



## Annual General Meeting

November 3, 2022

### Meeting Minutes

#### 1) Call to order

Call to order the regular meeting of the atriveeERP Users Group at Double Tree by Hilton Hotel West Edmonton, Edmonton, AB at 12:40 am on Thursday, November 3, 2022.

- Motion to accept – Katie Rieger, Peace River School Division
- Seconded – Trina Jones, Red Deer School District
- Approved by show of hands, motion carried.

#### 2) Introduction of the current Executive

President - Alison Makkinga  
Vice-President - Natalie Hazell  
Treasurer - Tammy Chaffey  
Finance SIG Chair - Iris Mo  
Finance SIG Co-Chair - Diana Thivierge  
Human Resources SIG Chair – Jennifer Loewen  
Human Resources SIG Co-Chair – Alana Lushaw  
Payroll SIG Chair - Nadine Rutherford  
Payroll SIG Co-Chair - vacant  
Purchasing SIG Chair - Harley Camsell  
PowerSchool Liaison - Tracy Rose

#### 3) Approval of 2021 AGM Minutes (Copy of minutes distributed to all tables previously.)

- Motion to accept – Connie Henderson, Saskatchewan Rivers Public
- Seconded – Trina Jones, Red Deer School District
- Approved by show of hands, motion carried.

#### 4) Incorporation Update – you will be recorded as this year’s members of the Users’ Group for the Federal, BC and Alberta agencies.

#### 5) Executive Elections

- Payroll SIG and co-chair
  - Angela McKenney, School District 63 (Saanich)
  - Amy Hunt School District 27 (Cariboo-Chilcotin)
- Finance SIG and co-chair
  - Kimberly Streit, Red Deer Public School District
- Note: next year will be Alison’s last as president

#### 6) November 2022 conference feedback surveys

This will be available at the end of every session, please provide ideas for feedback for future conferences

7) November 29-December 1, 2023, conference will be held at a conference centre in Vancouver

8) Draft Treasurer's Report

See Schedule 1

- Motion to accept – Candice Fleming, SD73 (Kamloops/Thompson)
- Seconded – Trina Jones, Red Deer Public School District
- Approved by show of hands, motion carried.

9) Nov 2024 not booked yet - Edmonton or Calgary

10) New Business from the floor

11) Adjournment

- Motion to accept – Roddie Tallon, School District 73 Kamloops
- Seconded – Kimberly Streit, Red Deer Public School District
- Approved by show of hands, motion carried.

# AtrieveERP Users Group Conference November 3, 2022 Treasurers Report Schedule 1

Current Balance October 30, 2022

\$162,292.53

## Prepaid Expenses Paid to date:

We have paid deposits to the hotels booked for the 2022 (will move to expenses once full invoice is received) and 2023 conferences to hold the space and dates.

Hotel 2023 Conference	5,040.00
Doubletree 2022 Conference	5,000.00
Doubletree 2022 Conference	10,000.00
Hotel 2023 Conference	14,385.40
Mayfield Theatre 2022 conference	8,505.00
Mayfield Theatre 2022 conference	19,110.00
<b>Total</b>	<b>70,545.40</b>

## 2022 Conference breakdown

Revenue	
Revenue from Registrations	102,117.00
PowerSchool Contribution	<u>6,188.22</u>
Total Revenue	108,305.00

Expenses	
Conference-Admin & TIPS(Service)	11,798.14
Conference-Food	59,171.00
Conference-AV Equipment Rental	19,638.76
Conference-Entertainment	2,288.00
Conference-Supplies	531.76
Conference-Gifts	50.00
Conference-Executive Registrations	4,200.00
Conference-Online Registration S/C	<u>5,174.00</u>
Total Expenses	102,851.66

## Net Revenue from 2022 Conference \$5,453.34

\*\*\*\* We may be charged for unsold tables for Dinner Theatre Nov. 3, 2022. The decision had yet to be made by the hotel at the time of preparing this.

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.