



2018-09-26

NOTICE

ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the **Quebec English School Boards Association** will be held as follows:

DATE:	Saturday, October 27, 2018
TIME:	11:00 a.m.
LOCATION:	QESBA Offices 185 Dorval Avenue Suite 502 Dorval, Québec H9S 5J9

This notice is given pursuant to Article 8 c) of the Constitution and By-laws of this Association.

Russell Copeman
Executive Director

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
2018 ANNUAL GENERAL MEETING
October 27, 2018 at 11:00 a.m.**

**QESBA offices, 185 Dorval Avenue, Suite 502
Dorval, Québec H9S 5J9**

AGENDA

- 1.0 WELCOME/CALL TO ORDER**
- 2.0 APPROVAL OF AGENDA**
- 3.0 APPROVAL OF THE MINUTES OF NOVEMBER 11, 2017**
- 4.0 FINANCE COMMITTEE REPORT**
 - 4.1 APPROVAL OF AUDITED STATEMENTS 2017-2018
 - 4.2 APPROVAL OF BUDGET 2018-2019
 - 4.3 APPROVAL OF AUDITORS 2018-2019
- 5.0 QESBA ANNUAL REPORT**
- 6.0 PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**
- 7.0 ADJOURNMENT**

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THE MEMBERS OF THE ASSOCIATION**

2017-11-11 – 1:30 P.M.

**MANOIR SAINT-SAUVEUR, SAINT-SAUVEUR, QUÉBEC
MATTERHORN C ROOM**

Present:

Jennifer Maccarone
Kimberley Hamilton

Suzanne Keough

President
Director of Communications
and Special Projects
Administrative Assistant

Commissioners Present:

Alexandra Audet
Josh Arless
Sharad Bhargava
Claire Beaubien
Mary Ellen Beaulieu
Isabel Béland
Eric Bender
Pamela Booth-Morrison
Rhonda Boucher
Noel Burke
Don Bourgoin
Anna Capobianco-Skipworth
Joanne Charron
Lina Chouinard
Mike Clarke
Wayne Clifford
Debbie Cornforth
David D'Aoust
Laura Derry

Frank di Bello
Henriette Dumont
Guy Gagnon
Norair Gharibian
Nick Giannakoulis
Alain Guy
Joy Humenuik
Vicky Kaliotzakis
Dan Lamoureux
Sylvia Lo Bianco
Frank MacGregor
Peter MacLaurin
Angela Mancini
Michael Murray
Abdul Pirani
Jean Robert
John Ryan
Chris Schaler
James Shea

1.0 CALL TO ORDER

A quorum being present, the President called the meeting to order at 1:44 p.m.

The President extended a warm welcome to all delegates, members and staff present.

2.0 APPROVAL OF THE AGENDA

ON A MOTION BY DAVID D’Aoust, the agenda was approved.

Resolution # G17-11-11-01

3.0 APPROVAL OF THE MINUTES OF OCTOBER 15, 2016

ON A MOTION BY ANNA CAPOBIANCO-SKIPWORTH the minutes of the meeting held on October 15, 2016 were approved as deposited.

Resolution # G17-11-11-02

4.0 FINANCE COMMITTEE REPORT

4.1 Financial Statements and Auditors’ Report for 2016/2017

The President called upon Matthew Chaussé of the firm Fuller Landau to review the Audited Financial Statements for 2016/2017. Mr. Chaussé highlighted certain aspects of the report and reviewed the balance sheet.

The following resolution was MOVED BY NOEL BURKE and was unanimously resolved:

**Financial Statements and Auditor’s Report
for the 2016-2017 Fiscal Year**

WHEREAS the Association’s Audited Financial Statements for 2016/2017 have been reviewed by the Finance Committee and the Board of Directors for subsequent approval by the general membership.

BE IT RESOLVED THAT, as recommended by the Finance Committee and the Board of Directors –

- i. The Financial Statements of the Association be approved as presented to the meeting, for the period July 1, 2016 – June 30, 2017, as audited by the firm Fuller Landau;
- ii. The Auditors’ Report for the aforementioned fiscal year be received.

Resolution # G17-11-11-03

4.2 QESBA Budget 2017-2018

Document presented

- *Proposed budget for 2017-2018 as recommended by the Finance Committee and the Board of Directors*

Interim Chair of the Finance Committee Noel Burke presented the proposed budget. The following resolution was adopted:

The following resolution was MOVED BY DAVID D'AOUST and was unanimously resolved:

Approval of QESBA Budget for 2017-2018

WHEREAS the annual budget of the Association must be approved by its voting members in the fall of any given year;

WHEREAS the proposed budget for 2017-2018 has been the subject of consultation with all member boards;

BE IT RESOLVED THAT the budget for 2017-2018 be approved as deposited.

