

Inner City Youth Development Association

Meeting Minutes

February 20, 2019

Call to order: 5:52PM

Roll call: Cory Chan, Joe Cloutier, Cheryl Joyce, Roisin McCabe, Nikolai Linden, Harmail Natt

Regrets: David Anli, Michael Ho, Alexina Dalgetty

Approval of Agenda: Cory Chan moves to approve agenda. Harmail Natt seconds the motion. Motion carried.

Approval of January minutes: Harmail Natt moves to approve the minutes as read. Roisin McCabe seconds the motion. Motion carried

Board Elections:

- Roisin McCabe moves to nominate Michael Ho as Vice President. Harmail Natt seconds the motion. Motion carried.
- Roisin McCabe moves to nominate David Anli as Secretary. Harmail Natt seconds the motion. Motion carried.
- Roisin McCabe moves to nominate Cory Chan as Treasurer. Harmail Natt seconds the motion. Motion carried.
- Harmail Natt moves to nominate Roisin McCabe as President. Cory Chan seconds the motion. Motion carried.

School Report presented by Nikolai Linden and Joe Cloutier:

- Count date for new files is February 28th
- Registration numbers are looking ok. Exact figures to be provided during the next meeting.
- New students are adjusting well to the school environment. Former students are also returning.
- Students with children find child care on their own but no support through the school as of right now.
- Weather has affected the number of students attending since the start of the semester on February 4th.

Board Development/Discussion of Fundraising Consultant:

- Joe Cloutier has reached out to a fundraising consultant who has suggested hosting a board development session which can be held at the school.
- Agenda for the session to be submitted by the consultant and the board can add additional items as they see fit to the agenda.
- Joe to coordinate for the session to held in April or May, will ask the consultant to propose dates for when she can come and discuss.


Cory Chan, Director

Financial Report presented by Cheryl Joyce:

- Cash is in a better position now than last year. Attributed to the Oilers Foundation funding being received earlier this year.
- Less Alberta Education funding has been received this year versus last year (approx.. \$80k).
- Prepaid Expenses increased from last year due to the timing of payments for regular expenses. More youth bus tickets on hand than last year as well.
- Accounts Payable higher due to audit accruals. Audit fees are being accrued monthly this year. This will clear when the audit bill is received.
- Unearned revenue – total Alberta Education funding for this year is unknown at this time, estimated based on the level of Alberta Education funding received last year.
- Payroll clearing is due to EI being collected at a lower rate but a portion of these savings is paid back to the employees.
- Deferred contribution is from a donation that will be used in the future for a new school van.
- Federal Grant variance is due to Urban Indigenous funding being received.
- Foundation grant – received a larger grant this year. Last year received \$40,000 for a court worker, received \$60,000 this year. A little bit will be recognized each month.
- Overall, donations have increased due to the TELUS golf tournament & Walmart donations and an increase in bus tickets distributed to students. Donations from individuals are down.
- Salaries – up from last year. Staff received raises last May.
- Student assessments are up this year due to more new students. Assessment costs increased this year (\$1000 per student now).
- Wellness – increase due money spent on student Christmas gifts/gift cards
- Cory Chan moves to approve the financials as read. Roisin McCabe seconds the motion. Motion carried.

Updated Signatory:

- Motion to remove Murray Goodwin as signatory and approve Michael Ho as signatory. Harmail Natt moves to approves the motion. Roisin McCabe seconds the motion. Motion carried.

Updated Board of Directors for CRA:

- The current Board of Directors of the Inner City Youth Development Association for Canada Revenue Agency Corporate BN130917032RC0001 and Registered Charity BN13091732RR0001 are:
 - Roisin McCabe, President
 - Michael Ho, Vice President
 - Cory Chan, Treasurer
 - David Anli, Secretary
 - Alexina Dalgetty, Director
 - Harmail Natt, Director
 - Joe Cloutier, Superintendent, non-voting Staff Representative


CORY CHAN, DIRECTOR

- Nikolai Linden, Executive Director, non-voting Staff Representative

Annual Report:

- Joe Cloutier has put a draft of the annual report together and shared it with the board. Targeting to complete by the next board meeting.

Discussion of Oilers Requirements:

- Current agreement with the Oilers Community Foundation is set to expire in June 2020.
- Oilers have requested a report by May 2, 2019 outlining what the school requires from them in terms of funding so they can set their budget accordingly.
- Business plan required with a 3-5-year plan and budget requirements. In addition, the plan needs to outline other sources of funding available to the school at this time and what will be expected in the future.
- To be discussed further at the next board meeting.
- Fundraising consultant can assist with looking for opportunities.
- Inclusion breakfast was suggested but needs to be explored further ie. venue, speakers, attendees etc.

