

DATE: November 3, 2020

TO: Board of Trustees

FROM: Trisha Estabrooks, Board Chair

SUBJECT: Board Chair Discretionary Expense Allowance Report for 2019-2020

ORIGINATOR: Karen Mills, Director of Board and Superintendent Relations

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

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 Board Chair's discretionary allowance for the period of September 2019 – June 2020 is attached (Attachment I).

KEY POINTS

- The opening balance for the Board Chair discretionary allowance was \$2,153.80 and there was no unused portion from the previous year carried forward into the 2019-2020 year.
- There were five transactions made by the Board Chair between September 2019 and June 2020, amounting to \$340.54.

ATTACHMENT

ATTACHMENT I Board Chair Estabrooks Discretionary Expense Allowance 2019-2020

KM:sj

BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE

Expense Summary from September 2019 - June 2020

Date: November 3, 2020

Date	Vendor	Expense Details	Amount	Balance
OPENING BALANCE				\$2,153.80
4-Oct-2019	Sugar Bowl Restaurant	Lunch meeting with Tr. Janz and a constituent	\$24.45	\$2,129.35
3-Mar-2019	Zocalo Gallery	Condolence flowers	\$100.80	\$2,028.55
14-Nov-2019	FTD Flowers	Condolence flowers	\$140.00	\$1,888.55
10-Dec-2019	Italian Centre	Groceries - Post-Board meeting holiday gathering	\$48.03	\$1,840.52
23-Jan-2020	Buco Restaurant	Dinner meeting - Metro Board Chairs	\$27.26	\$1,813.26
Total expenses			\$340.54	
CLOSING BALANCE				\$1,813.26