Resolution # G17-11-11-04

4.3 Appointment of Auditors

Documents presented

Noel Burke presented the recommendation from the Board of Directors to re-appoint the firm Fuller Landau as the audit firm of record for the July 1st, 2017 to June 30, 2018 fiscal period.

The following resolution was MOVED BY ALAIN GUY and was unanimously resolved:

Appointment of Auditors for the 2017-2018 Fiscal Year

WHEREAS as per the Association's Constitution and By-Laws, the appointment of external auditors must be made on an annual basis;

WHEREAS the Finance Committee and the Executive Committee are recommending that the audit firm of Fuller Landau be retained for the 2017-2018 fiscal year;

BE IT RESOLVED THAT the firm of Fuller Landau, Chartered Accountants, be reappointed external auditors for the Association for the 2017-2018 fiscal year.

BE IT FURTHER RESOLVED THAT the future Executive Director be authorized to sign the pertinent contract of agreement on behalf of the Association.

Resolution # G17-11-11-05

5.0 QESBA'S ANNUAL REPORT

Jennifer Maccarone presented and subsequently submitted in writing the QESBA's Annual Report for 2016/2017 where she reviewed the internal and external activities and accomplishments of the Association.

ON A MOTION BY PETER MacLAURIN, IT WAS UNANIMOUSLY RESOLVED that there be received the QESBA's Annual Report, dated November 11, 2017, as presented at the meeting.

Resolution # G17-11-11-06

6.0 COMMITTEE REPORTS

6.1 Constitution Committee

Dan Lamoureux, Chair of the Constitution Committee deposited a written report on the changes made.

ON A MOTION BY ANNA CAPOBIANCO-SKIPWORTH, IT WAS UNANIMOUSLY RESOLVED that the document be adopted in its' entirety as deposited.

Resolution # G17-11-11-07

6.2 Professional Development Committee

The Chair of the Professional Development Committee, Frank di Bello, deposited a written report reviewing the PD Session held in Dorval in October 2016.

ON A MOTION BY ANNA CAPOBIANCO-SKIPWORTH IT WAS UNANIMOUSLY RESOLVED that the report of the Professional Development Committee be received for the fiscal year-end 2016-2017.

Resolution # G17-11-11-08

7.0 NOMINATIONS COMMITTEE REPORTS

7.1 Election of the Board of Directors

IT WAS MOVED BY DAVID D'Aoust, AND UNANIMOUSLY RESOLVED that, pursuant to Articles 6 f) and 10 a) of the Constitution and By-Laws of the Association, the following individuals be nominated to the Board of Directors for the 2017-2019 term:

Central Québec - Stephen Burke (Executive Committee)
- Debbie Ford-Caron

Eastern Shores - Keith Eldridge
- Wade Gifford (Executive Committee)

- Eastern Townships - Frank MacGregor
- Michael Murray (Executive Committee)
- English Montreal - Joanne Charron
- Sylvia Lo Bianco (Executive Committee)
- Bernie Praw
- Lester B. Pearson - Josh Arless
- Eric Bender
- Noel Burke (Executive Committee)
- New Frontiers - David D'Aoust (Executive Committee)
- John Ryan
- Riverside - Anna Capobianco
- Dan Lamoureux (Executive Committee)
- Sir Wilfrid Laurier - Jennifer Maccarone (Executive Committee)
- Peter MacLaurin
- Western Quebec - Alain Guy
- James Shea (Executive Committee)

Resolution # G17-11-11-09

7.2 Election of QESBA President

The President of the Quebec English School Boards Association, elected by acclamation for the 2017-2019 term is Jennifer Maccarone.

The following resolution was MOVED BY NOEL BURKE AND WAS UNANIMOUSLY RESOLVED:

DECLARATION OF ELECTION BY ACCLAMATION

WHEREAS the Quebec English School Boards Association's (QESBA) Annual General Meeting elects a President every two years;

WHEREAS a call for nominations to the office of President was made to all QESBA member boards;

WHEREAS one nomination to the office of President was duly received within the prescribed deadline by virtue of the QESBA Constitution and By-Laws;

WHEREAS the nomination of Jennifer Maccarone (Sir Wilfrid Laurier School Board) was received by the QESBA Nominations Committee;

BE IT THEREFORE RESOLVED that the Annual General Meeting declare the election of Jennifer Maccarone to the office of President by Acclamation.

7.3 Election of QESBA Vice-President

The Vice-President of the Quebec English School Boards Association, elected by acclamation for the 2017-2019 term is Dan Lamoureux.

The following resolution was MOVED BY SYLVIA LO BIANCO AND WAS UNANIMOUSLY RESOLVED:

DECLARATION OF ELECTION BY ACCLAMATION

WHEREAS the Quebec English School Boards Association's (QESBA) Annual General Meeting elects a Vice-President every two years;

WHEREAS a call for nominations to the office of Vice-President was made to all QESBA member boards;

WHEREAS one nomination to the office of Vice-President was duly received within the prescribed deadline by virtue of the QESBA Constitution and By-Laws;

WHEREAS the nomination of Dan Lamoureux (Riverside School Board) was received by the QESBA Nominations Committee;

BE IT THEREFORE RESOLVED that the Annual General Meeting declare the election of Dan Lamoureux to the office of Vice-President by Acclamation.

