

**SEVEN OAKS EDUCATION FOUNDATION, INC.**  
**Meeting Tuesday, January 8, 2013**  
**5:00 Seven Oaks School Division Board Room**  
**830 Powers Street**  
**Minutes**

**Present:**

Margaret Brett, President  
Irv Simmonds Vice President  
Wayne Shimizu, Treasurer  
Pat Stefanchuk, Past President  
Dawne Smithson, Secretary  
Ted Ash, Director  
Mario Coquete, Director  
Ajit Kaur Deol O.M., Director  
Ramona Gallos, Director  
Kraig Hillis, Director  
Cam MacIver, Director  
Harriet Zaidman, Director

**Regrets:**

Bernie Gowryluk, Director  
Jerry Maslowsky, Director  
Steve Medwick, Director  
Fran Taylor Director

Margaret Brett called the meeting to order at 5:05 pm.

**1. Approval of Agenda**  
**Kraig Hillis/Mario Coquete**

That the agenda for the meeting be adopted as listed.”

Carried.

**2. Approval of Minutes of November 13, 2012.**

**Irv Simmonds/Pat Stefanchuk**

“That the minutes of the November 13, 2012 meeting be approved”.

Carried

**3. Correspondence Folder**

Margaret stated that the correspondence folder is being circulated for the committee's review

**4. Procedure for Gift Acknowledgments**

Margaret circulated a draft donor acknowledgement form. Discussion took place on process for notifying a family when a donation is made in honor of themselves

or a family manner and whether or not the donor's name can be shared. Dawne stated that one practice is to incorporate a statement in the letter to the donor telling them that unless we hear to the contrary we will notify the appropriate person of their donation and provide the name, but not the monetary amount. This practice will be incorporated into future letters.

Discussion took place on allocation of donations from CanadaHelps.org. Wayne stated that revenue which is not restricted for another purpose is designated to the Winnipeg Foundation and is endowed.

## **5. Bud Spud and Steak**

Margaret stated that the Bud Spud and Steak will be taking place on Friday, February 8<sup>th</sup> at the Garden City Inn. Wayne has the tickets; they are \$20 for participants and \$10 for donors. There are 500 tickets available in total and there will be a number of walk up tickets available. Margaret encouraged the committee to try to get people to purchase tickets early. The talent will be the same as last year. The event starts at 4 pm this year. Margaret stated the rainbow auction prizes will be put together on Wednesday, February 5<sup>th</sup> starting at 1 pm and welcomed help if people were available. Margaret circulated a work schedule and ask committee members to indicate when they could help.

Motion: Ted Ash/Ramona Gallos that \$500 be allocated for Margaret Brett to purchase prizes for the auction. Carried

## **6. Fund Raising**

Harriet Zaidman stated that she had an e mail list from the Garden City Reunion, which she will provide to Ted for fundraising purposes.

Ted Ash stated that the Fund Raising Committee had met in November and had sent a letter to Wayne Shimizu requesting information on a number of items, including:

- Website maintenance
- If there were any 7 Oaks at present staff who make payroll deductions to SOEF
- 7 Oaks School Division Vendor Information
- Opportunity for Margaret to speak to the 7 Oaks School Board about the work of the Foundation

Wayne stated that Margaret will be speaking to the January 14, 2013 meeting of the board. He stated there are three staff that make payroll deduction donations and he will contact them to see if it is okay to give their names to SOEF. He is checking on the supplier list and will get back to Ted.

Ted stated that the Fundraising Committee noted the importance of all members of the SOEF board supporting the Foundation. A board ask will be forthcoming once the need is defined.

Ramon Gallos spoke to the importance of SOEF having an endowment fund.

## **7. SOEF Website**

Wayne stated that there had been 732 visits to the website.

He stated that Jody stated that if the Foundation was going to be pushing people to the website, then she would meet with Norma to provide guidance on how to work on the website.

Wayne will invite Jody to a future SOEF meeting to discuss the website.

## **8. Financial Report/Winnipeg Foundation Report**

Wayne reviewed the financial information for the period ended December 31, 2012 and the Winnipeg Foundation statements for the period ending November 30, 2012.

Discussion took place on investment philosophy, how much should be invest. Wayne stated that the Foundation does not prepare an operating budget.

The committee agreed to transfer \$30,000 to the Winnipeg Foundation, leaving a balance of \$10,000.

Motion: Wayne Shimizu/Mario Coquete that the Foundation transfer \$30,000 to the Winnipeg Foundation. Carried

Wayne will ask a representative of the Winnipeg Foundation to come to a future SOEF meeting.

The Winnipeg Foundation has invited representatives from SOEF to attend the annual Agency Breakfast, to be held January 30<sup>th</sup>, 2013. Wayne will attend on behalf of SOEF.

## **9. Publications Committee**

Pat stated that Darren Wolchuk is having difficulty getting in contact with Desiree Scott but has a date to interview her on January 20<sup>th</sup>. The newsletter will be ready for publication in February. Pat will be away, but she will coordinate with Darren.

**10. Nominating Committee**

Members of the Nominating committee are Ramona Gallos, Dawne Smithson and Harriet Zaidman. Names should be forwarded to Ramona for consideration. Ramona circulated a list to committee members in attendance to indicate their willingness to sit on the board for another year.

The date for the annual general meeting is Tuesday, March 5<sup>th</sup>. Mario, Ted and Dawne indicated they will not be in attendance.

**11. Next Meeting**

Life memberships for SOEF will be an agenda item at the Tuesday, February 12, 2013 meeting of SOEF.



**President**



**Secretary**