



2022 ANNUAL GENERAL MEETING

MINUTES

FRIDAY, JUNE 3, 2022 - BROOKS, ALBERTA
8:00 AM to 10:00 AM

1. Call to Order

The meeting was called to order by Chairperson Heather McLeod at 8:09 AM

2. Introduction of Trustees

Chair – Heather McLeod
Vice Chair – Lynda Petten
Secretary/Treasurer – Joanne Siemens
Trustees – Gerry LePrieur, Phyllis Anderson
Judiciary – Jim McLeod, Duane Felt, Roland Ganon
Association 1st Vice President – Kelly Sanford
Raffle Chair – Margo Ward

Regrets: Trustee - Joan Hannah, Tabs for Tots - Nick Henger

3. Approval of Agenda

- 10 – change the order of b and c.
- 11 – d) Raffle Certificate

Moved by Ron Townrow Didsbury, seconded by Ken Federuk Grand Prairie to approve the amended agenda. CARRIED

4. Adoption of 2021 Annual General Meeting Minutes

Moved by Bill Ward, Didsbury Elks, seconded by Roy Poisson, Coronation to adopt the 2021 Annual General Meeting Minutes. CARRIED

5. Reports

a) Chair Report – Heather McLeod

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 Hannah – Carstairs Elks #556
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 #514

Tabs for Tots Chair:

Brother Nick Henger – Red Deer Elks #85

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 Phyliss Anderson for her hard work regarding this year's casino and thank you to all the volunteers who helped – we are pleased to share that our contribution part over the 2 days was over \$85,000.

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!

b) Raffle Chair Report – Margo Ward

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.

There are books outstanding and can not provide final figures. We are ahead of last year, up to 80% sell thru and a current gross total of \$104,915. Online sales have doubled from last year.

c) Tabs for Tots Chair Report – Nick Henger

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.

d) Float Report – Gerry LePrieur

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.

Delburne Elks Lodge has offered to take over the coordination of the float with the Foundation as Red Deer Elks Lodge is no longer able to help. Delburne will take the float after conference.

A presentation will be done later in the morning to show how to deal with the float.

e) ISTAR Representative Report – Heather McLeod

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.

This year \$41,861 was received from the Alberta Elks Foundation and this number may also include some local lodges that gave via the Alberta Elks Foundation. Further documentation is included in Appendix B.

f) Elks - ISTAR Impact Summary – Holly Lomheim, Clinic Director

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.

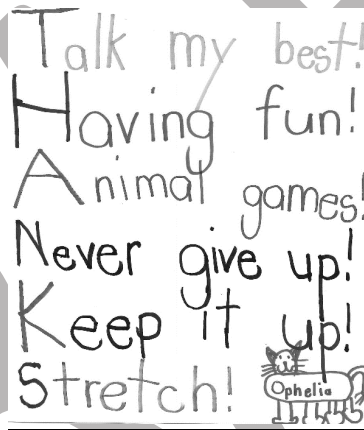
Thank you again for your ongoing support." Parents of 5-year-old CF

"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 ranges 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!



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 online 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

6. Review of Audited Financial Statements for 2021-2022

Based on the review, nothing has come to their attention that causes them to believe that the reviewed financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

One item of concern was outlined that during the engagement, they note that an annual commitment to ISTAR is being budgeted for 2023.

As the Foundation has had two consecutive years of large losses, they recommend forgoing the commitment into subsequent years to ensure that the Foundation remains sustainable.

Moved by Leonard Shain, Sherwood Park, seconded by Barb Evans Whitehorse to receive the engagement review report for 2021-2022 as presented. CARRIED

Moved by Ken Fedoruk, Grande Prairie, seconded by Doug Becotte, Dawson Creek to continue to use the same auditors as last year. CARRIED

Further documentation is included in Appendix C.

7. 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

Moved by Brother Jim McLeod, seconded by Brother Roland Gagnon to put the resolution on the floor.

