

Alberta Elks Foundation



REACHING OUT TO OTHERS

CONFERENCE BOOKLET

Friday, June 3, 2022

Brooks, Alberta

Table of Contents

2022 ANNUAL GENERAL MEETING AGENDA..... 3

2021 ANNUAL GENERAL MEETING MINUTES..... 4

CHAIR REPORT..... 17

53rd ANNUAL RAFFLE REPORT 19

TABS FOR TOTS REPORT..... 20

FLOAT REPORT 20

ISTAR REPRESENTATIVE REPORT..... 21

Elks – ISTAR PARTNERSHIP IMPACT SUMMARY 22

RESOLUTIONS 25

AUDITOR REPORT..... 26

2022/2023 PROPOSED BUDGET 29

GENERAL DONATIONS..... 32

GRANTS ISSUED..... 33

ISTAR – LODGE CONTRIBUTIONS..... 34

APPENDIX A - BYLAWS 35

2022 ANNUAL GENERAL MEETING AGENDA

FRIDAY, JUNE 3, 2022 – Brooks, Alberta
8:00 to 10:00 am

1. **Call to Order**
2. **Introduction of Trustees**
3. **Approval of Agenda**
4. **Adoption of 2021 Annual General Meeting Minutes**
5. **Reports**
 - a) Chair Report
 - b) Raffle Chair Report
 - c) Tabs for Tots Chair Report
 - d) Float Report
 - e) ISTAR Representative Report
 - f) Elks - ISTAR Impact Summary
6. **Audited Financial Statement for 2021-2022**
7. **Resolutions**
 - a) Bylaws
8. **Grants**
 - a) GA2022-03 Breton Elks for \$5,000.00 for sound and video system for Breton Community Centre
 - b) Elks Royal Purple Fund for Children annual commitment \$5,000.00
9. **Old Business**
10. **New Business**
 - a) 54th Annual Foundation Raffle
 - b) Budget 2022-2023 for approval by membership
 - c) Presentation of new project - Kelly
11. **Good of the Order**
 - a) Presentation of Fund for Children Donation - \$5,000.00
 - b) Presentation of Other Cheques
 - c) Acceptance of Donations (Time Permitting)
 - i) Foundation
 - ii) ISTAR
 - iii) Elks and Royal Purple Fund for Children
 - d) Presentation of Certificates
 - i) Bill Hiltz – **Stavelly Elks #119** (largest single contribution)
 - ii) Bob Manning – **Stavelly Royal Purple Elks #99** (highest per-capita donation)
 - iii) Tabs for Tots Contribution Award
 - a) Highest Other Metals – **Alberta District #9**
 - b) Most Tabs – **Alberta District #5**
12. **Adjournment**



2021 ANNUAL GENERAL MEETING MINUTES

SATURDAY, JUNE 26, 2022

10:30 – 12:00 NOON - BY ZOOM

1. Call to Order

The meeting was called to order by Chairperson Leonard Shain at 10:21 a.m.

2. Introduction of Trustees

Chair - Leonard Shain, Vice - Chair – Nick Henger, Trustees – Heather McLeod, George Mosier, Gerry LePrieur, Voting Member – Kelly Sanford, Secretary / Treasurer – Joanne Siemens

Committee Chairs: Raffle – Margo Ward, ISTAR – Nick Henger, Tabs for Tots – Nick Henger

Special thank you to Sister Lynda Petten, for her hard work and dedication on the Foundation.

3. Adoption of 2019 Annual General Meeting Minutes

*Moved by Terry Read, Didsbury, seconded by Bob Shave, Brenton to adopt the 2019 Annual General Meeting Minutes. **CARRIED***

4. Reports

a) Chair Report – Leonard Shain

Brothers, Sisters, and Ladies of the Royal Purple Elks,

We, your elected Trustees, started off our term at the Provincial Conference in Drayton Valley in June of 2019.

Our task to start the term was to either find a new Secretary/Treasurer or draft a resolution to change the working of our current bylaws. We chose to do one last push and really shake the bushes and ask the lodges by using the District Deputies, members of the Alberta Elks Association as well as the Foundation Trustees. We gave ourselves until the end of December 2019 to find someone that was interested in the position.

Well, we succeeded, and Joanne Siemens from the Edmonton Royal Purple Elks was interviewed and offered the position for the upcoming year. Joanne and Lynda worked together for a smooth transition. Joanne started the position on August 1, 2020.

Tabs for Tots was another program that we worked on to ensure lodges had a product they could give to friends and businesses in their community to collect the tabs in, as well as advertise the program.

Well then came March of 2020, and life as well all know it changed in a heartbeat. Covid 19 changed how we do everything. It changed how we communicated with each other, how we got groceries, and even how we interacted with our families. It is hard to believe that this has affected our lives for over a year, and we still cannot see the end of the tunnel. I believe I can see the light at the end of that tunnel, but it is still a few months off. The Foundation could not just stop and wait to see what was going to happen, as you and the families in your communities need help and continued to assist when requested.

I want to publicly thank Lynda Petten for her years of dedication to this order. Lynda took on the position of Secretary/Treasurer and held it for 5 years, and then year after year, with uncertainty as to how much longer, as she needed to be approved at each Conference after that by you the members. Without dedicated members like Lynda, we as an order could not do the great work we do.

When you talk to Lynda, and more importantly, when we get back to seeing each other face to face, please show your appreciation and Thank Lynda for her hard work. The Foundation concluded its 51st raffle and has just concluded its 52nd raffle. Thank you to all those that helped sell tickets for both of these events, as Covid restrictions made it a little more difficult than normal.

Brothers, Sisters and Ladies of the Royal Purple Elks, one of the most gratifying jobs, as an Elk is to serve you on the Alberta Elks Foundation. To those that are wondering if they should put their name forward and serve as a trustee, I promise you, you will not find a more rewarding position than helping families and lodges across Alberta, into British Columbia and up to the Yukon.

The Foundation has been working hard on ideas and options for the float this past year which will be presented later in the agenda.

b) Raffle – Margo Ward

Well, here we are again. Still shut down. The year of Covid-19 has certainly been a challenge for all of us as we tried to get out to sell our raffle tickets. At the end of September, the tickets were printed and already sent to the lodges when we were hit with our second shut down. The Alberta Elks Foundation Board had a special meeting at that time to decide what we should do. There were a few options; cancel the 52nd draw, apply for an extension of the raffle into the fall of 2021, or stick with what we had and go forward hoping things would improve.

If we cancelled that meant a direct loss of approximately \$7,000.00 as the tickets had been printed and shipped out to the lodges. If we applied for a date extension, we were informed by AGLC, that the posters would have to be redone and the dates on every ticket would have to be corrected. (Having stickers printed to fix this would have cost us almost the amount of the original tickets, plus the time required by our members to do this, plus we had to contact everyone who had already purchased a ticket and let them know what was happening so they had the opportunity to receive a refund if they wished, we felt this to be just too onerous a job), it still did not guarantee that the tickets would be sold and it would put the timeline for the next raffle out of line. The third option was to continue and hope things improved. This was chancy but we really felt that things would open up over the next 6 months. Surprise, they did not!

To assist with sales, we decided to enlist an online selling system through Simplyk. They helped up set up the selling system which is posted on our web site. We have had some success with this and will carry on with it for future raffle. This particular company works with none profits for no fee, so the total amount of the ticket sales comes to the Foundation.

You all know what kind of a roller coaster this past year has been, but as always, our members have come through. We did not have as many lodges sell through before December, but we did have lodges that sold through and came back for more tickets. People were online contacting friends, family, and coworkers to sell what tickets they could. Some lodges were lucky enough to get out in the community when things opened up a bit and sold most of their tickets. Lodges were kind enough to not just throw in the towel and send their tickets back and we have had some good results. Thank you so much for your perseverance.

Last month we hit another glitch, as the Alberta Elks Conference to be held in Brooks had to be cancelled and moved to Zoom meetings. There was another application that had to go to AGLC for permission to move the location of the final draw back to Didsbury. This was finally approved, and we will hold a Zoom meeting the night of June 5, 2021, to carry out the final 4 draws for this year's raffle.

At the time of writing this report we have sold 4,269.55 books of tickets, approximately a 66% sell through (last year was 82%). This has given us an income of \$85,391.00. From this the \$10,000 startup funds have been returned to the Foundation. The expenses have been paid, gift cards for Fas Gas prizes have been purchased, and we have enough in the bank to cover the cash prizes. There is also now enough to pay out the commissions for the lodges. There will be some profit for the Foundation, although not as much as in previous years, but better than the loss we would have taken had we cancelled all together. I will have final numbers for everyone during the Foundation AGM.

Again, thank you to all the Elks and Royal Purple Elks Lodges for their support during this most challenging year. It has been a pleasure working with you all.

The final draw is now complete with 73% money made for lodges and Foundation. Total money received was \$95,766.00, total expenses \$55,120.86, commissions to lodges \$21,892.84, commission to ISTAR \$1,611.28 Foundation commission \$5,183.68, final net proceeds are over \$11,000 as there are some expenses to still pay out.

Prizes were distributed over the province, early bird prizes were sold by Acme Royal Purple Elks, Stavely Royal Purple Elks and Hythe Royal Purple Elks. The major prizes were sold by Strathmore Elks, Vegreville Elks, Wainwright Elks and Red Deer Elks.

Certificates will not be awarded this year due to COVID but would like to do some honorable mentions to lodges that went above and beyond. The top 4 sellers were: St. Paul Elks 250, Camrose 225, Red Deer Elks 215, Trenville RPE 186.

A few other lodges went above and beyond and pushed their limits and requested more books: Barrhead Elks sold their 90 and another 70, Okotoks Elks sold their 60 and another 30, Red Deer

Elks sold 190 and another 25, Sexsmith Elks sold their 70 and another 20. Slave Lake Elks sold 80 and another 22.

Thank you all so very much, thanks for not sending books back when it looked bleak, thank you for sticking with it one book at a time, thanks to the support of every Elks and Royal Purple Elks Lodge, thank you for such a success for the conditions we were working in. Thank you to the board for your support to move on for the raffle, and bill, Ron and Shelley videoing and taking pictures of the draw and putting tickets in the drum.

Thank you everyone it has been a pleasure.

Brother Leonard Shain expressed his gratitude and thanked everyone for their hard work to get the raffle done.

c) Tabs for Tots – Nick Henger

2020-2012 started out with signs of scrap metal prices showing recovery to 2018-2019 prices. Aluminum prices back to \$.45/lb., Copper back to \$2.40 to \$2.70/lb., Brass to \$1.25/lb.

