

DATE: February 4, 2014

TO: Board of Trustees

FROM: Sarah Hoffman, Board Chair 2012-2013

SUBJECT: Revised Board Chair Discretionary Expenses Allowance Report 2012-2013

ORIGINATOR: Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

REFERENCE: [Trustees' Handbook: Section 10.5 – Board Chair Discretionary Allowance](#)

ISSUE

The Board Chair Discretionary Allowance Report 2012-2013 was brought to Board on December 3, 2013 for information (Attachment II). It was subsequently noted that an expense of \$304.01 incurred in September 2012 as well as a credit of \$48.61 for an expense in December 2012 were omitted from the report. A revised summary of expenses indicating the changes made have been attached (Attachment I).

There was a total of \$786.46 in expenses incurred under the Board Chair's discretionary allowance for the period September 1, 2012 to November 5, 2013.

ATTACHMENTS & APPENDICES

ATTACHMENT I Revised Board Chair's Allowance Expense Report 2012-2013
ATTACHMENT II December 3, 2013 Board Report – Board Chair Discretionary Expenses Allowance Report 2012-2013

SS:mmf

BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE
Expense Summary for Period Sept. 1, 2012 – Nov. 5, 2013

UPDATED as of February 4, 2014

Closing balance Aug 31, 2012 \$ 421.07
Allocation Sept. 1, 2012 \$ 2,000.00
Opening balance 2012-2013 year \$ 2,421.07

Date of Expense	Vendor/Location	Purpose	Amount	Balance
				2,421.07
6-Sep-12	Metro Boards Meeting in Calgary	Board Chair's Travel Claim (added)	\$ 304.01	\$ 2,117.06
22-Sep-12	Culina Muttart Restaurant	Lunch with former AUMA President, Bob Hawkesworth	\$ 38.41	\$ 2,078.65
17-Dec-12	Mikado Restaurant	Supper with Board Chair Nancy McClure, Chair Wildrose Public, to discuss ASBA Resolutions	\$ 53.99	\$ 2,024.66
15-Dec-12	Red Arrow Bus Line	Vice-Chair Michael Janz's Meeting with Minister in Calgary (on behalf of Board Chair)	\$ 140.00	\$ 1,884.66
16-Dec-12	The Main Dish 903 General Ave NW Calgary	Vice-Chair Janz lunch meeting regarding community consultation strategies and outreach	\$ 36.00	\$ 1,848.66
18-Dec-12	Checker/Yellow Cabs	Cab Fares to and From Bus Depot in Calgar -- Vice-Chair Michael Janz's Meeting with Minister in Calgary (on behalf of Board Chair)	\$ 30.70	\$ 1,817.96
19-Dec-12	South Beauty Restaurant	Lunch with Dr. Wei Li of the Confuscious Institute to discuss the conference in Beijing, China	\$ 48.61	\$ 1,769.35
19-Dec-12	South Beauty Restaurant - CREDIT	Lunch with Dr. Wei Li of the Confuscious Institute to discuss the conference in Beijing, China - CREDIT	\$ 48.61	\$ 1,817.96
22-Apr-13	Zocalo Flowers	Flowers for staff appreciation week	\$ 99.75	\$ 1,718.21
8-Oct-13	Zacalo Flowers	Bereavement bouquet for staff member (for father's passing)	\$ 83.60	\$ 1,634.61
		Closing Balance as of November 5, 2013		\$1,634.61

Summary: Opening balance 2012-13 \$ 2,421.07
Total expenses 2012-13 \$ 883.68

Note: Effective October 22, 2013, the Board Chair discretionary allowance will be \$2153.80
Any unused portion from the previous Board Chair will not be carried forward into the following year.

