

**DATE:** December 10, 2019

**TO:** Board of Trustees

**FROM:** Michelle Draper, Past Board Chair

**SUBJECT:** Board Chair Discretionary Expense Allowance Report for 2018-2019

**ORIGINATOR:** Karen Mills, Director of Board and Superintendent Relations

**REFERENCE:** [Trustees' Handbook](#) – Section 11.5 Board Chair Discretionary Allowance

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**ISSUE**

In accordance with Section 11.5 of the Trustees' Handbook, the Board Chair is granted an annual discretionary expense allowance for expenses incurred related to the role of the 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**

Effective October 22, 2013, the Board approved granting the Board Chair an annual discretionary expense allowance of \$2,153.80 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, any unused portion from the previous year is not to be carried forward into the following school year. All expenses from the Board Chair's discretionary allowance are required to be signed off by the Board Vice-Chair prior to reimbursement.

**CURRENT SITUATION**

A report of the expenses incurred under the past Board Chair's discretionary allowance for the period of September 2018 – June 2019 is attached (Attachment I).

**KEY POINTS**

- The opening balance for the Board Chair discretionary allowance was \$2153.80 and there was no unused portion from the previous year carried forward into the 2018-2019 year.
- There were four transactions made by past Board Chair Draper between September 2018 and June 2019, amounting to \$805.22.
- A new Board Chair was elected on June 25, 2019.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Past Board Chair Draper Discretionary Expense Allowance 2018-2019

KM:sj

**PAST BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE**

Expense Summary from September 2018 - June 2019

Date: December 10, 2019

Date	Vendor	Expense Details	Amount	Balance
<b>OPENING BALANCE</b>				<b>2153.80</b>
10-Dec-2018	Superstore	Holiday gift items (ornaments, cards, chocolates, pins)	154.82	1,998.98
17-Jan-2019	Wildflower Grill	Luncheon with Calgary Public Board Chair and Superintendent	89.46	1,909.52
24-Apr-2019	Indigo Books	"Homes" book (20) purchase for Trustees and some central units	372.75	1,536.77
17-Jun-2019	Allegro Italian Kitchen	Board dinner	188.19	1,348.58
<b>CLOSING BALANCE</b>				<b>1,348.58</b>