Volumes however where only approx. 25% of what they were previous years as it became very difficult to move around with all the COVID-19 restrictions.

The Committee developed a new brochure to be handed out to the public and also 2 sizes of collection boxes that they sent out to all the District Deputies, for distribution to all the Lodges. Currently, we are just starting to realize the beginning of the return of some of these boxes and are looking forward to the reports as to the effectiveness of the use of these collection boxes.

Metal wise, we recycled only 549 lbs. of tabs and 2,046 lbs. of other metals for a total of 2595 lbs of metal, roughly 25% of other years.

2020-2021 Summary		2000-2021 Summary
Donations & Sales \$2,385.44		\$194,867.59
Tabs Donations	549 lbs.	60,369 lbs.
Other Metals	2,046 lbs.	132,803 lbs.

2020-2021 Grants
5 Grants - Total -\$11,750.00

Total Grants to date - \$182,461.67.

The continued hard work and dedication of the members of the Elks and the Royal Purple Elks of the Alberta Association continues to make a difference.

On behalf of the Tabs for Tots Committee, Thank you for your dedication.

Brother Nick and Brother Gerry LePrieur worked on the Tabs for Tots boxes over the winter and there was much success with this. Looks like another successful year again, and returns have started to come in. It looks like it is going to be a busy year.

Discussion occurred regarding the size of boxes ordered, printing labels for other types of containers, re-ordering more boxes if needed, who created the boxes and label design.

d) Float Report – Joanne Siemens

Due to the COVID-19 outbreak in March 2019, there have been no float bookings for the year.

e) ISTAR Representative – Nick Henger

Due to the pandemic, one-person intensive training clinics and refreshers were postponed in the summer of 2020.

Currently there are 2 administrative assistants, 3 clinical staff and a clinical director, two other clinicians are working with ISTAR on a contract to assist a First Nations school during this school year.

Holly Lomheim and Jessica Harasym conducted a 2-day remote training of the Comprehensive Stuttering Program workshop with 25 practising clinicians from Canada, Norway, and Pakistan in August 2020.

Calgary clinician, Bethany Hartman is now registered to practise in Alberta and B.C. Ashley Saunders is registered to practise in Alberta and Saskatchewan.

ISTAR started a 5 day a week contract in December 2020 to deliver speech language therapy to children at a First Nations School in Alberta. Therapy is delivered via tele-practise at a distance.

THE Edmonton Office moved in December 2020. The new location is situated on the University of Alberta Campus in Corbett Hall. This is the original site that ISTAR started its intensive clinics.

During the 2020-2021 fiscal year, ISTAR received \$41,643.55 in donations from the Alberta ELKS Foundation. This includes \$35,000.00 Annual commitment and \$6,643.55 from individual Lodges and members.

ISTAR served 392 clients (children, teens, and adults) of which 111 were supported by the ICAP Fund (\$156,284.00). 6 children were supported by individual Lodges and the Elks and Royal Purple Fund for Children.

f) Elks – ISTAR Impact Summary – Holly Lomheim

I am very pleased to provide a summary of our work in 2020-2021.

Although 2020 has been a challenging year due to the coronavirus pandemic and the budget cuts in Alberta, I am so proud of our team for weathering the difficulties and continuing to provide: excellent therapy to our clients, quality training to clinicians, education to the public about our work, and contributing to research. I am also profoundly appreciative to the members of the Elks and the Elks Royal Purple Lodges for never wavering in their support of our cause. It is testament to your members that when faced with a challenge, you simply roll up your sleeves and do what is needed to help the impact of your support is widespread and enduring.

Unfortunately, many of our clients lost their jobs or were temporarily laid off and found it very difficult to afford therapy due to the pandemic. In response, ISTAR quickly shifted to delivering therapy through virtual care to increase accessibility to our services and we made difficult, but necessary, cost cutting decisions to help offset decreases in our revenue. Due to the end of our office lease and budget cuts at the University, we learned that we would need to move our Edmonton office from College Plaza to a bank of offices on campus in December 2020. While we were sad to leave our wonderful location, we were also pleased that we would be housed at Corbett Hall, the same place where Einer Boberg ran the first intensive clinics back in the late 1970's and early 1980's. We feel as though we have come home.

Funding Model

Against the odds, ISTAR has been able to remain a self-funded organization for 34 years. It is not an exaggeration to say that we have only been able to do this because of the generous donations from the Alberta Elks Foundation, the Elks and Elks Royal Purple Lodges and the Elks and Royal Purple Fund for Children. Although we are an Institute within the Faculty of Rehabilitation Medicine, we don't receive direct financial support from the Alberta government or the University of Alberta. Donations to ISTAR, and to our ISTAR Client Assistance Program (ICAP) allow clients in need to receive life-changing therapy. As a not-for-profit organization, we are always trying to set the cost of fees for service at reasonable rates that allow as many clients as possible to afford therapy as well as to meet our operating costs. It is a constant challenge. However, we are so blessed that we have support from our donors to help us with fund raising.

Exciting Updates and Key Facts at ISTAR

- A story about one of our clients who received therapy support from the Elks was featured in the Canadian Elk Magazine in the Spring of 2020.
- Due to the pandemic, our in-person intensive training clinics and refreshers were postponed in the summer of 2020. However, we quickly pivoted to provide therapy 100% remotely and have since offered 2 intensive clinics and 2 refresher clinics via virtual care.
- Unfortunately, the pandemic and budget cuts forced ISTAR to reduce our operating costs. As such, we had to change our staffing allotment. We currently have two administrative assistants (one part time), three clinical staff and a clinic director. Two other clinicians are working with ISTAR on a contract to assist a First Nations school during this school year.
- Dr. Torrey Loucks, Research Director, is active in conducting research including a new study about the efficacy of providing therapy via virtual or remote care.
- Holly Lomheim and ISTAR Clinician, Shea Thompsen presented a one-day virtual workshop to our national certification body, Speech Audiology Canada in May 2020. This workshop was geared towards Communication Assistants and was on the topic of 'Supporting people who stutter'.
- Clinicians Holly Lomheim and Jessica Harasym conducted a remote 2-day training of the Comprehensive Stuttering Program workshop for 25 practising clinicians in August 2020. The report format allowed us to train clinicians from Canada and from Norway and Pakistan.
- An ISTAR booth was held at the virtual University of Alberta Open House for 3 days in September 2020.

- Holly Lomheim was invited to remotely present a one-day workshop at the Speech and Hearing BC Conference in October 2020 on the topic of providing virtual care stuttering therapy and of inclusion and accessibility in intensive stuttering clinics.
- In an effort to provide service to more of our clients, our Calgary clinician, Bethany Hartman, is now registered to practise in Alberta and British Columbia. Another ISTAR Clinician, Ashley Saunders, is registered to practise in Alberta and Saskatchewan.
- Although delayed, ISTAR started a 5 day a week contract in December 2020 to deliver speech and language therapy to children at a First Nations school in Alberta. Therapy is delivered via tele-practise at a distance.
- The ISTAR Edmonton office moved in December 2020. Our new location is situated on the University of Alberta campus in Corbett Hall. We are pleased to return to the location that ISTAR originally started its intensive clinics. Once the pandemic is over, we would be pleased to welcome visitors to our new site.
- In January 2021, we conducted a remote intensive clinic and dedicated the final speeches to the members of the Elks and the Elks Royal Purple Lodges for their long-standing support to ISTAR and our clients.

Impact

During the 2020-2021 fiscal year, we received \$41,643.55 in donations from the Alberta Elks Foundation (includes some donations on behalf of individual lodges), served a total of 392 clients (children, teens, and adults), and of these, 111 were supported by the ICAP Fund (over \$156,284 from the ICAP Fund was used towards direct client therapy so far during the year). 6 children were also helped by donations from individual lodges and by the Elks and Royal Purple Fund for Children. These clients have learned to speak smoothly and with confidence. 30 Speech- Language Pathology students and practising clinicians have received training in the Comprehensive Stuttering Program and will go on to help many other people who stutter. Increased accessibility to remote technologies has also allowed us to partner with an Irish colleague to conduct research. Thank you to the Alberta Elks Foundation, the Elks and Elks Royal Purple Lodges and the Elks and Royal Purple Fund for Children for your dedication to our cause and for continuing to support ISTAR and our clients. We are truly grateful.

g) Casino

Nothing to report due to COVID the casino has been postponed and we haven't heard of a new date. Once we know the members will be notified.

h) Website – Lynda Petten

The website is updated with information that is provided. More information is needed from the Foundation.

*Moved by Shellene Fakir, Didsbury to receive the reports as presented, seconded by Vern Thuroo, Hannah. **CARRIED***

5. Review of Audited Financial Statements for 2020-2021

Previous items of concern were discussed and noted that they were taken care of over the past year, so there were no further concerns on them.

One item of concern was that the scholarships paid out, did not get addressed in any minutes, and going forward this will need to be addressed.

Auditor noted that there was a revenue deficiency due to COVID and lodges not being able to donate.

*Moved by Nick Henger, Red Deer, seconded by Lyle Wirsta, Edmonton Royal Purple Elks to receive the engagement review report for 2020-2021 as presented. **CARRIED***

*Moved by Leonard Shain, Sherwood Park, seconded by Al Gummesson to appoint Pivotal LLP, Red Deer as the auditors for the 2021/22 year for both the Alberta Elks Association and the Alberta Elks Foundation. **CARRIED***

6. Resolutions

RESOLUTION #1

WHEREAS the membership of the Alberta Elks Association since 2015 has diminished from 4,176 to 3,804 at the beginning of 2020 and is expected to diminish to 3,350 by the end of 2020 due to Calgary Lodge surrender of their Charter in August 2020.

AND WHEREAS the Revenue of the Foundation has averaged \$191,616.00 over the last four years and is projected to be **\$116,850.00** for 2020-2021.

AND WHEREAS the Expenses of the Foundation have increased from \$24 K in 2016-2017 to \$28.8 K in 2019-2020.

AND WHEREAS the Foundation has been operating above the allowable 10% of revenues and must come into compliance with the Bylaw;

THEREFORE, BE IT RESOLVED THAT Bylaw 15.2 be amended to read “The annual costs of administration of the Foundation shall not exceed 15 percent of the gross revenue for that fiscal year”.

Submitted by the Alberta Elks Foundation Trustees

Moved by Brother Duane Felt, Vulcan, seconded by Brother Leonard Shain, Sherwood Park

RESOLUTION APPROVED

7. Grants

a) One time approval of two grants by Trustee's in 2020 due to no AGM.