- Judiciary indicated that we will not be word smithing, if there are Bylaws of concern let's deal with those and if there is a Bylaw that needs to be changed, we will address it.

- Concerns were expressed on:
 - Item 6 under membership – confused, added the word Elks to Royal Purple Lodges.
 - The change is all caps' ELKS to Elks, does not change the context.
 - 10.3 is identical to 10.1 so why are we adding a section that says the same thing.
 - 10.1 is more comprehensive than 10.3.
 - 10.2 and 10.4 basically say the same thing as well.
 - We will have to review this and see if it is a duplication
 - 12.6 and 12.4 are the same, so is this a number change and why the number change?
 - Yes, it is just a number change
 - 12.6.1 and 13.5 are saying the same thing, why are we not consolidating them into one
 - This will be reviewed
 - 13.5. both the regulations and bylaws if you take a close look at this the only one that should be left in Bylaws is 13.5 instructing how the Secretary/Treasurer shall be appointed. The rest of the red is basically all duties, and they can move to regulation.
 - 5.1 seal – according to this we are removing the elk head from the middle of the seal, why are we removing this and did we lose the original seal?
 - The Foundation does not have the seal.
 - The cost comparison.
 - 5.1 seal - Can we get some information and cost on the different prices on the seal between the one with wording and with the elk's head?
 - After discussion with a company that does seals, they indicated that in order for a seal to be legal, it only has wording on it not a logo.
 - 5.1 Seal - If the membership felt that the having the logo in there and having the logo in it to keep our identity, I am just curious on the pricing.
 - Do not have the pricing at hand. Will located and provide information
 - 12.4.1 – Secretary Treasurer has the max of 5 years, you are proposing to remove that, what is the justification and why do you want to do that? The intent of that at the time was to try and get some of the members involved and it was not meant to have a life sentence for the Secretary/Treasurer.
 - Work done on the Bylaws was to be on the same line as the Association did and we have been trying to mimic what the Association has done for consistency.
 - The change does not say we won't ask annually for people to be involved.
 - In our discussions, we were trying to find a way to deal with the awkwardness and its an uncomfortable discussion with the person. We thought that if we appointed annually, we would not have to have some of those difficult discussions
 - This will be reviewed.

Moved by Barb Evans, Whitehorse, seconded by Doug Becotte, Dawson Creek to postpone the motion to Saturday morning to allow the Foundation and Judiciary to discuss further and be able to answer the questions presented.

CARRIED

Further documentation is included in Appendix A.

8. Grants

- a) GA2022-03 Breton Elks for \$5,000.00 for sound and video system for Breton Community Centre

Moved by Leonard Shain, Sherwood Park, seconded by Bill Ward, Didsbury to support the sound system grant. CARRIED

- b) Elks Royal Purple Fund for Children – annual commitment \$5,000.00

Moved by Terry Reid, Carstairs, seconded by Meghan Pollard, Fort Saskatchewan to accept the annual commitment. CARRIED

9. Old Business – nothing to report.

10. New Business

- a) 54th Annual Foundation Raffle

Moved by Margo Ward, Didsbury, seconded by Henry Rose, Grande Prairie to hold the 54th annual raffle. CARRIED

- b) Presentation of new project - Kelly Sanford

Discussion:

- Very impressive and support the project.
- How much per bag?
 - \$60.00 x 200 per hospital = approximately \$36,000 for the project.
 - We are not trying to tackle this all at once, we hope to start with a few hospitals.
- This is a wonderful idea and very much support this program.
- Who will be in touch with the hospitals, get them on board and monitor this?
 - Kelly has already been in contact with the hospitals about the program.
 - Kelly will personally prepare and ship.
- With the budget of \$36,000 plus lodge donations, this project hits a much wider scope than ISTAR, we might get a better response for future members.

- c) Budget 2022-2023 for approval by membership – Joanne Siemens

One change to the budget, received on May 25, 2022, the Casino pool payout was \$62,176.39. Will change the total income to \$169,761.91 and the net income \$22,761.91.

