

DATE: December 2, 2014

TO: Board of Trustees

FROM: Sarah Hoffman, Board Chair 2013-2014

SUBJECT: Board Chair Discretionary Expenses Allowance Report 2013-2014

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

REFERENCE: [Trustees' Handbook](#) – Section 10.5 Board Chair Discretionary Allowance
[February 4, 2014 – Board Report](#) – Revised Board Chair Discretionary Allowance Report 2013-2014

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 to cover 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 Trustees' 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 November 5, 2013 (Organizational Board Meeting) to September 2, 2014 (Organizational Board Meeting) is attached (Attachment I).

KEY POINTS

- There were a total of 8 transactions incurred for the period of November 5, 2013 to September 2, 2014 amounting to \$1,624.30.
- Effective October 22, 2013 the Board Chair discretionary allowance is \$2,153.80. Any unused portion of the fund will not be carried into 2014-2015.

ATTACHMENTS & APPENDICES

ATTACHMENT I Board Chair Discretionary Expense Allowance: Expense Report 2013-2014

SS:mmf

BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE

Expense Summary from November 5, 2013 - September 2, 2014

Opening Balance	\$	2,153.80
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	Date of Expense	Vendor/Location	Purpose	Amount	Balance
1.	November 20, 2013	Society for Safe & Caring Schools & Communities	Waffle Breakfast to promote safe and caring schools	\$ 100.00	\$ 2,053.80
2.	February 18, 2014	Palliser Hotel, Calgary	Inspiring Education Symposium	\$ 306.33	\$ 1,747.47
3.	March 2014	United Way	Labour Appreciation Night	\$ 70.00	\$ 1,677.47
4.	April 4, 2014	National School Boards Association (NSBA)	NSBA Pre-Conference Fee	\$ 214.19	\$ 1,463.28
5.	April 7, 2014	United Airlines	Additional flight cost to change flight to accommodate meeting with Education Minister Johnson	\$ 381.00	\$ 1,082.28
6.	May 23, 2014	ASBA Zone 2/3	Edwin Parr Banquet	\$ 52.50	\$ 1,029.78
7.	May 26, 2014	Palliser Hotel, Calgary	Excellence in Teaching Awards	\$ 197.28	\$ 832.50
8.	May 26, 2014	Sarah Hoffman	Travel Expense to drive to Calgary for Teaching in Excellence Awards	\$ 303.00	\$ 529.50

Closing Balance:	\$	529.50
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