Trustee Handbook ~ October 2013

DATE: December 3, 2013

TO: Board of Trustees

FROM: Sarah Hoffman, Board Chair 2012 - 2013

SUBJECT: Board Chair Discretionary Expenses Allowance Report 2012 - 2013

ORIGINATOR: Dr. Sandra Stoddard, Director, Governance and Strategic Support Services

RESOURCE STAFF: Heather Lightfoot

REFERENCE: [School Board Governance and Operations – Trustee Handbook: Remuneration and Allowances](#)

ISSUE

In accordance with the Board's procedures, the Board Chair is granted an annual discretionary expense allowance for expenses incurred related to the role of Board Chair. The Board Chair is required to provide a written annual report outlining the nature and purpose of expenses incurred under the Board Chair Discretionary Expense Allowance.

BACKGROUND

On September 14, 2010 the Board approved granting the Board Chair an annual discretionary expense allowance of \$2,000 for expenses incurred related to the role of Board Chair. These funds were allocated to support additional business that may arise from the duties associated with the board chair position. As per the Trustee Handbook, all expenses from the Board Chair's discretionary allowance are required to be signed off by the Vice-Chair prior to reimbursement.

CURRENT SITUATION

A report of the expenses incurred under the Board Chair's discretionary allowance for the period of September 1, 2012 to November 5, 2013 is attached (Attachment I).

KEY POINTS

- Closing balance reflects unused portion and carry over on August 31, 2012 in the amount of \$421.07.
- Allocation for September 2012 – 2013 year in the amount of \$2,000.00.
- Opening balance for the 2012 – 2013 year in the amount of \$2,421.07.
- There were a total of 6 transactions incurred for the period of September 1, 2012 to November 5, 2013 amounting to \$531.06.
- All discretionary expense claims were signed off by the Vice-Chair prior to reimbursement.
- As per the Trustee Handbook, the unused portion will not be carried forward to the 2013 – 2014 allocation.
- Effective October 22, 2013 the Board Chair discretionary allowance will be \$2,153.80.

ATTACHMENTS & APPENDICES

ATTACHMENT I Board Chair Discretionary Expense Allowance: Expense report 2012-2013.

SS:hjl

BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE
Expense Summary for Period Sept. 1, 2012 – Nov. 5, 2013

Closing balance Aug 31, 2012 \$ 421.07
 Allocation Sept. 1, 2012 \$ 2,000.00
 Opening balance 2012-2013 year \$ 2,421.07

Date of Expense	Vendor/Location	Purpose	Amount	Balance
				2,421.07
22-Sep-12	Culina Muttart Restaurant	Lunch with former AUMA President, Bob Hawkesworth	\$38.41	\$ 2,382.66
12-Nov-12	Mikado Restaurant	Supper with Board Chair Nancy McClure~Chair Wildrose Public to discuss ASBA Resolutions	\$53.99	\$ 2,328.67
17-Dec-12	Red Arrow Bus Line	Meeting with Minister in Calgary	\$ 140.00	\$ 2,188.67
18-Dec-12	Checker/Yellow Cabs	Cab Fares to and From Bus Depot in Calgary	\$ 30.70	\$ 2,157.97
16-Dec-12	The Main Dish 903 General Ave NW Calgary	Lunch meeting regarding community consultation strategies and outreach	\$ 36.00	\$ 2,121.97
19-Dec-12	South Beauty Restaurant	Lunch with Dr. Wei Li of the Confuscious Institute to discuss the conference in Beijing, China	\$ 48.61	\$ 2,073.36
22-Apr-13	Zocalo Flowers	Flowers for support staff appreciation week	\$ 99.75	\$ 1,973.61
8-Oct-13	Zacalo Flowers	Bereavement bouquet for staff member (for father's passing)	\$ 83.60	\$ 1,890.01
Closing Balance as of November 5, 2013				\$ 1,890.01

Summary: Opening balance 2012-13 \$ 2,421.07
Total expenses 2012-13 \$ 531.06

Note: Effective October 22, 2013, the Board Chair discretionary allowance will be \$2153.80
 Any unused portion from the previous Board Chair will not be carried forward into the following year.

Trustee Handbook ~ October 2013