Concerns were expressed on:

- total grants increased by over \$10,000, what are we basing this on?
 - Lodges donations this year. This total fund is general and gaming funds combined.
- The numbers in the budget regarding the new project?
 - Proposed dropping ISTAR by \$10,000 and put this amount towards the new project to start with as a pilot. \$5,000 is from general and \$5,000 is from gaming.
- Is the \$5,000 for the Toy Project an in and out donation.
 - Yes, this will be an in and out donation to offer tax receipts.
- In favour of the new project, can we still keep our ISTAR in the \$30,000 mark?

Moved by Margo Ward, Didsbury, seconded by Terry Read, Carstairs to modify ISTAR amount to \$30,000 instead of \$20,000.

Discussion:

- Have a great new idea we have something that might excite the lodges and as much as ISTAR is a great program, we should be moving forward.
- Bottom of page 31, there are 2 GIC investments and 1 matures in June why not take \$10,000 from that?

There is a motion on the floor, we need to deal with this first, then we can discuss the GICs.

- The new Trustees could come back to the AGM next year with a plan to get the ISTAR number down to a number we are comfortable with for a long term.

MOTION CARRIED

Moved by Leonard Shain, Sherwood Park, seconded by Ron Townrow, Didsbury to approve the proposed budget as amended. CARRIED

Further documentation is included in Appendix D.

11. Good of the Order – Tabled to after Elections and with the Association presentations

- a) Presentation of Fund for Children Donation - \$5,000.00
 - b) Presentation of Other Cheques
 - c) Acceptance of Donations
 - i) Foundation
 - ii) ISTAR
 - iii) Elks and Royal Purple Fund for Children
 - d) Presentation of Certificates
 - i) Bill Hiltz (largest single contribution to the Foundation)
 - ii) Bob Manning (highest per-capita donation to the Foundation)
 - iii) Tabs for Tots Contribution Award
 - iv) Raffle Certificate
- In your policy manual do you have something that states we will annually tender an auditor, should we as a board look at tending out/or investigate fees for Auditors?
- Bylaws 17.2 says the auditors of the Alberta Elks Association as appointed at each Annual Conference of the Association, shall be the auditors for the Foundation.

12. Adjournment at 10:30 AM

Saturday, June 4, 2022 - BROOKS, ALBERTA

Foundation Bylaws –

***Moved by Ken Fedoruk, Grand Prairie, Bill Ward, Didsbury that the motion be lifted from the table.
CARRIED***

Cost of seal – Royal Rubber Stamp has specific corporate seal that does not include logo. If a logo is in the seal, it is not a legal seal, and the documents may be rejected. Association does not have the Elks head.

10.3 and 10.1 – saying the same thing – 10.3 in red will be removed

10.2 and 10.4 – saying the same thing – 10.2 will be removed

12.6 and 12.4 – numbering issue and will be corrected

12.6.1 in red and 13.5 – indicated they are the same, could be consolidated and moved to reg.

12.6.1 – removed

Bill Ward – what about 13.5? blue items will be moved to regulations

All in favor as amended.

CARRIED

Donations collected at Conference:

- Alberta Elks Foundation \$22,117.45
- Tabs for Tots \$913.23
- ISTAR Lodge Contribution \$1,000.00
- ISTAR (made out direct to them) \$449.00
- Fund for Children \$449.00

ALBERTA ELKS FOUNDATION

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

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”

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.

