

Minutes of the BSSAA General Membership Meeting - 2003 10 29

In attendance: Jeanette Wilson, Executive Secretary
Gord Macfarlane, Registrar
Teresa Kobos, Director of Sponsorship
Roberta Brown

Nicole McReavy, Treasurer
Dan Nichol, Director of Events
Peter Weldon, Chair, Reunion Committee
Sylvia Winski

Start time: 8:00 p.m.

End time: 10:15 p.m.

Call to order: Jeanette Wilson, seconded by Nicole McReavy

Discussed: Final disbursements and account update - The last two cheques to pay for services at the 40th anniversary reunion will be sent out tomorrow (had been waiting for a second signature). They are to Intercon Security and the Peel District School Board (custodial services). Wild Water Kingdom has sent a statement indicating a zero balance on our account. Taking into consideration all bill payments, BSSAA should be left with approximately \$6400. **We have not yet received the money Michael Robinson said at least one of the Brampton soccer clubs donated toward trophies or in general. Michael has to get back to BSSAA regarding that matter.** The Bramalea Alumni Association Community Spirit Student Award of \$125 (cheque) will be presented at commencement on Nov. 21st. BSSAA needs an operating budget to justify carrying forward a balance into next year. Some money must be transferred to the Charitable Trust (before December 31, 2003) so the Peel District School Board can issue tax receipts to alumni who donated \$25 or more.

Discussed: Plaque for BSSAA commencement award - We need to buy a plaque with enough room for 10 names to hang on a wall at BSS recognizing recipients of the award. Nicole will look into getting one at Melgor on Rosedale, with a \$100 limit.

Motion: to give Nicole McReavy authorization to purchase the above-mentioned plaque for the BSSAA commencement award, with a limit of \$100 - moved by Jeanette Wilson, seconded by Teresa Kobos. Vote carried 8 yays, 0 nays.

Discussed: Commencement - Jeanette to contact John Colton, in charge of commencement at BSS, to see if BSSAA can have a table and two chairs set up in the lobby on the Hollywood Princess (hall where commencement will be held) to make the latest graduates of BSS, the newest alumni, aware of our organization. If not, then perhaps an insert in the program would be possible, again, just to increase our profile.

Discussed: Thank you notes - There are still some addresses outstanding. Some of these are for people who have donated \$25 or more, so addresses are essential for tax receipt purposes. Jeanette will check www.411.ca for any help. Many thank you notes have already been mailed or dropped off.

Discussed: Remaining souvenirs - All unsold souvenirs of the 40th anniversary reunion are being held at Dan Nichol's house until such time as another location is determined. These include 22 mugs, approximately 575 pens and about 20 T-shirts. John Chasty is to buy the remaining T-shirts at cost so we do not lose any money on them, but not until he has some income from pop machine sales at the school. BSSAA is considering keeping some of those 20 or so T-shirts to give away as prizes at future events (they do not have a date on them). Ideas for the pens include giving to each graduating student at commencement, giving to each volunteer that helped at the reunion, giving to anyone who donates to BSSAA and having the entrepreneurial group at BSS sell them at the school.

Discussed: Location of future BSSAA meetings - Jeanette to contact John Chasty to see if we can hold meetings at BSS, especially the next meeting, with elections, on Wednesday, November 26, 2003. **UPDATE: The next meeting on Wed., Nov. 26th will be held at BSS at 7:30 p.m.**

Discussed: Archives - Michael was to pick up the yearbooks belonging to BSS from Wayne Wicks, who had them to produce the CDs we decided not to go with due to lower than anticipated quality. Jeanette to contact Michael to see if this has been done. **Michael has not yet responded to this inquiry.** All of Isabel Douglas's memorabilia from the 25th anniversary reunion at BSS in 1988 has been removed from the school as per her request and is being held at Dan's house. He will buy totes to keep it all in. Also, Michael was to find out if BSS would be interested in an archival club which BSSAA could run. It may be possible to do as a half credit course, supervised and controlled by BSS staff. BSSAA may be able to donate some equipment if there is enough interest. Jeanette to contact Michael to see how far his discussions have gone and possibly get someone else from BSSAA to take over those discussions due to Michael's heavy work load at the moment. **Michael has not yet responded to this inquiry.**

Discussed: BSSAA Website - Michael still has to update the website, removing reunion advertisements and including photos of the reunion. He needs to go into each area of the site and remove all outdated information, as well as update it with the minutes of the latest meetings. Nicole has looked into web hosting to include email addresses as www.bssalumni.com and bssalumni@rogers.com are run from Michael's personal webspace. The cost would be approximately \$260/year for one email address and 5 MB of webspace. The next step up from that would cost approximately \$380/year for 5 email addresses and even more webspace. This is just for consideration, no decisions on it will be made tonight.

Discussed: Risk Management - A Constitution amendment needs to be made specifying who would deal with an emergency issue and how it would be communicated.

Motion: to amend the BSSAA Constitution to include a Risk Management clause whereby at least 2 Executive members of BSSAA must discuss any and all issues, then communicate them to the rest of the Executive before any outside communication takes place - moved by Jeanette Wilson, seconded by Gord Macfarlane. Vote carried 8 yays, 0 nays.

Discussed: BSSAA Election Eligibility - Due to the fact that BSSAA does not charge a membership fee, for election purposes, a member is defined as someone who attended BSS and has attended at least one BSSAA regular meeting within the year prior to the election. In order to nominate someone, run for a position or vote, these criteria must be met.

Motion: to amend the BSSAA Constitution to state that a member cannot nominate him or herself for an Executive position - moved by Dan Nichol, seconded by Peter Weldon. Vote carried 8 yays, 0 nays.

Motion: to change the name of Registrar on the BSSAA Executive to Chief Administrative Officer - moved by Teresa Kobos, seconded by Peter Weldon. Vote carried 8 yays, 0 nays.

Motion: to include the duties of Treasurer within the duties of the Chief Administrative Officer - moved by Nicole McReavy, seconded by Teresa Kobos. Vote carried 8 yays. 0 nays.

Motion: to vacate the current Directorships within BSSAA as of December 31, 2003, so members can be called upon to become Directors as needed - moved by Sylvia Winski, seconded by Gord Macfarlane. Vote carried 8 yays, 0 nays.

Discussed: BSSAA Election Positions available - There will be four (4) elected positions: President, Vice-President, Secretary and Chief Administrative Officer. The position of Past-President is not an elected position, unless the outgoing President declines to carry on as Past-President, in which case the position reverts back to Executive Director, which is an elected position. This will be determined on election night.

Discussed: BSSAA Elections - BSSAA will accept electronic nominations, accompanied by the consent of the nominee, from November 1 to November 11 (**UPDATE: Election notice not going out until November 9, 10 and 11 so nominations will be accepted until November 21**). A mass email will go out to all BSSAA members informing them of the election process. Voting will be at the next BSSAA General Membership Meeting on Wednesday, November 26, 2003 to be held at BSS at 7:30 p.m. Members can vote by proxy, either in writing or electronically.

Discussed: Charitable Trust elections - After clarification by Michael Robinson, we will send out election notices to our members for the Board of Trustees and the Board of Directors for the BSSAA Charitable Trust.

Adjournment: Moved by Teresa Kobos, seconded by Jeanette Wilson. Approved.

Next Meeting: Wednesday, November 26, 2003 at BSS at 7:30 p.m.