- a. GA 2020-01 Vegreville Elks Lodge \$5,000.00 Gazebo - Heritage Style for the park.
- b. TFT 2020-04 St. Albert Elks Lodge \$5,000.00 Vital Sign Monitors for Critical Care Unit.

*Moved by Margo Ward, Didsbury, seconded by Terry Read, Didsbury to ratify GA 2020-01 & TFT 2020-04 grants issued in 2020, **CARRIED***

- b) **PA 2020-06 Carstairs Elks Lodge \$5,000.00 Wheelchair Van for child with neurological disorder.**

*Moved by Terry Read, Didsbury, seconded by Shellene Fakir, Didsbury to approve PA 2020-06 (Carstairs Elks) in the amount of \$5,000.00 for the Holland Family. **CARRIED***

- c) **Annual \$5,000 Grant to Elks/Royal Purple Fund for Children**

*Moved by Terry Read, Didsbury seconded by Sharen McLean, Stavelly to approve the annual \$5,000 grant to the Elks/Royal Purple Fund for Children. **CARRIED***

8. Old Business

- a) **Presentation on options for the float**

Brother Gerry LePrieur, Sherwood Park, presented a PowerPoint regarding the current float and selling the truck and trailer and what the Foundation has come up with for options for a new float.

Option 1:

- Elks and Foundation decals could be added to painted – white or purple cart.
- Two Elk members in the front and Charlie riding in rear seat with safety railing.

Option 2:

- Purchase and outfit a golf cart with a custom body on the existing frame (open concept).
- A local Elk member driving and Charley riding in open canopy area.

Considerable discussion occurred on the golf cart options and costs, cost to sell current truck and trailer, trailer for the golf cart, a second golf cart for the south lodges, District #1's float in Grand Prairie, suction cup kits for a golf cart.

Motion

Whereas our current float has not had a lot of uptakes at the community level and does not meet some parade standards; and

Whereas participation in community and celebratory events is an opportunity to introduce our community to the role and benefits that Elkdom brings to them and provides an opportunity for lodges to gain membership.

Then be it resolved that the Foundation New Float Plan is the best course of action going forward.

*Moved by Brother Gerry LePrieur, seconded by Sister Kelly Sanford that we move forward with the plan to sell the old float and move forward with its replacement with one of the golf cart options. **CARRIED***

9. New Business

a) 53rd Annual Foundation Raffle

*Moved by Darren Scott, Drayton Valley, seconded by Beverly Monette, Edmonton to hold the 53rd Annual Foundation Raffle. **CARRIED***

Sister Margo Ward, Didsbury has agreed to chair the raffle.

b) Budget 2021/2022

	General Account Approved 2021-2022	Consolidated Gaming Approved 2021-2022	General Account Actuals to 31-Mar-21	Consolidated Gaming Actuals to 31-Mar-21	Approved Budget 2019-2020
INCOME					
<u>Donations</u>					
General	15,000.00	5,000.00	11,185.80	3,200.00	50,000.00
Tabs for Tots	2,000.00		2,385.44		7,000.00
ISTAR Lodge Contributions	3,500.00		3,600.00		10,000.00
Memorial (K. Neuman)				500.00	
Fund for Children (Edm. RPE)				5,000.00	
<u>Casino</u>					
Operational					2,300.00
Pool Payout					50,000.00
<u>Raffle</u>					
Raffle Final Proceeds		10,000.00		19,885.47	23,000.00
Start-up Fees Refunded	10,000.00		10,000.00		10,000.00
Commissions Donated		5,000.00		5,753.10	5,000.00
<u>Other Income</u>					
Bank Account Interest Earned	100.00		7.97		500.00
Float Sale of Truck and Trailer					1,500.00
Insurance (Recovered from Assoc.)		2,600.00		2,561.00	2,600.00
Insurance Refunds				966.00	
Emergency Account Replenish	2,000.00		3,500.00		2,000.00
Miscellaneous Income	100.00		250.18		100.00
GST Rebate	400.00		382.58		500.00
GIC Investment	121,000.00		154,817.20		
TOTAL INCOME	\$ 154,100.00	\$ 22,600.00	\$186,129.17	\$ 37,865.57	\$164,500.00
TOTAL OPERATIONS INCOME		\$ 176,700.00		\$ 223,994.74	

<u>EXPENSES</u>					
<u>Foundation Grants</u>					
General Grants		5,000.00		6,000.00	25,000.00
Tabs for Tots Grants	5,000.00		11,750.00		5,000.00
Disaster (Emergency) Grants	2,000.00		2,500.00		2,000.00
Personal Assistance Grants		4,500.00		4,225.98	
Fund for Children (Edm RPE)				5,000.00	5,000.00
Fund for Children (Foundation)		5,000.00			
ISTAR Annual Commitment		35,000.00		35,000.00	35,000.00
ISTAR Lodge Directed Contributions	3,500.00		4,100.00		10,000.00
<u>Scholarships</u>					
Boberg Scholarship		3,000.00		1,500.00	3,000.00
Kully Scholarship		4,000.00		4,000.00	4,000.00
<u>Casino</u>					
Advisor Fees					2,300.00
Casino Workers					3,000.00
<u>Raffle</u>					
Start-up Fees Paid Out	10,000.00		10,000.00		10,000.00
Other Expenses	1,000.00		714.82		1,000.00
Chair's Honorarium	1,200.00		1,200.00		1,200.00
<u>Float Expenses</u>					
Float					3,000.00
Driver Expenses					500.00
Insurance					
Float/Vehicle Insurance	250.00		228.00		850.00
Comprehensive (1/2 Association)		5,600.00		5,612.00	4,500.00
<u>Meeting Expenses</u>					
Annual Meeting		100.00			5,500.00
Midterm Meeting/Training		100.00			2,700.00
Conference Calls		200.00	384.98	69.17	500.00
ISTAR Representative Meetings		500.00			500.00
<u>Other Expenses</u>					
Accounting & Legal Expenses	5,500.00		5,499.00		5,300.00
Advertising & Promotion		1,500.00	1,394.06	254.43	500.00
Miscellaneous Expenses	2,000.00		3,500.00		500.00

GIC Purchase	119,779.92		119,779.92		
Miscellaneous travel	100.00		263.70		50.00
GST	100.00		109.20		
Secretary's Expenses					
Honorarium	8,400.00		8,900.00		8,400.00
Office Supplies		200.00	31.37	14.24	500.00
Storage Unit Rental					1,200.00
Petty Cash	100.00				1000.00
Communications					
Telephone			217.00		350.00
Internet			117.00	105.00	350.00
Web Site Hosting		750.00	57.38	582.41	750.00
Postage		1,000.00	512.42	401.27	1,000.00
Bank Charges					
Service Charges	200.00				200.00
TOTAL EXPENSES	\$ 159,129.29	\$ 66,450.00	\$171,258.85	\$ 62,764.50	\$144,650.00
TOTAL OPERATING EXPENSES		\$ 225,579.92		\$ 234,023.35	
TOTAL INCOME	\$ 154,100.00	\$ 22,600.00	\$186,129.17	\$ 37,865.57	\$164,500.00
LESS TOTAL EXPENSES	-159,129.92	-64,950.00	-171,258.85	-62,764.50	-144,650.00
NET INCOME (DEFICIT)	\$ -5,029.92	-43,850.00	14,870.32	-24,898.93	19,850.00
Net Loss - Col B+C =	-48,879.92		-10,028.61		

Moved by Kelly Sanford, Brooks to increase line 77 - Advertising & Promotion expense from \$500.00 to \$1,500.00 seconded by Lyle Wirsta, Edmonton Royal Purple Elks, **CARRIED**

Motion by Shellene Fakir, Didsbury, seconded by Ian Sandquist, Stavely Elks to increase line 93 Postage & Meter Expense from \$500.00 to \$1,000.00 **CARRIED**

Motion by Margo Ward, Didsbury, seconded by Shellene Fakir, Didsbury to table the budget until after the float presentation. **CARRIED**

Motion by Ian Sundquist, Stavely, seconded by Margo Ward, Didsbury to lift the budget from the table. **CARRIED**

Moved by Shellene Fakir, Didsbury, seconded by Vern Thuroo, Hanna to approve the budget as amended. **CARRIED**

Next year at AGM we need to consider the annual commitment to ISTAR of \$35,000.

10. Certificates

- a) Bill Hiltz – **Edmonton Royal Purple Elks # 22**
(Largest single contribution to the Foundation)
- b) Bob Manning – **Edmonton Royal Purple Elks # 22**
(Highest per-capita donation to the Foundation)
- c) Tabs for Tots Contribution Award
 - Highest Other Metals – **Alberta District #9**
 - Most Tabs – **Alberta District #5**

Brother Ian Sandquist, Stavelly indicated on behalf of the Stavelly Elks a donation of \$10,000 will be sent to the Foundation.

11. Adjournment – adjourned at 12:50 pm.

Moved by Jim McLeod, Sherwood Park, Shellene Fakir, Didsbury, 2nd, CARRIED.

CHAIR REPORT

The Alberta Elks Foundation is made up of the following members:

Trustees:

Sister Phyllis Anderson - Acme Royal Purple Elks #103
Association Representative 1st Vice President Sister Kelly Sanford - Brooks Elks # 77
Brother Gerry LePrieur – Sherwood Park # 481
Sister Joan Hanna – Didsbury Elks # 514
Sister Lynda Petten – Breton Elks # 402 and Red Deer Elks # 85

Secretary/Treasurer:

Sister Joanne Siemens - Edmonton Royal Purple Elks #22

Judiciary:

Brother Duane Felt - Vulcan #85
Brother Jim McLeod - Sherwood Park #481
Brother Roland Gagnon - Westlock Elks #330 and Yellowknife Elks #314

Raffle Chair:

Sister Margo Ward – Didsbury Elks #541

Tabs for Tots Chair:

Brother Nick Henger – Red Deer Elks #85

ISTAR Representative:

Sister Heather McLeod - Sherwood Park # 481

Sisters, Brothers, and Ladies of the Royal Purple Elks,

I would like start by thanking the team for their time and commitment this year. Despite the ongoing issues with COVID, resulting in all our meetings being virtual, we got a lot done this year, and I am so excited to share that with all of you!

Our first task was to finish the work from last year and proceed with obtaining a new float. We are over the moon to share our success in purchasing our new parade float (along with a new trailer), which is the beautiful golf cart you see today! The Foundation would like to give a special thank you to the Red Deer Lodge for the awesome support they have given us with regards to our float and its storage. The Foundation would also like to thank Brother James Zimmer for helping us with the sale and dismantle of the old float and truck. Thank you to everyone who had a hand in bringing this project to life and getting our new parade float up and running!