<p>Current Bylaws anything in BLUE is recommended to move to Regulations</p>	<p>New version with proposed amendments in RED</p>
<p>PROPOSED AMMENDMENTS TO THE ALBERTA ELKS FOUNDATION BYLAWS, PRESENTED BY MOTION AS APPENDIX “A”</p>	
<p>CURRENT BYLAWS</p>	<p>PROPOSED BYLAWS</p>
<p>1. <u>Preamble</u> 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. <u>Statement of non-profit</u> 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. <u>Laws</u> 3.1 The laws and regulations of the jurisdictions in which The Foundation conducts operations shall govern the Foundation.</p>	
<p>4. <u>Definitions and Interpretation</u> 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>	

2022 Conference Bylaws and Regulations

4.3	“Board”, “Trustees” or “Board of Trustees” shall mean the Board of Directors of The Foundation.	
4.4	“Chair” shall mean President of The Foundation	
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 the words “The Alberta Elks Foundation Corporate Seal”.
5.1	The Foundation Seal shall contain an Elk’s head in the centre and the words “The Alberta Elks Foundation Corporate Seal”.	
5.2	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.

2022 Conference Bylaws and Regulations

<p>6. <u>Membership</u></p> <p>The Foundation shall be a representative body of Elks and Royal Purple ELKS, composed of the members of all Lodges within the jurisdiction of The Associations.</p>	<p>6. <u>Membership</u></p> <p>The Foundation shall be a representative body of Elks and Royal Purple Elks, composed of the members of all Lodges within the jurisdiction of The Alberta Elks Associations.</p>
<p>7. <u>Voting Privileges</u></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. <u>Withdrawal or Expulsion of members of Lodges</u></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>

2022 Conference Bylaws and Regulations

<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 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. Special Meetings</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>

2022 Conference Bylaws and Regulations

<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. <u>Rules of Order</u> 11.1 The “Constitution and Bylaws of the Elks of Canada” shall govern the Rules of Order of The Foundation.</p>	
<p>12. <u>Officers and Directors</u> 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</p>

2022 Conference Bylaws and Regulations

	Executive shall not be eligible to stand for election to the Foundation Executive.
	12.3 A quorum shall consist of 4 voting members of the Foundation.
12.3 The Board of Trustees shall consist of Five (5) members elected annually from the membership of The Alberta Elks Association at the Alberta Elks Association Conference as well as the 1 st 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.	12.4. The Board of Trustees shall consist of five (5) members elected annually from the membership of The Alberta Elks Association at the Alberta Elks Association Conference as well as the 1 st 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.
12.4 The Board of Trustees shall elect the Foundation Chair and Vice-Chair from its membership annually at its first meeting.	12.6 The Board of Trustees shall elect the Foundation Chair and Vice-Chair from its membership annually at its first meeting.
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.	12.6.1 The Secretary Treasurer shall be appointed.
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.	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.
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.	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.
12.5 The Board of Directors may, by resolution, remove any Director or officer before the expiration of their term of office,	12.5 The President of the Association shall be deemed an ex-officio non-voting member of the Board.

2022 Conference Bylaws and Regulations

<p>for just cause, and elect any person in their stead for the remainder of his term.</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>	
<p>13.1.5 Ensure that a satisfactory bond has been obtained on the Secretary-Treasurer and other members handling Foundation funds.</p>	

2022 Conference Bylaws and Regulations

<p>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.</p>	
<p>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.</p>	
<p>13.1.8 Have general authority over all funds and property belonging to or handled by The Foundation.</p>	
<p>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.</p>	
<p>13.2 <u>Powers of Board of Trustees</u> The Board of Trustees shall have and exercise the following powers:</p>	
<p>13.2.1 To prescribe forms and regulation governing all applications for grants from The Foundation.</p>	
<p>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.</p>	
<p>13.2.3 To prescribe forms and regulations governing all applications for, and payment of, expense of administration of The Foundation, 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 Indemnity</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 CHAIR</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</p>

2022 Conference Bylaws and Regulations

	meetings of the Foundation and make sure that such records are accurate and complete.
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.	13.5.2 Shall have charge of all records, books, papers, and documents of the Foundation.
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.	13.5.3 Be the custodian of the seal of the Foundation
13.5.4 Have charge of all records, books, and papers, documents of The Foundation under the direction of the Board of Trustees.	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.
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.	13.5.5 Furnish all reports, documents, papers, copies, recommendations, or other matters to all units of the Foundation as may be required.
13.5.6 Affix the seal of The Foundation on all official or formal documents, orders, reports, and legal documents issued by the Foundation.	
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.	

