. Tom Dercola will reach out to community on social media re: Harry Pauls Award that will be maturing after the 2018 award.

Committee discussed feasibility of establishing endowment funds for award balances that were in excess of \$10,000.

MOTION

That the treasurer be authorized to transfer restricted fund balances in excess of \$10,000 to the Winnipeg Foundation to establish endowment funds.

CARRIED

14. New Business

MOTION

That a subcommittee of 4 directors to be announced to convene and review applications for the Winnipeg Airport Authorities Award on June 7/18 at 2:00 pm at SJASD Board Office, Room B.

CARRIED

None

15. Date of Next Meeting

AGM, May 24, 2018

16. Adjournment

6:40 pm

Minutes recorded by Nora Wood, Treasurer