

Lisgar Collegiate Alumni Association Executive Meeting Minutes

November 21st, 2005 - 6:30 p.m.

Present: Milton Shaffer, Joy Heft, Sylvia Kershman, Avi Caplan, Karen Gledhill, Rod Hagglund, George Toller, Elizabeth Hale, Mark Orbay, Marie Hartmann, Kim Ellard,

Regrets: Daniel Kekez, Pat Hood

1. **Viewing of Alumni Auditorium:** (Karen Gledhill) The Alumni Auditorium has been freshly painted, the windows washed and draperies have been cleaned and re-hung. At the moment, preparations are underway for the upcoming musical presentation of Guys & Dolls.
2. **Introductions / Agenda**
3. **Minutes:** Minutes from October 17th meeting accepted.
4. **Principal's Report:** (Karen Gledhill) On December 1st, Alumni are invited to the opening night presentation of Guys & Dolls in the newly painted Alumni Auditorium. The Executive have agreed that a May/June event to officially unveil/name the Auditorium is a good idea. We need to locate & verify the list of names for seat plaques (Elizabeth will contact Margaret Pippy). The donor plaques have both been mounted in the front stairwell and look fantastic. An electronic version of the Memorial Hall is in the works. Lisgar's Reach for the Top team had a 10-1 record and qualified for a tournament in Chicago. Former Lisgarite Adam Logan won the World Scrabble championship. Report cards went home today with the newsletter. Have not been able to identify anyone who is able to help out with the formatting of the Alumni newsletter in their classes, but will try again next semester. Remembrance Day Assembly was excellent. Veteran Sidney Irvin attended Lisgar but did not graduate – he left to go to war. He is the grandfather of a current student. The students were very interested in his lively speech. (Principal Gledhill then excused herself from the meeting)
5. **Finances:** (Marie Hartmann) Distributed financial statement as of October 15th. We presently have \$13,593 in our cash account. The Lisgar Find committee last met on October 24th. They have requested some funds from us for a laptop computer, InFocus machine, docking station, secure case – which are all equipment for the Auditorium. The cost is \$4,600. Suggestion that we request people put 25% toward funding of a project before they come to us for money. We must use 80% of annual donations although we can carry some forward into the next year. Request a list from the Principal of funding priorities and ask for submissions each semester (Oct & Feb). We need to write up a funding policy (Elizabeth Hale will do some preliminary research). Marie is going to give us a report on where our money has been used in the past to fund projects. (see attached financial statement)
6. **Secretary:** (Elizabeth Hale) There are 699 LIFE members as of November 11th. The mail has slowed considerably but I am anticipating that will change once the newsletter is mailed out. The new stainless steel travel mugs have been produced and I brought some in to show the group. Almost all were sold to the Executive! Presented final bill from Promographix to be paid (\$424.86) which means the cost to us per mug is \$8.50. They will be sold for \$12.00 (local pick-up), \$20 (within Ontario) and \$22 (within North America). We will take a group photo of the Alumni Executive tonight to be posted on the website. I will also photograph the new donor plaques. The addresses of Alumni have been sent to Postlink to be printed on the envelopes once the newsletters arrive from the printers. Still need to get the 2003/4/5 grad addresses from Neil

Petrie to add to the Alumni database. Joy is also going to merge her Teachers list with the main Alumni database. News clippings about Adam Logan and Adrienne Clarkson as well as Hugh Dale Harris Jr. (1989) to Joy for the Archives.

7. Archives: (Joy Heft) Skates belonging to Nigel Stephens have been added to a display case located in the main hall of the gym building. Joy is looking into the cost of a Plexiglass case for Anne Heggtveit's skis. Spoke to Dave Lamperd about the Wall of Fame candidates and proposes that we take the file containing all names which have been put forward and background information back into the care of the Alumni Executive. We also need to get the files of Bill Fraser which were created during the 160th Reunion. There will be a ribbon cutting on December 1st for the Alumni Auditorium (Sylvia, Rod, Joy, George, Kim, Mark & Milton will attend). Please take a moment to look at the Remembrance Day showcase that has been put together. Our Remembrance Day speaker Mr. Irvin was extremely touched that he was invited to be a part of our assembly on November 11th. Alison Green (Head of Guidance) has found a student to type the names on the war plaques and Avi will contact her re: getting info onto Alumni website. Plates for the Memorial hall for Mrs. Tewsley and Mr. Ginsberg – Globe Engraving on Bronson Ave. has given us an estimate of \$138 for both. Executive has approved this expense. A plate for Henry Dover has been found, but not mounted and Joy will look into this. 12 more Vox have been donated to the archives. Joy has been contacted to provide images of the school for a book on Ottawa high schools. Avi suggested that digital copies of yearbooks would make a great addition to the website.

8. Newsletter: (Avi Caplan) The newsletter is presently being printed. He welcomes comments on the layout. The back of the membership form has been left blank as several people commented that they did not want to have to send the page back and lose the articles that were on the reverse. Perhaps we should consider doing an additional printing to accommodate the missing years (2003/4/5)? Elizabeth will look into this.

9. Old Business: Dr. Neville Poy was pleased with our response to his letter concerning the donor plaques. George suggested that we think about doing a display in the alumni showcase on author Joan Finnegan.

10. New Business: Daniel Kekez would like us to consider on-line credit card payments. Fee is approx. \$0.55 plus 2.9% of every transaction but we would be able to process memberships on-line and it would streamline memorabilia orders. We need to address members who have not paid their fees. How are we going to increase our paid membership?

11. Comments:

Next Meeting: Monday January 16th at 7:30 PM

MEETING ADJOURNED 8:50 P.M.

**Lisgar Alumni Association
Balance Sheet
October 15, 2005**

ASSETS

Cash in bank - general		15,483
GIC - due Mar 1, 2006 (2.05%)	10,000	30,000
GIC - due Sept 1, 2006 (2.45%)	10,000	
GIC - due Feb 16, 2007 (2.45%)	10,000	
RBC Investment account (incl income to Sep 30)		52,107
		<u>97,590</u>

LIABILITIES

Life membership reserve		51,730
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EQUITY

Accumulated surplus life to date		45,860
		<u>97,590</u>

**Lisgar Alumni Association
Income Statement
For the period May 1, 2005 to October 15, 2005**

REVENUE

10% allocation from Life Memberships	
Pens & Display boards	
Year books	30
Interest income on GIC's	62
Donations/membership fees	0
Investment income	4,556
	<u>4,648</u>

EXPENSES

bank charges	30
160th reunion	98
Newsletter - Fall 2005	
office and general	739
	<u>867</u>

EXCESS OF EXPENSES OVER REVENUE 3,781

SURPLUS APRIL 30, 2005 42,079

SURPLUS JULY 15, 2005 45,860