2022 Conference Bylaws and Regulations

<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 <u>Meetings of the Board</u> 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, authorize 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>	

2022 Conference Bylaws and Regulations

<p>17 Audit</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 and reported at the next Annual General Meeting of the Foundation.</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 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>

2022 Conference Bylaws and Regulations

<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-thirds majority approval of the delegates at the meeting.</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 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> 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> 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> 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>

2022 Conference Bylaws and Regulations

<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>

APPENDIX B



May 27, 2022

Dear Alberta Elks Foundation Members,

Thank you for your generosity in supporting ISTAR over the last 35 years. Here is some additional information to our Impact report for 2021-2022. Your donations have made a significant difference to our clients. As you know, the cost of individual therapy for speech services is very high. Our intensive clinics are billed between 3 and 5 thousand dollars per clinic and the cost of individual therapy is \$140 per hour. This rate has not increased since January 2020 but it will need to be increased in the next six months to allow for inflationary increases. The last few years were challenging for many of us and particularly impacted those clients who had a reduced income as a result of the pandemic and economic constraints. We are also very aware of the impact it had on those people committed to fund raising for important causes and to our donors. The fact that people continue to give what they can during these times is nothing short of extraordinary. The commitment of the members of the Alberta Elks Foundation in continuing to support your charities and your community speaks volumes. Our shared belief in helping others to have a voice and to get help for their stuttering has remained and many clients benefited from your dedication to this cause.

Please find below information pertaining to the monies raised to support our ISTAR Client support funds.

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. This year \$41,861 was received from the Alberta Elks Foundation and this number may also include some local lodges that gave via the Alberta Elks Foundation.

In addition, 7 local Lodges gave a total of \$11,668.13 to ISTAR from April 1, 2021 to March 25, 2022.

LOCAL LEVEL (Fiscal 2021-2022) Donations

ACME ELKS LODGE NO 216 Total	\$ 125.00
DELBURNE ELKS NO. 206 Total	\$ 500.00
DRAYTON VALLEY ROYAL PURPLE ELKS #196 Total	\$ 3,543.13
BARRHEAD ELKS LODGE NO 332 Total	\$ 2,000.00
MANNVILLE ROYAL PURPLE ELKS LODGE NO. 205 Total	\$ 1,000.00

HYTHE ROYAL PURPLE ELKS LODGE NO 106 Total	\$ 1,000.00
EDMONTON LODGE #22 Total	\$ 2,500.00
STETTLER ROYAL PURPLE ELKS Total	\$ 1,000.00
Total local Elks lodges - 7	\$ 11,668.13

There were also donations from other sources which are listed below.

Annual Donations received April 1, 2021 to March 31, 2022		Percentage of total	
		at report	with added grant
Elks Lodges	\$ 11,968.13	4%	3%
AEF (including lodges via AEF)	\$ 41,861.28	13%	11%
ERPFC	\$ 17,500.00	6%	4%
Royal Purple Lodges	\$ 2,000.00	1%	1%
Individuals (non client)	\$ 111,150.00	35%	29%
Memorial Gifts (from Wills)	\$ 62,157.15	20%	16%
Grants (3)	\$ 48,505.55	15%	12%
ISTAR Foundation or team (past or present)	\$ 6,700.00	2%	2%
Volunteers and students	\$ 3,725.00	1%	1%
Individuals (client/family)	\$ 3,600.00	1%	1%
Individuals Via United Way/Canada Helps	\$ 3,504.87	1%	1%
Individuals (memorial gift in honour of)	\$ 1,000.00	0%	0%
Businesses	\$ 450.00	0%	0%
Fiscal 2022 Total Donations	\$ 314,121.98	100%	see below

Received shortly after this report

Anon Donor Grant	\$ 75,000.00		19%
Adjusted Fiscal 2022 Total Donations	\$ 389,121.98		100%

*Note prior to Covid the ISTAR Foundation events also averaged approx \$15,000 per year

*Elks/AEF/ERPFC combined	\$ 71,329.41	23%	18%
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Please note that several of these donations are one-time donations and do not indicate an ongoing commitment.

