

atrieveERP Users' Group Annual General Meeting

Minutes

November 4, 2020

AGENDA

1) Call to order

Called to order the regular meeting of the atrieveERP Users' Group at 10:09 am on Wednesday, November 4, 2020 done remotely on Zoom.

- i) Motion to accept – Paul Tang, SD 45
- ii) Seconded – Maricel Megyessi, SD 43
- iii) Approved by votes in Zoom, motion accepted

2) Introduction of the current Executive

President - Alison Makkinga
Vice-President - Natalie Hazell
Treasurer - Tammy Chaffey
Finance SIG Chair - Diana Thivierge
Finance SIG Co-Chair - Iris Mo
Human Resources SIG Chair - Joy Christian
Payroll SIG Chair Payroll - Nadine Rutherford
Purchasing SIG Chair - Harley Camsell
PowerSchool Liaison - Tracy Rose

3) Approval of 2019 AGM Minutes as amended

- i) Motion to approve 2019 AGM minutes as presented – Candice Fleming, SD 73
- ii) Seconded – Trina Jones, Redear Public
- iii) Approved by votes in Zoom, motion accepted.

4) Treasurer's Report

October 31, 2020 Balance		\$64,001.00
2020 Powerschool Conference contribution	\$6,566.50	
Expected Conference Revenue	\$21,105.00	
Expected Conference Expenses	\$1,500.00	
Expected total after 2020 Conference		\$90,172.50

2019 Conference expenses totalled \$140,491.37, this number is much lower than the previous year as we did not purchase the swag/prizes and did not have the directors' fee. We had to cut these from our budget to rebuild a balance in our bank account to help plan and pay for future conferences.

We have had a couple of expenses this year to get the Group a registered Entity in British Columbia and Alberta as well. These have all been paid.

We have paid deposits to the hotels booked for the 2021 and 2022 conferences to hold the space and dates.

This is a healthy balance; we can build a little more over the next couple of years. Most of the expenses for a live, in-person conference must be paid before the actual conference and us receiving the registration revenue.

- i. Motion to accept Treasurer's report – Alana Lushaw, SD 63 Saanich
- ii. Seconded – Katie, Peace River SD
- iii. Approved by votes in Zoom, motion accepted.

5) Incorporation update

We are now incorporated in BC and Alberta, as well as federally.

- We chose not to pursue other province incorporations at this time because we do not hold conferences in other provinces

6) Executive Elections

- This year we are due to have elections for the President and the Treasurer.
- Also, if there is anyone interested in being a co-chair for Payroll, HR, or Purchasing Special Interest Groups, please send an email to atriveerpug@gmail.com
- Co chairs assist the chairs to prepare conference content and get 50% discount on regular conference fees. These positions are generally determined in the Special Interest Group (SIG) meetings, but we are not having those this year.

7) November 2020 virtual conference feedback survey

Members are asked to respond to the post conference survey with feedback on our first virtual conference and suggestions for future conferences.

8) November 23-25, 2021 conference will be held at a conference centre in the BC Lower Mainland, if all goes well, or virtual if not

9) **New Business** - None

10) Adjournment

- 10.28 a.m.

- i) Motion to Adjourn – Trina Jones, Red Deer Public
- ii) Seconded –
- iii) Approved by votes in Zoom, motion accepted