Charlie the mascot has joined the Foundation! In discussions with the Alberta Elks Association, it was determined that Charlie and the float should really go hand in hand, and as such the Foundation has assumed custody of Charlie. Charlie now comes as a part of the float and is included with bookings. A Lodge can make application to only book Charlie for an event, however it is important to note, that the Lodge will be responsible for freight.

We worked and updated our grant application forms to make the process easier for Lodges to use. We adjusted some of the formatting, ensured the forms were fillable and more user friendly, and provided additional information, including processing times, where applicable. Unfortunately grant applications were down this year, as were applications for Tabs for Tots. Remember, the Foundation is here to support the funding of projects in your communities and when emergencies arise.

The Foundation was lucky to have a casino this year, which took place March 26 and 27 at Calgary Deerfoot Inn. Thank you to Sister Phyllis Anderson for her hard work regarding this year's casino and thank you to all the volunteers who helped.

The Alberta Elks Foundation is now set up to accept Electronic Fund Transfers (EFT) for both our General Account and our Gaming Account to make it easier for the Foundation to do its work!

For donations to the General Account: albertaelksfoundation@gmail.com

For donations to the Gaming Account: abelksfoundation.gaming@gmail.com

I would like to thank Brother Nick Henger for his ongoing support with the Tabs for Tots program, we would be lost without his guidance. We continued the great work from last year with updates to the Tabs for Tots box order form and ask Lodges to get those Tabs for Tots boxes out in our communities to help advertise the program. In addition, applications to our Tabs for Tots program have been down, please remind your Lodges the program is there to support items intended for delivery rooms, nurseries, or pediatric wards.

The Foundation had the super fun pleasure of being audited by AGLC (Alberta Gaming, Liquor and Cannabis) in April. Just kidding, it was not super fun, it was a lot of work! The audit ran from July 2020 until February 2022, including last year's raffle. I would like to thank Sister Joanne Siemens, Sister Margo Ward, Sister Kelly Sandford, and Sister Meghan Pollard for helping to pull together the ridiculous amount of information, ticket stubs (yes, we had to ship boxes of raffle ticket stubs), and details for the Foundation to meet the audit timelines. This audit was in addition to the annual audit of the Foundation's business, and our internal audit.

Brothers, Sisters, and Ladies of the Royal Purple Elks, I want to thank you for the pleasure of serving on the Alberta Elks Foundation, and for your ongoing support of the work that we do. Through your donations, applications, and continued support we can assist with projects across our membership and make an impact in our communities! Please keep the Foundation in mind when looking to make donations, and please submit grant applications for projects and emergencies in your communities.

Finally, on a personal note, I would like to encourage anyone thinking about serving on the Alberta Elks Foundation, to put your name forward. It is an incredible experience, and echoing all the Chairs before me, you will not find a more rewarding position than helping families and Lodges across our organization. Take that step and join the Alberta Elks Foundation!

Submitted by

Heather McLeod, Chair

53rd ANNUAL RAFFLE REPORT

Here we are again, still dealing with Covid-19. This has been a 2-year roller coaster for our Lodges, and I would like to sincerely thank all those who persevered and did the best they could to sell our raffle tickets.

Ticket shipments went out to the lodges beginning the first week of October. Sales started immediately and it looked like we were going to have a great season, until Christmas, when Omicron hit. Some lodges had managed to get a lot done before Christmas, but things really slowed down after that. Our sales were looking pretty good by the February Early Bird Draw, but those were most of the sales done prior to Christmas. Sales for the next 2 Early Bird draws were slower, leaving us below last year's sales at the time of this report. Since the lodges now have over a month and a half before the final draws, and things have pretty much opened, I am hoping for a final strong push.

At the time of writing, our lodges have sold over 4600 books of tickets, this is approximately 71%. We have 28 lodges who have sold out. Of those we have 5 lodges who sold their normal numbers and came back for more. Those lodges are Leslieville, Hythe RPE, Heisler, Hanna, and Breton. Of those lodges Hanna was the top seller at 175 books. Thank you to these lodges who managed to take up the slack from lodges that we lost during the year. Of the lodges that are currently all sold out the top seller is St. Paul with 199. Our current top sellers of the lodges still selling are Strathmore with 255 and Grande Prairie at 211. It is anyone's race to the finish, and we will see who the top lodge is when we get to June.

The final draw will take place the week after conference this year. This was done for 2 reasons. First, in case Covid shut everything down again and we were not able to hold our Conference, this avoided us having to ask for a change in venue and date from AGLC as we did in 2021. Second, since I must account for all books before the draw can be done, this does allow lodges who have functions occurring very close to the conference date, a chance to bring their tickets to conference instead of trying to do a last-minute shipment. It also means that Bill and I will be able to enjoy the social aspect of the conference and not spend our evenings processing tickets, which is a bonus of the later draw. The final draw will take place in Didsbury on June 9th. We will have a dinner that night and everyone is welcome, just let us know ahead of time if you plan to attend.

Since this has been my 5th year as raffle chairperson, according to the bylaws it is time to find someone new. You will see the Foundation Board advertising in the Alberta Elks Newsletter, for a volunteer to take over. I have agreed to stay on if there is no one immediately available or if my help is required to train the new chairperson so there is a smooth transition.

As this may be my last report to the members, I want to sincerely thank all the lodges who participate in the raffle each year for their continued support over the past 5 years. When I became chairperson, my goal was to have a 100% sell through. We came close in 2019 at 96.88%, but thanks to Covid it was not to be. Regardless, I have gotten to know many people that I would have not normally met, thanks to this position. It is a lot of work but the wonderful people you meet make it very worthwhile. Please talk to me if you are at all interested.

Respectfully submitted,

Margo Ward, Raffle Chair

TABS FOR TOTS REPORT

Collection activity was somewhat slower this past year with total weights lower.

Total weight of TABS collected – 1641 lbs

Total weight of OTHER METALS collected – 2849 lbs.

Prices have increased over the winter as Aluminum is now selling @ \$.60 / lb., Brass @ \$1.00 to \$1.20 /lb. and Copper has sold as high as \$2.75 /lb.

Several of the Districts did not participate as well as I did not receive any reports from the North Zone at the time of the writing of this report.

There have not been any applications for funding for this year.

Red Deer Lodge has set up a program with Meals on Wheels to collect their used aluminum trays each week (approx. 200 per week) and recycle them instead of them going into the landfill.

Respectfully submitted,

Nick Henger, Chair

FLOAT REPORT

For many years the Alberta Elks Foundation had been in discussions for a home for the old float (truck and trailer) or selling it and developing a new float. Well, it has happened. Our new float was developed by installing a custom body on a two-seater golf cart.

Using a design company and some ingenuity by the Foundation Committee a wrap was completed and installed. It is currently stored in Red Deer under the care of the Red Deer Lodge. The float and Charlie are available for parades and can certainly be used as an information booth in support of our Foundation ticket sales at any mall/shopping center.

We would like to thank:

- Brother Gerard Hermary of Red Deer Lodge for picking up and facilitating the storage of the float, and
- Brother James Zimmer who facilitated the sale of the old truck and trailer.

For rental information please call our Secretary/Treasurer Joanne Siemens at 780-504-7605; or albertaelksfoundation@gmail.com All forms are on the Association website.

Committee Chair
Bro. Gerry LePrieur

ISTAR REPRESENTATIVE REPORT

Following the Provincial Conference, I attended my first meeting with ISTAR in September, where I was introduced to the rest of the team. At that same meeting, ISTAR was introduced to the new interim Dean for the Faculty of Rehabilitation Medicine, Tammy Hopper. ISTAR currently has two Administrative Assistants, three Clinical Staff and a Clinical Director. Two other clinicians are with ISTAR on a contract to assist a First Nations school during this school year.

Due to the pandemic, in-person intensive training clinics, continued speech therapy, and refreshers are continuing to be conducted virtually. All meetings were held virtually as well, outside of the meeting in April which was a mix of in-person and virtual attendees.

Chair Craig Pilgrim resigned in March due to personal reasons, as did another member of the Board, Tony Kinnon. Co -chair Michael Niven has stepped in for the time being while the Board reviews strategic planning goals to determine what they need in a new Chair. The Board is looking at this as an opportunity to bring in more talent and review their current goals.

Current priorities for ISTAR include support for the Einer Boberg Memorial Endowment to support both clients and operational expenses. This is a top priority as the University of Alberta has no budget to cover operational costs, meaning those need to come from client fees and donation. A second on going priority is awareness building. Support from the U of A Communications Team has been reduced as a result of restricting, and as such ISTAR is looking for ways to build awareness.

Highlights of the past year:

- Her Honour, Salma Lakhani, Lieutenant Governor of Alberta agreed to accept an invitation to become ISTAR's Honorary Patron and attended a virtual speech event in January in which she addressed the audience and the clients.
- Waiting lists for assessments, treatment and those wanting in-person sessions continue in both Calgary and Edmonton offices. The number of people on waiting list for assessments and treatment is 20+.
- ISTAR was renewed with a First Nation's school for a five-day contract for the 2021-2022 school term continues and will end in June 2022.
- ISTAR conducted Effective Communication Workshops for a local business in the Fall and delivered an Effective Communication presentation for a group of local businesspeople this fiscal.
- During the 2021-2022 fiscal year, ISTAR received \$41,861. 28 from the Alberta Elks Foundation. This includes our \$35,000 annual commitment and some from local Lodges. ISTAR received an additional \$11,668.13 from local Lodges along with \$17,500 from the Elks and Royal Purple Fund for Children.

One of the most exciting highlights for me was attending the January 28 intensive clinics final speeches. This was held virtually and attended by Her Honour, Salma Lakhani, Lieutenant Governor of Alberta. It was amazing to have her a part of the event, but it was equally amazing to watch the students give their final speeches. Watching clips from before and after the clinic was humbling and emotional, I don't think there was a dry eye throughout the course of the speeches. It was incredible to witness the work that ISTAR does personally.

Submitted by

Heather McLeod, ISTAR Representative



every voice matters

**Institute for Stuttering Treatment and Research (ISTAR)
Communication Improvement Program (CIP)**

Elks – ISTAR PARTNERSHIP IMPACT SUMMARY

Fiscal 2021-2022

Dear Alberta Elks Foundation Members,

It is my pleasure to share with you the impact of the generous donations that you have given to ISTAR this year. While all of us have had to make adjustments to living our new normal since the start of the pandemic, ISTAR has been able to continue our life-changing work to support children, youth and adults who struggle with communication difficulties.