New Business: None

Next Meeting: Wednesday, March 20, 2019

Meeting Adjourned: Harmail Natt moves to adjourn meeting. Meeting adjourned at 6:57 PM


COREY CHAN, DIRECTOR

Inner City Youth Development Association

Meeting Minutes

March 20, 2019

Call to order: 5:45 pm

Roll call: Joe Cloutier, Cheryl Joyce, Roisin McCabe, Nikolai Linden, Harmail Natt, David Anli, Michael Ho, Alexina Dalgetty

Regrets: Cory Chan

Approval of Agenda: Michael Ho moves to approve agenda. Harmail Natt seconds the motion. Motion carried.

Approval of February minutes: Roisin McCabe moves to approve the minutes as read. Michael Ho seconds the motion. Motion carried

Update from Nikolai Linden and Joe Cloutier:

Inner City Youth Development Association Report:

- Currently 121 students registered at the school
- Attendance has been [consistent](#) however potential to lower based upon spring break
- New semester to start on April 24th

Inclusive Education:

- Target of 30 files for monitoring from Alberta Education. Currently have 32 files ready for monitoring for March 29th deadline. Met target.
- Currently have 7 students who will be aging out of ICYDA program
- Students who will be turning 20 years and don't qualify for the >20 program will be looking to transition into external program (Ex. Norquest College, Yellowhead Tribal College).

Youth Engagement Program:

- Posted monthly program at the front door
 - parenting group through Alberta Health Services (AHS) / Bent Arrow once a week
 - AHS addiction counseling coming in weekly on site to meet with students
 - after school outreach program
 - Food bank
 - Sweat (indigenous cultural celebration)

Financial Report presented by Cheryl Joyce:

- Balance Sheet

- Difference of approx. \$32k of change in cash in Balance Sheet
 - Combination of purchases – draperies, and 2 photocopiers
- Accrued revenue due to receiving Oiler’s Funding early
- Accounts payable difference caused by timing of master card payment at the end of last year and the audit fees
- Unearned revenue is from Urban Programming for Indigenous people. Received the money last February and recognized a portion each month. This is the final month that’ll it’ll be recognized.
- Income Statement
 - Difference in federal grant is due to Urban Programming for Indigenous Foundations increase in the Edmonton Community Foundation received \$20k more this year than last
 - Donation increase due to bus tickets, Walmart donations
 - \$13k difference due to Alberta Education revenue recognized in comparison to previous year
 - Tuition fees collected are decreasing year over year
 - Salary increase given to employees in May 2018
 - Network maintenance bill received in February, last year it was in March
 - Increase in Student assessment fees in 2019 in comparison to 2018 (now \$1000 per student)
 - Wellness increase based – increase due money spent on student Christmas gift cards
 - Increase in donate a ride tickets but giving out less bus passes
 - Fairly stable in comparison to previous year
- GIC investment
 - Should be receiving approximately \$326k from Alberta Education this Friday. Largest payment for the year. Recommendation we put a portion of this money into a GIC.
 - Michael Ho moves to invest \$200,000 in 90 day GIC as of March 25. 2019 at a rate of 1.24%, Roisin McCabe to second. Motion carried.

Michael Ho moves to approve the financials as read. Harmail Natt seconds the motion. Motion carried.

Board Development/Discussion of Fundraising Consultant:

- Board Development will focus on the booklet from the Alberta Government: Developing Job Descriptions for Board Members of Non-profit Organizations
 - Brief Job Descriptions are currently in the ByLaws
 - Nikolai Linden presented Microsoft Sharepoint site for Board Members
 - Allows for Board document control
 - Board Meeting documents
 - Board Development
 - Bylaws
 - Nikolai Linden to send steps for Board Members sharepoint access

- Each board member to review the Job Descriptions in sharepoint for next month meeting
- Board Leadership Course for April 6, 2019 is full. Roisin McCabe to see if others will be scheduled in the future.
- Board Biography
 - Joe Cloutier proposed for Board Members to put together small biography
- Patrick Twinn (referred by Michael Ho) is interested in becoming a ICYDA board member. Will attend April's board meeting.
- Discussion of Oilers Requirements:
 - Oilers have requested a report by May 2, 2019 outlining a business plan on other sources of funding available for the school
 - Fundraising consultant was considered however will be charging us \$1,200 for a high level proposal. Not confident in the value that this will bring.
 - Board members to review the original Business Plan
 - Joe Cloutier / Cherly Joyce to compile the donor database

New Business: None

Next Meeting: Wednesday, April 17, 2019

Meeting Adjourned: Roisin McCabe moves to adjourn meeting. Meeting adjourned at 6:57 PM

Inner City Youth Development Association

Meeting Minutes

April 17, 2019

Call to order: 6:10 pm

Roll call: Joe Cloutier, Cheryl Joyce, Roisin McCabe, Harmail Natt, Michael Ho, Alexina Dalgetty, Cory Chan, Patrick Twinn

Regrets: Nikolai Linden, David Anli

Approval of Agenda:

New items:

- Michael Ho - Introduction of new board member Patrick Twinn
- Joe Cloutier - Discuss (ICYDF) foundation board

Michael Ho moves to approve agenda. Roisin McCabe seconds the motion. Motion carried.