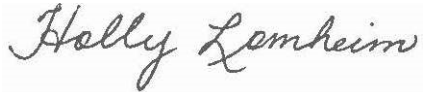
We have been fortunate to obtain another Anonymous grant this year but have been told very clearly that it will not be possible for this grant to continue beyond this donation.

As you can note, donations from the Alberta Elks Foundation and lodges made up for 23% of our total donations prior to securing this grant in this year. However, if we remove the one time individual and memorial gifts and the anonymous donor grant, the donations from the Alberta Elks Foundation and lodges would have made up for a little more than 50% of our total donations.

We have noted that a greater amount of clients are needed to access our ISTAR Client Assistant Programs and we expect that this will continue for the foreseeable future. We expect to need to raise at least \$150,000 every year in order to have the funds in these programs to support client care.

In conclusion, ISTAR and our clients are extremely grateful to the Alberta Elks Foundation and lodges for all they have given to us over the years. We would be honoured and most thankful if your commitment to ISTAR could continue.

Sincerely,

A handwritten signature in cursive script that reads "Holly Lomheim". The signature is written in black ink on a light-colored background.

Holly Lomheim, MSLP, R.SLP, S-LP (C)

Clinic Director, ISTAR

**ALBERTA ELKS FOUNDATION
MATTERS IDENTIFIED
MARCH 31, 2022**

Matters identified during the year:

1. I.S.T.A.R. COMMITMENT

During the engagement, we noted that an annual commitment to ISTAR is being budgeted for 2023.

As the Foundation has had two consecutive years of large losses, we recommend forgoing the commitment into subsequent years to ensure that the Foundation remains sustainable.

2. GRANT APPROVAL

During the year, we noted that there were four grant payments (one disaster assistance and three personal assistance grants) not noted as being approved by the board in the board minutes.

By indicating the board approval in the minutes, this ensures that there is adequate documentation to prove that the board is aware of and approved the grant payments.

We recommended that all grant payments are approved by the board prior to payment and noted in the board minutes.

Matters identified during the prior year:

1. BOARD MINUTES

During the year, we noted that the scholarship payments were not noted as being approved by the board in the board minutes.

We recommended that all scholarship payments are approved by the board prior to payment and noted in the board minutes.

In the current year it was noted that all scholarship payments were approved by the board in the minutes provided.

	A	B	C	D
3	ALBERTA ELKS FOUNDATION			
4		<i>Proposed Budget</i>	<i>Actuals to</i>	<i>Approved Budget</i>
5		<i>2022-2023</i>	<i>31-Mar-22</i>	<i>2021-2022</i>
6	<u>INCOME</u>			
7	<u>DONATIONS</u>			
8	General Grants	55,000.00	39,354.81	20,000.00
9	Tabs for Tots	5,000.00	4,133.30	2,000.00
10	ISTAR Lodge Contribution	5,000.00	5,250.00	3,500.00
11	Toys Project	5,000.00		
12	Memorial		150.00	
13	<u>CASINO</u>			
14	Operational	2,500.00		
15	Pool Payout	62,176.39		
16	<u>RAFFLE</u>			
17	Raffle Final Proceeds	12,000.00	11,898.70	10,000.00
18	Start-up Fees Refunded	10,000.00	10,000.00	10,000.00
19	Commissions Donated	5,000.00	5,067.28	5,000.00
20	<u>OTHER INCOME</u>			
21	Bank Account Interest Earned	45.00	43.41	100.00
22	GIC Interest	515.52		
23	Float Fees	1,500.00	8,600.00	
24	Insurance (Recovered from Assoc.)	2,700.00	2,729.50	2,600.00
25	Insurance Refunds			
26	Disaster (Emergency) Grants Replinish	3,000.00	1,500.00	2,000.00
27	Miscellaneous Income	100.00	9,240.44	100.00
28	GST Rebate	225.00	219.35	400.00
29				
30	TOTAL INCOME	\$ 169,761.91	\$ 98,186.79	\$ 55,700.00
31				
32	<u>EXPENSES</u>			
33	<u>GRANTS</u>			
34	General Grants	25,000.00	9,000.00	5,000.00
35	Tabs for Tots Grants	5,000.00		5,000.00
36	Disaster (Emergency) Grants	3,000.00	6,000.00	2,000.00
37	Personal Assistance Grants	7,500.00	14,764.83	4,500.00
38	Fund for Children	5,000.00	5,000.00	5,000.00
39	ISTAR Annual Commitment	30,000.00	35,000.00	35,000.00
40	ISTAR Lodge Directed	5,000.00	5,250.00	3,500.00
41	New Project	10,000.00		