Our shift to remote work continued this year and from March 2020 to date, we have seen all of our clients via virtual care. We were so pleased that we could offer extended therapy, workshops, intensive and refresher clinics, student training and fluency camps for children remotely and did not have to cancel a single program. Our clients, students and volunteers have become comfortable with this service delivery model, and we are happy to report that the efficacy of our work has not changed.

Despite these successes and being able to include our valued donors in our remote final speeches events, we are still keen to return to in-person care as there is something special about connecting with people face-to face. We have optimistically planned to hold our summer programs partially in a hybrid form and some completely in-person. We look forward to visiting with our valued donors at our offices in the near future.

During this year we have continued to live our mission to treat people who stutter, train clinicians, conduct research and increase awareness about stuttering and stuttering therapy. We have delivered much needed speech therapy to over 396 children, teen, and adults. We have trained 19 University of Alberta students and 5 students from other universities in our fluency program and have trained over 50 Speech-Language Pathologists via a workshop that ISTAR clinicians delivered to Alberta Health Services. We participated in virtual care research, and we have been collaborating with a group of researchers about the use of social robots in speech therapy. We were also thrilled that Her Honour, Dr. Salma Lakhani, the Lieutenant Governor of Alberta accepted our invitation to be our Patron.

The need for financial support for our clients endures. We noted an increase in applications to our ISTAR Client Assistant Programs this year and we expect this to continue given the current financial climate. More and more clients are needing subsidized fluency therapy as public health access to speech therapy is changing and private therapy is prohibitive for those clients who can't afford the costs. ISTAR is so fortunate to have a fund available to clients to help support their therapy. Every year, we need to raise ~\$150,000 so that our ISTAR Client Assistant Program has sufficient funds available to support clients in need of subsidized therapy. Without your generous donations, people who stutter would not have received life changing therapy. ISTAR remains a beacon of hope for those people desperate to receive the help they need to speak more fluently.

Here are a few words from our grateful clients who have received support from the Elks and the Elks Royal Purple Lodges, and please enjoy the drawing and letter on the last page:

“With your help, my 5-year-old son can access to the stuttering treatment at a younger age. Thanks to you, my son could express himself better, improving his friendships with peers, and relationships with teachers and adults.

Thanks to you, we don't have to worry about how to pay the full costs of the treatment. Thank you again for your ongoing support.” Parents of 5-year-old CF

“Dear ICAP FUND SUPPORTERS, Thank you so much for funding approval for our son! We are so happy, and we appreciate it so much! It is so nice to know that we are not alone in stuttering and that there is someone who can understand us and help us!”

Parents of 3-year-old David


Your ongoing support continues to be critically important! The cost of our intensive clinics range from 3 to 5 thousand dollars per person which is significant and makes your donations that much more valuable to our clients. From April 2021 to April 2022 ISTAR has been able to serve a total of 396 clients (children, teens, and adults). Of those, 6 children were helped from direct donations from individual lodges and by the Elks and Royal Purple Fund for Children. Your recent generous gifts this year of \$41,861 from the Alberta Elks Foundation and on behalf of some lodges will help many more children and youth in the months to come.

At ISTAR, we have an amazing team of dedicated clinicians and administrative assistants who wholeheartedly believe in our cause. This is also true of your members. You give generously, work tirelessly and through your support, have allowed us to make a difference in people's lives. We are immensely grateful to the Alberta Elks Foundation, the Elks and Elks Royal Purple Lodges and the Elks and Royal Purple Fund for Children for your over 35-year dedication to our cause and for continuing to support our clients and ensuring that every voice matters!



Holly Lomheim,
Clinic Director, ISTAR

Talk my best!
Having fun!
Animal games!
Never give up!
Keep it up!
Stretch!



Dear ICAP Fund Supporters,

We wanted to take a few moments to say a big THANK YOU! for your generous contributions to the ICAP. We were so grateful to be in receipt of some of that generosity this fall.

We noticed that our daughter, Ophelia, was showing some significant "bumps" in tier speech, and, after consultation with her school's speech pathologist, decided to seek out the best care we could for her the ISTAR program. Not knowing whether her dysfluencies were being exacerbated by the Covid-19 distancing guidelines and on line Kindergarten (and now Grade 1), we were relieved to be able to get her into ISTAR. As you know, the high cost of evaluation and sessions is worthwhile, and we were so thankful to have some of that burden relieved by your program.

Ophelia is enjoying her experience with ISTAR, and we believe she is making good progress. We are hopeful that the sessions will give her the tools she will need going forward. She is such an energetic, intelligent whirlwind with a fantastic sense of humour, and we know the ISTAR program will help her express that personality!

Again, thank you for your financial commitment to ISTAR and to its clients, like our family. We hope to be able to pay it forward someday, so that another child can benefit from ISTAR's programs.
Best regards,

Steven (father of 6-year-old Ophelia)

8205 114 St, 3-48 Corbett Hall • Edmonton, AB Canada T6G 2G4
Phone: 780-492-2619 • Fax: 780-492-8457 • istar@ualberta.ca • www.istar.ualberta.ca

RESOLUTIONS

RESOLUTION #1

WHEREAS the existing Bylaws of the Alberta Elks Foundation as amended have been approved by the Foundation; and

WHEREAS the Bylaws as approved by the Foundation have been submitted for final approval before AGM 2022; and

WHEREAS the purpose of Bylaws is to outline the laws governing a registered Society and the purpose of Regulations is to set out clarification of the Bylaws for operational purposes of the Society;

THEREFORE, BE IT RESOLVED that the current Bylaws of the Alberta Elks Foundation Bylaws be replaced with Appendix "A" as attached and any clauses not contained in amended Bylaws be moved to the Regulations of the Alberta Elks Foundation.

Submitted by the Alberta Elks Foundation Trustees

Approved _____ Amended _____ Defeated _____

AUDITOR REPORT



Pivotal LLP
#201, 33 McKenzie Crescent
Red Deer County, Alberta
T4S 2H4

INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Board of Trustees:
Alberta Elks Foundation

The accompanying summary financial statements which comprise the Summary Statement of Financial Position as at March 31, 2022, and the Summary Statement of Operations for the year then ended, are derived from the reviewed financial statements of the Alberta Elks Foundation ("the Foundation") for the year ended March 31, 2022.

In common with many charitable organizations, the Foundation derives revenue from donations, the completeness of which is not susceptible to plausible review verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the accounts and we were not able to determine whether any adjustments might be necessary to donations revenue, revenues over expenses and disbursements, assets and net assets.

Based on our review, except for the possible effects of the matter described in the preceding paragraph, nothing has come to our attention that causes us to believe that the reviewed financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements therefore is not a substitute for reading the reviewed financial statements of the Foundation. The reviewed financial statements of the Foundation are available on request by contacting the organization.

Red Deer County, Alberta
May 16, 2022

A handwritten signature in black ink that reads "Pivotal LLP".

Chartered Professional Accountants

p: 403.347.2226
f: 403.343.6140

ff: 1.877.347.2226
e: office@pivotalcpa.ca

pivotalcpa.ca

ALBERTA ELKS FOUNDATION
SUMMARY STATEMENT OF FINANCIAL POSITION
MARCH 31, 2022

	2022	2021
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 204,305	\$ 247,104
Restricted cash and cash equivalents	68,369	53,995
Accounts receivable	319	219
	<u>\$ 272,993</u>	<u>\$ 301,318</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 6,001	\$ 11,001
Deferred revenue	68,369	53,995
	<u>74,370</u>	<u>64,996</u>
NET ASSETS		
Restricted net assets	68,369	53,995
Unrestricted net assets	130,254	182,327
	<u>198,623</u>	<u>236,322</u>
	<u>\$ 272,993</u>	<u>\$ 301,318</u>

ALBERTA ELKS FOUNDATION

**SUMMARY STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2022**

	2022	2021
REVENUES		
Donations received	\$ 44,755	\$ 23,485
Interest income	857	2,725
Net annual raffle proceeds	18,573	25,033
Tabs for Tots	4,133	2,385
	<u>68,318</u>	<u>53,628</u>
EXPENSES		
Advertising	1,414	1,648
Communications	308	1,003
Donations	37,265	39,976
Float (net)	7,012	-
Goods and Services Tax	319	219
Honorariums	9,600	9,600
I.S.T.A.R. contributions	40,361	39,100
Insurance	2,687	2,313
Office	1,282	690
Professional fees	5,769	5,499
Travel	-	718
	<u>106,017</u>	<u>100,766</u>
DEFICIENCY OF REVENUES OVER EXPENSES	<u>\$ (37,699)</u>	<u>\$ (47,138)</u>

2022/2023 PROPOSED BUDGET

ALBERTA ELKS FOUNDATION

	<i>Proposed Budget 2022-2023</i>	<i>Actuals to 31-Mar-22</i>	<i>Approved Budget 2021-2022</i>
<u>INCOME</u>			
<u>DONATIONS</u>			
General Grants	55,000.00	39,354.81	20,000.00
Tabs for Tots	5,000.00	4,133.30	2,000.00
ISTAR Lodge Contribution	5,000.00	5,250.00	3,500.00
Toys Project	5,000.00		
Memorial		150.00	
<u>CASINO</u>			
Operational	2,500.00		
Pool Payout	68,000.00		
<u>RAFFLE</u>			
Raffle Final Proceeds	12,000.00	11,898.70	10,000.00
Start-up Fees Refunded	10,000.00	10,000.00	10,000.00
Commissions Donated	5,000.00	5,067.28	5,000.00
<u>OTHER INCOME</u>			
Bank Account Interest Earned	45.00	43.41	100.00
GIC Interest	515.52		
Float Fees	1,500.00	8,600.00	
Insurance (Recovered from Assoc.)	2,700.00	2,729.50	2,600.00
Insurance Refunds			
Disaster (Emergency) Grants Replenish	3,000.00	1,500.00	2,000.00
Miscellaneous Income	100.00	9,240.44	100.00
GST Rebate	225.00	219.35	400.00
TOTAL INCOME	\$ 175,585.52	\$ 98,186.79	\$ 55,700.00