Approval of March minutes: Harmail Natt moves to approve the minutes as read. Michael Ho seconds the motion. Motion carried

Youth Engagement Report update from Joe Cloutier:

School Report:

- Currently 121 students registered at the school.
- Submitted 32 files for inclusive education funding, still awaiting results.
- Attendance starts to decrease as weather gets better but overall attendance has been consistent.
- 12 students are on track to graduate.
- New Semester will start on April 24th.
- School wide trip planned to Birch Bay on May 2nd.

Youth Engagement Report:

- Posted monthly calendar at the front door
 - Parenting classes through Bent Arrow once a week
 - AHS addiction counseling coming in weekly on site to meet with students
 - After school outreach program
 - Food bank
 - Sweat (indigenous cultural celebration)
 - Elder visits
- One social worker has gone on maternity leave.
- Looking at planning the summer program and to hire a new teacher.

Financial Report presented by Cheryl Joyce:

Balance Sheet:

- In line with where we were last month. No major changes.
- Cash expenditure on purchase of photocopiers/drapes.
- Accrued Revenue changes due to Oilers Foundation money being received earlier in the year
- Higher Accounts Payable due to invoice timing. Student assessment funding was received in March instead of April.
- Unearned revenue variance due to less received funding received from Alberta education relative to last year. March files are not accounted for and more files were received in March. Should get the same funding as last year or better.
- Federal Urban Programming for Indigenous People funding has been spent

Income Statement:

- Edmonton community foundation grant was received earlier. Same as last month.
- Less funding from Alberta Education received.
- Tuition fees being collected are decreasing year over year
- Increased salary expenses due to salary increases
- Fewer bus passes being purchased and more tickets are being used. More donate a ride tickets were received.
- Student assessment expenses are higher than last year because March files are included. Last year these files were not included until April. More students this year and higher assessment costs this year.

Urban Programming for Indigenous People:

- Expenditure report to be submitted by end of April.
 - Variances
 - Trip was cancelled to Calling Lake, less expenditures on computers. More on supplies for craft projects, trips to Sweat Lodges.
 - Less spending on office supplies because of lower copying costs due to lower negotiated rate.
 - More on cell phone costs than anticipated.
- Cory Chan and Roisin McCabe signed the expenditure report as requested.

Cory Chan moves to approve the financials as read. Roisin McCabe seconds the motion. Motion carried.

Foundation Operations Update:

- Moved to next month

Preparation for Oilers Status:

- New strategy to build the entry-level, mid-level and major-level donor community is being developed.

- Currently 15-20% of funding comes from community and the remaining comes from Alberta Education.
- Fund development consultant advised that it is normal for 80% of funds to come from individual donations. Generally, every \$1 invested in fund development generates \$4 in revenue.
- Starting an annual campaign in September.
 - Online auction
 - Prospect, Social Media and Direct mail
 - Social media outreach
 - Set up monthly or one time giving on the website
 - ICYDA and third party events
 - Other strategies also being considered
- Looking to have a full time fund development position for September 2019. Dedicated individual to look for funding opportunities. Current teacher is being considered however need to determine any conflicts and if they are interested in the position.
- Proposal for a Major Gift Officer (MGO) to be hired in year 4. This position will be responsible for finding major-level donors in the community.
- Report on track to be completed by the May 2nd deadline.

New Business:

- **Introduction of New Board Member Patrick Twinn**
 - Michael Ho moves to appoint Patrick Twinn to the ICYDA board. The motion was approved unanimously.
- **Inner City Youth Development Foundation Board Development**
 - Reva Joshe provided a donation for the promise fund and is willing to join the foundation board. Betty Ann Edwards is also interested.
 - Fundraising consultant has recommended 2 other people for the board and who both have interest:
 - 1 offered to write terms and conditions.
 - 1 is part of the FCSS Lac La Biche.
 - When there are enough people on the board, the first meeting will be held. Aiming to have this meeting by September 2019

Next Meeting: Wednesday, May 15, 2019

Meeting Adjourned: Roisin McCabe moves to adjourn meeting. Meeting adjourned at 7:05 PM