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.

# 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	
		Lunch with former AUMA			
22-Sep-12	Culina Muttart Restaurant	President, Bob Hawkesworth	\$38.41	\$	2,382.66
1		Supper with Board Chair Nancy			
		McClure~Chair Wildrose Public to			
12-Nov-12	Mikado Restaurant	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
17 Dec 12	ned Arrow bus Line	Cab Fares to and From Bus Depot	ÿ 140.00	7	2,100.07
18-Dec-12	Checker/Yellow Cabs	in Calgary	\$ 30.70	\$	2,157.97
	Gireston, rement date	Lunch meeting regarding	φ σσσ	7	_,,_,
	The Main Dish	community consultation			
16-Dec-12	903 General Ave NW Calgary	strategies and outreach	\$ 36.00	\$	2,121.97
		Lunch with Dr. Wei Li of the			
		Confuscious Institute to discuss		١.	
19-Dec-12	South Beauty Restaurant	the conference in Beijing, China	\$ 48.61	\$	2,073.36
		Flowers for support staff			
·	Zocalo Flowers	appreciation week	\$ 99.75	\$	1,973.61
		Bereavement bouquet for staff			
8-Oct-13	Zacalo Flowers	member (for father's passing)	\$ 83.60	\$	1,890.01
	Closing Palance as of November F. 20				1 900 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  $\sim$  October 2013