<u>EXPENSES</u>			
<u>GRANTS</u>			
General Grants	25,000.00	9,000.00	5,000.00
Tabs for Tots Grants	5,000.00		5,000.00
Disaster (Emergency) Grants	3,000.00	6,000.00	2,000.00
Personal Assistance Grants	7,500.00	14,764.83	4,500.00
Fund for Children	5,000.00	5,000.00	5,000.00
ISTAR Annual Commitment	20,000.00	35,000.00	35,000.00
ISTAR Lodge Directed	5,000.00	5,250.00	3,500.00
New Project	10,000.00		
Toys Project	5,000.00		
Conference Host Grant	750.00		
<u>SCHOLARSHIPS</u>			
Boberg Scholarship	3,000.00	1,500.00	3,000.00
Kully Scholarship	4,000.00	4,000.00	4,000.00
<u>CASINO</u>			
Advisor Fees	3,000.00		
Operational	5,000.00		
<u>RAFFLE</u>			
Start-up Fees Paid Out	10,000.00	10,000.00	10,000.00
Other Expenses	500.00		1,000.00
Chair's Honorarium	1,200.00	1,200.00	1,200.00
<u>FLOAT EXPENSES</u>			
Float Upkeep	500.00	15,552.19	
Charlie Expense	1,500.00		
<u>INSURANCE</u>			
Comprehensive	5,600.00	5,554.00	5,600.00
<u>MEETING EXPENSES</u>			
Annual Meeting	4,000.00		100.00
Midterm Meeting/Training	1,000.00		100.00
ISTAR Representative Meetings	100.00		500.00

<u>OTHER EXPENSES</u>			
Accounting & Legal Expenses	5,600.00	5,769.00	5,500.00
Advertising & Promotion	2,000.00	1,063.89	1,500.00
Miscellaneous Expenses	500.00	850.00	2,000.00
Miscellaneous Travel	200.00		100.00
GST Paid Out	600.00	614.54	100.00
<u>SECRETARY EXPENSES</u>			
Honorarium	8,400.00	8,400.00	8,400.00
Office Supplies	1,000.00	678.22	1,200.00
Storage Unit Rental	1,200.00	443.99	
Petty Cash			100.00
<u>COMMUNICATIONS</u>			
Telephone	200.00		
Internet	200.00		
Web Page	600.00	515.92	750.00
Computer Programs	850.00		
<u>BANK CHARGES</u>			
Service Charges			200.00
TOTAL EXPENSES	\$ 147,000.00	\$ 131,156.58	\$ 105,350.00
TOTAL INCOME	175,585.52	98,186.79	55,700.00
LESS TOTAL EXPENSES	-147,000.00	-131,156.58	-105,350.00
NET INCOME (DEFICIT)	\$ 28,585.52	-32,969.79	-49,650.00

INVESTMENTS

GIC Matures - June 24, 2022	\$ 43,026.51
GIC Matures - April 20, 2023	\$ 77,317.38
	\$ 120,343.89

Proposed budget for 2022/2023 by Trustee's – April 18, 2022

GENERAL DONATIONS

Big Valley Elks	\$ 250.00
Breton Elks	\$ 2,000.00
Crossfield Elks (monthly from April 2021 to March 2022 for a total)	\$ 103.81
Delburne Elks	\$ 500.00
Didsbury Elks	\$ 500.00
Drayton Valley Elks	\$ 1,000.00
Drayton Valley Royal Purple Elks	\$ 10,000.00
Drumheller Elks	\$ 5,000.00
Elk Point Elks	\$ 500.00
Grande Prairie Elks	\$ 2,500.00
Hannah Elks	\$ 500.00
High Prairie Royal Purple Elks	\$ 500.00
Hythe Royal Purple Elks	\$ 500.00
Sherwood Park Elks	\$ 500.00
Stavely Elks	\$ 10,000.00
Stavely Royal Purple Elks	\$ 2,500.00
Trans Canada Pipeline Ltd	\$ 1.00
Vegreville Elks	\$ 1,000.00
Vulcan Elks	\$ 500.00

TOTAL DONATIONS FOR 2021-2022	\$ 31,104.81
--------------------------------------	---------------------

GRANTS ISSUED

General Grants

GA 2021-01	Stavely Elks – Replaced Collapsed Ceiling in Archery Lanes	\$ 1,000.00
GA 2021-02	Halkirk Elks – Sponsorship for Bullerama	\$ 2,000.00
GA 2021-03	Wetaskiwin Elks – Support to purchase a wheelchair for a non-profit organization	\$ 1,000.00

Disaster Assistance

DA 2021-01	Stavely Elks – Fire Assistance	\$ 500.00
DA 2021-02	Stavely Elks – Fire Assistance	\$ 500.00
DA 2021-03	High Prairie Royal Purple Elks – Fire Assistance	\$ 500.00
DA 2021-04	High Prairie Royal Purple Elks – Fire Assistance	\$ 500.00
DA 2021-05	Brooks Elks – Fire Assistance	\$ 500.00
DA 2021-06	Vulcan Elks – Fire Assistance	\$ 500.00
DA 2021-07	Sexsmith Elks – Fire Assistance	\$ 500.00
DA 2021-08	Camrose Elks – Fire Assistance	\$ 500.00
DA 2021-09	Camrose Elks – Fire Assistance	\$ 500.00
DA 2021-10	Stavely Elks – Fire Assistance	\$ 500.00
DA 2021-11	ValleyView Elks – Fire Assistance	\$ 500.00
DA 2021-12	Didsbury Elks – Fire Assistance	\$ 500.00

Tab's for Tots – No grants submitted

Personal Assistance

PA 2021-01	Sherwood Park Elks – Safety Medical Bed for a Child with Multiple needs	\$ 2,000.00
PA 2021-02	Camrose Elks – Wheelchair Q Strait System for child with Cerebral palsy	\$ 2,000.00
PA 2021-03	Rosalind Elks – Travel Assistance for Appointments for Hodgkins Lymphoma	\$ 500.00
PA 2021-04	Dawson Creek Elks – Braille Machine for a blind child	\$ 656.50
PA 2021-05	Vermillion Elks – Spirit Pediatric Car Seat	On Hold
PA 2021-06	Trenville Royal Purple Elks – Speech Therapy ISTAR	\$ 1,108.33
PA 2021-07	Stavelly Elks – Renovations to a bathroom for a child with Cerebral Palsy	\$ 2,000.00
PA 2021-08	Big Valley Elks – Travel Expense for Appointments	\$ 500.00
PA 2021-09	Big Valley Elks – Travel Expense for Appointments	\$ 500.00
PA 2021-10	Medicine Hat Elks	Withdrew
PA 2021-11	Stavelly Royal Purple Elks - Renovations to a bathroom for a child with Cerebral Palsy	\$ 1,000.00

TOTAL GRANTS ISSUED FOR 2021-2022 **\$ 31, 264.83**

ISTAR – LODGE CONTRIBUTIONS

Acme Royal Purple Elks	\$ 500.00
Big Valley Elks	\$ 250.00
Breton Elks	\$ 1,000.00
Leduc Elks	\$ 500.00
Vegreville Elks	\$ 1,000.00
Stettler Elks	\$ 2,000.00

TOTAL DONATIONS TO ISTAR **\$ 5, 250.00**

APPENDIX A - BYLAWS

BACKGROUND: MOVING CLAUSES FROM BYLAW to REGULATIONS

The purpose of BYLAWS is to provide the government agency what the governing rules are for our Society, to ensure that the Society is registered and meets the Legislation of Alberta. According to Alberta law, Bylaws must contain a number of provisions including:

- Terms of membership, their rights and obligations including withdrawal and expulsion
- The mode and time for calling Annual General and Special Meetings, including quorum and voting rights
- The election/appointment of directors, their obligations and powers and remuneration
- Borrowing powers, audits, custody of the Society's seal, custody of the minute book of proceedings and when/where they may be inspected by members and dissolution rules
- Rules around changing bylaws

To change Bylaws, a quorum at either an Annual General Meeting or Special Meeting must vote to add, delete, or change a Bylaw. Then it is implemented.

Regulations are operational to the organization, and it is the Trustees who can amend regulations and then they must report all changes at the next Annual General Meeting. This means the Trustees can operate efficiently and manage the Foundation as necessary.

The Bylaws are too detailed and are usually difficult to read and interpret. Further, they are not well organized making it difficult to find the "rules" when you go searching. Much of what we have in Bylaws properly belongs in the Regulations (and our Policies) as the "what, why & how".

NOTES REGARDING APPENDIX “A” - BYLAWS

The document is set out in two columns:

The CURRENT BYLAWS and

The PROPOSED BYLAWS.

- In the Current Bylaws, clauses that are being recommended for removal from Bylaws and moving to REGULATIONS are in **BLUE**.
- In the 2nd Column, the proposed Amended Bylaws, anything in **RED** is a change from existing bylaws; some are notes about moving from one clause to another, some are wording changes, and some are numbering changes.

The MOTION will be to adopt the whole of Appendix “A” although discussion and proposed minor amendments may be considered at Conference.

Current Bylaws anything in BLUE is recommended to move to Regulations	New version with proposed amendments in RED
PROPOSED AMMENDMENTS TO THE ALBERTA ELKS FOUNDATION BYLAWS, PRESENTED BY MOTION AS APPENDIX “A”	
CURRENT BYLAWS	PROPOSED BYLAWS
<p>1. Preamble</p> <p>This society having been formed on May 3, 1972, at the City of Red Deer in the Province of Alberta, shall be known as the “Alberta Elks Foundation” (hereinafter referred to as “The Foundation”), and is a charitable companion society of the “Alberta Elks Association” (hereafter referred to as “The Association”) incorporated January 2, 2001, in the Province of Alberta and is part of the Elks of Canada, incorporated May 16,1913,by Act 3-4 George V c.110 as amended.</p>	
<p>2. Statement of non-profit</p> <p>2.1 The Foundation business shall be carried on without purpose of gain for its members and any profits or other gain to The Foundation shall be used in promoting its objectives.</p>	
<p>3. Laws</p> <p>3.1 The laws and regulations of the jurisdictions in which The Foundation conducts operations shall govern the Foundation.</p>	
<p>4. Definitions and Interpretation</p> <p>4.1 Where used in these By-laws and the context permits, word importing the masculine gender includes the feminine gender and the singular includes the plural and vice versa.</p>	<p>4.1 Where used in these By-laws and the context permits, word implying the masculine gender includes the feminine gender and the singular includes the plural and vice versa.</p>
<p>4.2 “The Association” means the Alberta Elks Association</p>	
<p>4.3 “Board”, “Trustees” or “Board of Trustees” shall mean the Board of Directors of The Foundation.</p>	
<p>4.4 “Chair” shall mean President of The Foundation</p>	

