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ESFRS Board Meeting: Thursday January 11, 2018

Present: Frank Doruiter, Susanna So, Cokey Ng, Kathleen Schoen

Absent: Kelly Komm (ill)

Meeting called to order at 6:08 pm

Informal verbal agenda accepted: Goal of four motions for current business.

Discussion: Accounting firm requires a formal motion to merge our receive funds into one, as they recommended during our statement preparation last year.

Motion: To merge our named reserve funds (scholarship, project, operating) into a single reserve fund as recommended by our accounting firm.

Moved by Susanna So

Seconded by Cokey Ng

All in favour

Discussion: The professional development expenses for our teachers could potentially be higher than usual due to increased attendance at the SAA conference. Our allocated PD fund in the current year's budget is already depleted due to having an out of town teacher trainer at the Institute, and taking advantage of the Fourth Wall being in town for a special workshop. Can we add extra funds into our PD budget from our operating reserve for just this current year? There will be no SAA conference next year, and the next Institute will employ a local teacher trainer, so next years PD expenses will be less than this year. This should even out the total PD expenses over two years.

Motion: To add \$3000 to the 2017-18 PD budget from our operating reserve fund. This will be an upper limit on PD support for conference attendance as per existing PD policies on the ESFRS website.

Moved by Frank Doruiter

Seconded by Susanna So

All in favour

Discussion: Yearly teacher compensation increases are tied to experience and training. This has averaged out over the last few years as equivalent to a basic cost of living increase. Tuition fees have not increased at a matching rate over the last few years. We need to adopt a formula for a small yearly increase so we can continue to make a cost of living increase for the teachers possible. Such an increase would amount to approximately \$4 - \$6 a month, which is about one Starbucks latte (depending on the size) :-)

Motion: To adopt the following formula for yearly tuition increases: a a minimum of 0.5% more than increases in teacher compensation.

Moved by Frank Doruiter

Seconded by Cokey Ng

All in favour

Motion: To approve the budget estimates for 2018 - 2019 with a 3% tuition increase. (Estimates attached to these minutes)

Moved by Susanna So

Seconded by Frank Doruiter

All in favour

Meeting adjourned at 8:15 pm