APPENDIX D

Alberta Elks Foundation
2022-2023 Proposed Budget

	A	B	C	D
42	Toys Project	5,000.00		
43	Conference Host Grant	750.00		
44	<u>SCHOLARSHIPS</u>			
45	Boberg Scholarship	3,000.00	1,500.00	3,000.00
46	Kully Scholarship	4,000.00	4,000.00	4,000.00
47	<u>CASINO</u>			
48	Advisor Fees	3,000.00		
49	Operational	5,000.00		
50	<u>RAFFLE</u>			
51	Start-up Fees Paid Out	10,000.00	10,000.00	10,000.00
52	Other Expenses	500.00		1,000.00
53	Chair's Honorarium	1,200.00	1,200.00	1,200.00
54	<u>FLOAT EXPENSES</u>			
55	Float Upkeep	500.00	15,552.19	
56	Charlie Expense	1,500.00		
57	<u>INSURANCE</u>			
58	Comprehensive	5,600.00	5,554.00	5,600.00
59	<u>MEETING EXPENSES</u>			
60	Annual Meeting	4,000.00		100.00
61	Midterm Meeting/Training	1,000.00		100.00
62	ISTAR Representative Meetings	100.00		500.00
63	<u>OTHER EXPENSES</u>			
64	Accounting & Legal Expenses	5,600.00	5,769.00	5,500.00
65	Advertising & Promotion	2,000.00	1,063.89	1,500.00
66	Miscellaneous Expenses	500.00	850.00	2,000.00
67	Miscellaneous Travel	200.00		100.00
68	GST Paid Out	600.00	614.54	100.00
69	<u>SECRETARY EXPENSES</u>			
70	Honorarium	8,400.00	8,400.00	8,400.00
71	Office Supplies	1,000.00	678.22	1,200.00
72	Storage Unit Rental	1,200.00	443.99	
73	Petty Cash			100.00
74	<u>COMMUNICATIONS</u>			
75	Telephone	200.00		
76	Internet	200.00		
77	Web Page	600.00	515.92	750.00
78	Computer Programs	850.00		

APPENDIX D

Alberta Elks Foundation
2022-2023 Proposed Budget

	A	B	C	D
79	<u>BANK CHARGES</u>			
80	Service Charges			200.00
81				
82	TOTAL EXPENSES	\$ 157,000.00	\$ 131,156.58	\$ 105,350.00
83				
84	TOTAL INCOME	169,761.91	98,186.79	55,700.00
85	LESS TOTAL EXPENSES	-157,000.00	-131,156.58	-105,350.00
86	NET INCOME (DEFICIT)	\$ 12,761.91	-32,969.79	-49,650.00
87				
88				
89	<u>INVESTMENTS</u>			
90	GIC Matures - June 24, 2022	\$ 43,026.51		
91	GIC Matures - April 20, 2023	\$ 77,317.38		
92		\$ 120,343.89		
93				