4.5 “Vice-Chair” shall mean Vice President of The Foundation	
4.6 “Special Resolution” has the meaning ascribed to it by The Societies Act.	4.6 “Special Resolution” has the meaning ascribed to it by The Societies Act of Alberta.
4.7 All other terms used throughout this By-law shall bear meanings as defined in the Constitution and By-laws of the Elks of Canada.	
4.8 Audit means to Audit or to conduct a Financial Review Engagement as determined from year to year.	
	4.9 “AGM” means The Annual General Meeting of the Foundation which may be held with the Association AGM/Conference and will include but not be limited to the Election of Trustees and any other requirement as set out in the Societies Act of Alberta.
5. Seal	
5.1 The Foundation Seal shall contain an Elk’s head in the centre and the words “The Alberta Elks Foundation Corporate Seal”.	5.1 The Foundation Seal shall contain the words “The Alberta Elks Foundation Corporate Seal”.
5.2 The Foundation Seal shall be kept in the custody of the Secretary Treasurer.	
	5.3 The seal shall be used on all official or formal documents, orders, reports, and legal documents issued by the Foundation.
	5.4 The Chair, along with the Secretary Treasurer, shall be signing officers of the Foundation for all deeds, transfers, leases contracts on behalf of the Foundation and the Secretary shall affix the seal of the Foundation to such instruments.
6. Membership	6. Membership
The Foundation shall be a representative body of Elks and Royal Purple ELKS,	The Foundation shall be a representative body of Elks and Royal Purple Elks, composed of the members of all Lodges

<p>composed of the members of all Lodges within the jurisdiction of The Associations.</p>	<p>within the jurisdiction of The Alberta Elks Associations.</p>
<p>7. Voting Privileges</p> <p>7.1 At all Annual General Meetings of The Foundation, attendance, representation and voting privileges shall be extended to all members of The Foundation.</p>	
<p>7.2 Voting by proxy is not allowed.</p>	
<p>8. Withdrawal or Expulsion of members of Lodges</p> <p>8.1 Upon a member being suspended or expelled, or a Lodge surrendering or forfeiting its' Charter, the member, or members of the Lodge, as the case may be, shall no longer be members of The Foundation, and the provisions of the "Constitution and By-Laws of the Elks of Canada" shall govern withdrawal or expulsion from The Foundation.</p>	
	<p>8.2 Notwithstanding, a member of a Lodge surrendering its Charter may choose to transfer to another Lodge or become a "Member at Large" of Grand Lodge and shall be granted the privileges of a member of the Foundation upon remitting the annual per member fee to the Association.</p>
<p>9. Annual Meeting</p> <p>9.1 The Annual General Meeting of The Foundation shall take place at the same location as the Annual Conference of The Association and shall be a separate meeting to occur at a time convenient to the President of The Association and the Chair of The Foundation.</p>	
<p>9.2 Notice in writing shall be sent to each Lodge by ordinary mail and/or e-mail</p>	

<p>at least Sixty (60) days prior to the date of the meeting.</p>	
<p>9.3 Twenty-five (25) voting members in good standing shall constitute a quorum, at least two of who must be Trustees.</p>	
<p>9.4 At each Annual Conference, The Foundation shall contribute charitable assistance, as defined in Regulation 8.1, to a qualified individual, organisation or society as designated by the Host Lodge of that meeting.</p>	
<p>10. <u>Special Meetings</u></p> <p>10.1 Special meetings may be called by the Chair of the Board of Trustees of The Foundation or by request of no less than 10 Lodges of whose membership no less than 10% of each Lodge having signed a petition for that purpose and forwarded it to The Foundation Secretary-Treasurer and, in all cases, the purpose of the special meeting shall be stated.</p>	<p>10.1 Special meetings may be called by the Chair, or the Board of Trustees of The Foundation or by request of no less than 10 Lodges of whose membership no less than 10% of each Lodge having signed a petition for that purpose and forwarded it to The Foundation Secretary-Treasurer and, in all cases, the purpose of the special meeting shall be stated.</p>
<p>10.2 The Foundation Secretary-Treasurer shall give notice of a special meeting within 60 days of the date of receipt of a proper petition.</p>	<p>10.2 A majority of the Foundation Executive, or The Foundation Secretary-Treasurer shall give notice of a special meeting within 60 days of the date of receipt of a proper petition.</p>
<p>10.3 The Foundation Secretary-Treasurer shall forthwith give all Lodges no less than 30 days written notice of such special meeting, and its purpose. All Lodge Secretaries, upon receipt of such notice, shall cause it to be read at the next regular or special meeting of the Lodge.</p>	<p>10.3 A request of no less than ten (10) Lodges of whose membership no less than 10% of each Lodge have signed a petition for that purpose and forwarded to the Secretary Treasurer of the Foundation. The reason for requesting the special meeting shall in all cases be clearly stated.</p>
<p>10.4 The business of a special meeting shall be restricted to that for which the special meeting was called, and all voting at such meeting shall be by secret ballot.</p>	<p>10.4 The Foundation Secretary Treasurer shall call a special meeting within sixty (60) days of the date of receipt of a proper petition on a date and at a time and location to be designated by the Foundation Executive</p>

<p>10.5 Twenty-five (25) voting members in good standing shall constitute a quorum, at least two of who must be Trustees.</p>	<p>10.5 Upon receipt of a proper petition, the Foundation Secretary Treasurer shall forthwith give all Lodges within the jurisdiction of the Association a written notice of the date, time and location of the Special Meeting and its purpose no less than thirty (30) days prior to the date of the Special Meeting, and all Lodge Secretaries, upon receipt of such notice, shall cause it to be read at the next regular or special meeting of the Lodge</p>
	<p>10.6 Twenty-five (25) members in good standing representing ten (10) Lodges, including a minimum of three (3) Officers of the Foundation, shall constitute a quorum.</p>
	<p>10.7 The business of the Special Meeting shall be restricted to that for which the Special Meeting was called and all voting at such meeting shall be by secret ballot.</p>
<p>11. Rules of Order</p> <p>11.1 The “Constitution and Bylaws of the Elks of Canada” shall govern the Rules of Order of The Foundation.</p>	
<p>12. Officers and Directors</p> <p>12.1 The Officers of The Foundation shall be a Chair, a Vice-Chair, and a Secretary-Treasurer.</p>	
<p>12.2 The Board of Trustees shall have Five (5) elected Trustees, all of who shall have voting privileges.</p>	<p>12.2 The Board of Trustees shall have five (5) elected Trustees, all of whom shall have voting privileges. With the exception of the 1st Vice of the Association, other voting members that currently sit on the Association Executive shall not be eligible to stand for election to the Foundation Executive.</p>
	<p>12.3 A quorum shall consist of 4 voting members of the Foundation.</p>
<p>12.3 The Board of Trustees shall consist of Five (5) members elected annually</p>	<p>12.4. The Board of Trustees shall consist of five (5) members elected annually</p>

<p>from the membership of The Alberta Elks Association at the Alberta Elks Association Conference as well as the 1st Vice President of the Alberta Elks Association. All Trustees shall be members in good standing of the Association. No Trustee shall serve more than three (3) consecutive terms.</p>	<p>from the membership of The Alberta Elks Association at the Alberta Elks Association Conference as well as the 1st Vice President of the Alberta Elks Association. All Trustees shall be members in good standing of the Association. No Trustee shall serve more than three (3) consecutive terms.</p>
<p>12.4 The Board of Trustees shall elect the Foundation Chair and Vice-Chair from its membership annually at its first meeting.</p>	<p>12.6 The Board of Trustees shall elect the Foundation Chair and Vice-Chair from its membership annually at its first meeting.</p>
<p>12.4.1 The Board of Trustees, at its first meeting, shall appoint the Foundation Secretary-Treasurer annually. The term of office of the Foundation Secretary-Treasurer shall not exceed a maximum of five consecutive years. Notwithstanding the maximum five-year restriction, the Board of Trustees shall maintain the authority to appoint a Foundation Secretary-Treasurer for a one-year term.</p>	<p>12.6.1 The Secretary Treasurer shall be appointed.</p>
<p>12.4.2 The Secretary-Treasurer shall receive an annual honorarium from The Foundation, which shall be established annually, by the Board of Trustees at the Annual Meeting and approved in the Annual Budget by the Membership. This honorarium shall be payable monthly.</p>	<p>12.6.2 The Secretary-Treasurer shall receive an annual honorarium from The Foundation, which shall be established annually, by the Board of Trustees at the Annual Meeting and approved in the Annual Budget by the Membership. This honorarium shall be payable monthly.</p>
<p>12.4.3 The Directors and other Officers shall not be entitled to any remuneration for so acting. All Directors and Officers may be reimbursed for their out-of-pocket expenses while attending to the business of The Foundation, if the Board approves such expenses.</p>	<p>12.6.3 The Board of Trustees shall not be entitled to any remuneration for so acting. All Board of Trustees may be reimbursed for their out-of-pocket expenses while attending to the business of the Foundation, if the Board approves such expenses.</p>

<p>12.5 The Board of Directors may, by resolution, remove any Director or officer before the expiration of their term of office, for just cause, and elect any person in their stead for the remainder of his term.</p>	<p>12.5 The President of the Association shall be deemed an ex-officio non-voting member of the Board.</p>
	<p>12.7 The Foundation Executive may, by a vote with three-fourths (3/4) majority, suspend any Trustee before the expiration of their term of office for conduct unbecoming of their office or dereliction of duties. The position of the suspended Trustee shall remain vacant until the election at the next AGM.</p>
<p>13 <u>Duties and Powers of the Board of Trustees</u> 13.1 <u>Duties – Board of Trustees</u> The Board of Trustees shall:</p>	
<p>13.1.1 During the interim between meetings of The Foundation, take general charge of its property and the direction of its affairs, and shall be the governing body of The Foundation and shall perform such other duties as may be necessary to protect the</p>	
<p>interests and promote the objectives of The Foundation.</p>	
<p>13.1.2 Have control of the finances of The Foundation and recommend ways and means for raising funds to defray the expenses of The Foundation and set aside the same, when received, for payment of such demands as are properly chargeable to it and shall report all its acts to the next Annual Meeting.</p>	
<p>13.1.3 Devise a system of financial accounting to safeguard, promote and protect the interests and welfare of The Foundation.</p>	
<p>13.1.4 Be responsible for assessing the validity of all bills or accounts that have been paid from the funds of The Foundation.</p>	

13.1.5	Ensure that a satisfactory bond has been obtained on the Secretary-Treasurer and other members handling Foundation funds.	
13.1.6	Submit a report to the Annual Meeting of its activities during the term of office and a Financial Report for the twelve-month period of April 1st to March 31st inclusive.	
13.1.7	During the Annual Meeting introduce a bill known as the Budget, making appropriations in respect to each of the several objects for which The Foundation has to provide out of the moneys found to be in the Treasury and estimated to be coming in during the current twelve-month period of their fiscal year.	
13.1.8	Have general authority over all funds and property belonging to or handled by The Foundation.	
13.1.9	Receive, examine, consider, and review all applications for grants from The Foundation and, where required, shall submit them to the Annual Meeting with its recommendations.	
13.2	<u>Powers of Board of Trustees</u> The Board of Trustees shall have and exercise the following powers:	
13.2.1	To prescribe forms and regulation governing all applications for grants from The Foundation.	
13.2.2	To receive, examine, consider, and review all applications for grants, not exceeding the sum of \$2,000.00, and, in its discretion, to award the grant, refuse it, or refer it to the Annual General Meeting with comments and recommendations.	
13.2.3	To prescribe forms and regulations governing all applications for, and payment of, expense of administration of The Foundation,	

<p>not to exceed the maximum permitted herein.</p>	
<p>13.2.4 To administer separate bank accounts designated for Special Projects.</p>	
<p>13.3 <u>Indemnity</u></p> <p>13.3.1 Every Director of the Society shall be deemed to have assumed office on the express understanding, agreement and condition that every Director of the Society and their heirs, executors and administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Society from and against all such costs, charges and expenses whatsoever which such Director sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them or any other Director or Directors in or about the execution of the duties of their office, and also from and against all other costs, charges and expenses which they sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his own wilful neglect or default.</p>	<p>13 <u>Indemnity</u></p> <p>Every Trustee shall be deemed to have assumed office on the express understanding, agreement and condition that every Trustee and their heirs, executors and administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Foundation from and against all such costs, charges and expenses whatsoever which such Trustee sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them or any other Trustee in or about the execution of the duties of their office, and also from and against all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof except such costs, charges and expenses as are occasioned by their own wilful neglect or default.</p>
<p>13.4 <u>Duties of the Chair</u></p> <p>13.4.1 The Chair shall be ex-officio a member of all Committees. They may, when present, preside at all meetings of The Foundation and of the Board. In their absence, the Vice-Chair shall preside at any such meetings, and in the absence of both, a chair may be elected by the meeting to preside thereat.</p>	<p>13.4 <u>CHAIR</u></p>

<p>13.5 <u>Duties of the Secretary-Treasurer</u> The Secretary-Treasurer shall</p>	<p>13.5 Secretary-Treasurer The Secretary Treasurer shall be appointed annually and shall have the following duties and obligations</p>
<p>13.5.1 Deliver a sufficient bond in the amount required by The Foundation as provided by Regulations before entering upon the duties of the office of the Secretary-Treasurer.</p>	<p>13.5.1 Attend all meetings of the society and of the Board and keep a true record (minutes) of the proceedings of the Foundation, all Executive meetings and any other meetings of the Foundation and make sure that such records are accurate and complete.</p>
<p>13.5.2 Devote as much time to the duties of the office as is required to properly carry out their duties, either personally or by those authorised to do so and directed by them.</p>	<p>13.5.2 Shall have charge of all records, books, papers, and documents of the Foundation.</p>
<p>13.5.3 Keep a true record of the proceedings of the Annual Meeting and all the meetings of the Board of Trustees and make sure that such records are accurate and complete.</p>	<p>13.5.3 Be the custodian of the seal of the Foundation</p>
<p>13.5.4 Have charge of all records, books, and papers, documents of The Foundation under the direction of the Board of Trustees.</p>	<p>13.5.4 Receive and give receipt for all monies of the Foundation and deposit the same immediately in the bank designated for that purpose. At the same time, shall keep an accurate account of the receipts and expenditures of the Foundation and to classify and arrange the same that the condition of any fund at any time may be ascertainable.</p>
<p>13.5.5 Be the custodian of all titles, deeds and other evidence of titles, or liens, and insurance policies and documents of The Foundation.</p>	<p>13.5.5 Furnish all reports, documents, papers, copies, recommendations, or other matters to all units of the Foundation as may be required.</p>
<p>13.5.6 Affix the seal of The Foundation on all official or formal documents, orders, reports, and legal documents issued by the Foundation.</p>	

<p>13.5.7 Receive and give a receipt of all moneys of The Foundation and deposit the same immediately in a bank designated by the Board of Trustees for that purpose. At the same time, shall keep an accurate account of the receipts and expenditures of The Foundation and so classify and arrange the same that the condition of any funds at any time may be ascertainable.</p>	
<p>13.5.8 To present a printed, itemised report to each Annual General Meeting showing all receipts and expenditures for the current year. It shall contain all such statistical information as may be essential for the guidance of The Foundation in its work. It shall be printed in sufficient numbers to furnish each delegate attending with a copy. A copy shall be circulated to the Secretary of every Lodge of The Foundation.</p>	
<p>13.5.9 Be responsible for the hiring of personnel or tendering for outside services for the purpose of carrying out the duties and responsibilities of their office and providing detailed reports when requested to do so at the Annual Meeting or by the Board Trustees.</p>	
<p>13.5.10 All reports, documents, papers, copies recommendations or other matter to the Elks of Canada which The Foundation is required to furnish to Grand Lodge and to any level of government as and when required.</p>	
<p>14 Meetings of the Board The Board of Trustees shall meet at the joint call of the Chair and The Foundation Secretary-Treasurer. Four members of the Board of Trustees shall constitute a quorum.</p>	

<p>15 <u>Fund Designation</u></p> <p>15.1 The funds of The Foundation shall promptly be deposited in The Foundation General Account when received and shall be paid out only upon due authority given by the Board of Trustees, or by The Foundation at the Annual General Meeting of The Foundation, provided however, that the Board of Trustees may, upon the recommendation of The Foundation Secretary-Treasurer, authorise the placement of funds in interest bearing term deposits, bonds or other legally authorized trust investments of a like nature from time to time as the Board may deem advisable.</p>	
<p>15.2 The annual costs of administration of The Foundation shall not exceed 10 percent of the gross revenue for that fiscal year.</p>	<p>15.2 The annual costs of administration of The Foundation shall not exceed 15 percent of the gross revenue for that fiscal year.</p>
<p>16 <u>Borrowing Powers</u></p> <p>16.2 For the purpose of carrying out its objectives, the Foundation may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Foundation, and in no case shall debentures be issued without the sanction of a special resolution of the Foundation.</p>	
<p>17 <u>Audit</u></p> <p>17.2 The Auditors of The Alberta Elks Association, as appointed at each Annual Conference of The Association, shall be the auditors of The Foundation. They shall be responsible for conducting an Annual Audit or Review Engagement of all books and financial statements of The Foundation for the period April 1 to March 31, inclusive, of the ensuing year. Such audit is to be completed</p>	<p>17.1 The Foundation shall, at each Annual General Meeting, with the recommendation of the Association Finance Committee, nominate and elect a Chartered Accounting firm to be responsible for conducting an Annual Review Engagement of all books and financial statements of the Foundation for the period April 1 to March 31 inclusive of the ensuing year, such audit to be</p>

<p>and reported at the next Annual General Meeting of the Foundation.</p>	<p>completed and reported to the next AGM.</p>
<p>17.2 The books and records of The Foundation may be inspected by any member of The Foundation at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.</p>	<p>17.2 Should a nomination of a firm to do the Audit come from the floor of the Conference, it shall include the full name and contact information of the proposed Audit/firm and a letter from the proposed Auditor/firm stating interest in doing the Audit and a quote on the fee.</p>
	<p>17.3 The books and records of the Foundation may be inspected by any member of the Association at the AGM provided for herein or any time upon giving reasonable notice and arranging a time satisfactory to the office or Officers having charge of same. Each member of the Foundation Executive shall at all times have access to such books and records.</p>
<p>18 Amendments</p> <p>18.2 Proposed amendments to these By-Laws shall be presented in writing and referred to the Judiciary Committee of The Association which shall review prior to presentation to the members at any Annual General Meeting.</p>	<p>18.1 Amendments of these Bylaws shall be presented in writing to any AGM and shall be referred to the Judiciary Committee. The Committee shall make a report thereto the Foundation as soon as practicable, and before adjournment, and such amendments shall be considered under "Special Order" of business.</p>
<p>18.3 Notice in writing of proposed amendments shall be given to all Lodges 30 days prior to the first day of the Annual or special meeting at which the motion is to be considered.</p>	<p>18.2 Notice, in writing, of proposed amendments shall be given to all Lodges thirty (30) days prior to the first day of the AGM or Special Meeting at which the motion is to be considered.</p>
<p>18.4 Notice of motion may be waived if the resolution or motion properly presented otherwise receives the two-</p>	<p>18.3 When resolutions or motions coming from the floor are properly presented at the AGM and receive the two-thirds (2/3) approval of the</p>

<p>thirds majority approval of the delegates at the meeting.</p>	<p>delegates at the meeting, the notice of motion may be waived.</p>
<p>18.5 A three-quarter majority shall be required to approve any amendments to these By-Laws.</p>	<p>18.4 A three-fourths (3/4) majority shall be required to approve any amendment to these Bylaws.</p>
<p>18.6 The by-laws may be rescinded, altered, or added to by a “Special Resolution” but the resolution does not take effect until the Registrar of Corporations has approved and registered it.</p>	<p>18.5 The Bylaws may be rescinded, altered, or added to by a “Special Resolution” but the resolution does not take effect until the Registrar of Corporations has approved and registered it.</p>
<p>19 <u>Execution of Documents</u></p>	
<p>19.2 Any two (2) members of the Board of Trustees shall sign deeds, transfers, leases, contracts, and other engagements on behalf of The Foundation and the Secretary shall affix the seal of the Foundation to such instruments.</p>	
<p>20 <u>Demise of The Foundation</u></p>	
<p>20.2 In the event of dissolution, all remaining assets will be given to a registered Canadian charity or another qualified donee described in the current edition of the Income Tax Act.</p>	<p>20. <u>Dissolution of The Foundation</u></p> <p>20.1 In the event of dissolution, all remaining assets will be given to a registered Canadian charity, or another qualified donor described in the current edition of the Income Tax Act.</p>
<p>21 <u>Transitional</u></p>	
<p>21.2 These By-Laws shall come into effect upon passage by the members of The Foundation at an Annual General Meeting upon approval by Executive of The Elks of Canada and upon registration under the Societies Act whichever event shall last occur, and until such time, The Foundation shall be governed by the previous By-laws.</p>	
<p>21.3 Upon all conditions expressed in Section 21.1 being met, all previous By-Laws shall be and the same hereby are rescinded.</p>	<p>21.2 Upon all conditions expressed above being met, all previous Bylaws shall be and the same hereby are rescinded.</p>