8.0 ADJOURNMENT

ON A MOTION BY GUY GAGNON, it was unanimously resolved that the meeting be adjourned at 2:00 p.m.

Resolution # G17-11-11-10

DRAFT RESOLUTION

FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE 2017-2018 FISCAL YEAR

WHEREAS the Association's Financial Statements for 2017-2018 have been reviewed by the Finance Committee and the Board of Directors for subsequent approval by the general membership.

BE IT RESOLVED THAT, as recommended by the Finance Committee and the Board of Directors -

- i. the Financial Statements of the Association be approved as presented to the meeting, for the period July 1, 2017 – June 30, 2018, as audited by the firm Fuller Landau:
- ii. the Auditors' Report for the aforementioned fiscal year be received.

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC**

FINANCIAL STATEMENTS

JUNE 30, 2018

Draft for discussion only

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
FINANCIAL STATEMENTS
JUNE 30, 2018**

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Draft for discussion only

INDEPENDENT AUDITOR'S REPORT

To the Members of
Quebec English School Boards Association
Association des commissions scolaires anglophones du Québec

We have audited the accompanying financial statements of Quebec English School Boards Association / Association des commissions scolaires anglophones du Québec, which comprise the statement of financial position as at June 30, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Quebec English School Boards Association / Association des commissions scolaires anglophones du Québec as at June 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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Montreal,

Draft for discussion only

¹ CPA auditor, CA, public accountancy permit No. A118902

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 2018**

	2018 \$	2017 \$
ASSETS		
Current		
Cash	56,981	16,313
Short-term investments (Note 3)	420,000	400,000
Short-term investment - bursary	3,000	3,000
Accounts receivable (Note 4)	46,381	18,766
Prepaid expenses	20,631	40,304
MEES grant receivable (Note 5)	75,000	-
	621,993	478,383
Investment, at cost (Note 6)	10,000	10,000
Capital assets (Note 7)	22,057	23,738
	654,050	512,121

Draft for discussion only

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 2018**

	2018 \$	2017 \$
LIABILITIES		
Current		
Accounts payable and accrued liabilities	71,947	67,774
Deferred revenue (Note 8)	133,440	186,898
	205,387	254,672
K.D. Sheldrick Bursary	3,000	3,000
	208,387	257,672
NET ASSETS		
Invested in capital assets	22,057	23,738
Unrestricted	423,606	230,711
	445,663	254,449
	654,050	512,121
Commitments (Note 10)		

On behalf of the Board,

Date

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

	2018 \$	2017 \$
Revenues (Appendix A)		
Membership fees (Note 9)	830,357	813,607
Reimbursement of salaries	79,939	78,490
MEES grant revenue	75,000	-
Reimbursement of professional fees - grievances	53,917	120,513
Other revenues	18,883	18,641
Sales taxes recovery	16,793	-
Reimbursement of expenses - other associations	12,000	11,000
Commissioner development reimbursements	7,650	2,375
Interest	6,753	4,184
Arbitration administration fees - CPNCA	5,000	5,000
Miscellaneous	2,250	220
School Board reform reimbursements	-	3,000
	1,108,542	1,057,030
Expenses (Appendix A)		
Salaries	418,915	526,419
Strategic planning and branding	74,580	-
Rent	72,361	71,744
Professional fees - grievances	53,917	120,513
Fringe benefits	48,553	58,214
Honorariums - officers	45,468	27,785
Memberships, subscriptions and registration fees	25,936	28,027
Travel - directors	23,231	15,261
Service agreement - FCSQ	20,000	20,000
Commissioner development	19,774	4,648
Office expenses	16,805	21,424
Professional fees	13,702	11,598
Accounting and audit fees	11,782	11,923
Communications/promotions	11,448	9,086
Association conference and general meetings	10,853	11,290
Postage, telephone and telecommunication	8,795	10,076
Amortization of capital assets	7,164	10,945
Arbitration and negotiation	7,071	7,963
Travel - staff	6,784	20,816
Insurance	6,669	6,540
Legal fees - regular	5,267	1,821
Professional/staff development	2,264	2,082
Representation expenses	1,239	1,576
	912,578	999,751

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

Excess of revenues over expenses	195,964	57,279
Other expenses		
School Board reform	(4,750)	(4,055)
<hr/>		
Excess of revenues over expenses	191,214	53,224

Draft for discussion only

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2018**

	Invested in capital assets \$	Unrestricted \$	2018 Total \$	2017 Total \$
Balance, beginning of year	23,738	230,711	254,449	201,225
Excess of revenues over expenses	(1,681)	192,895	191,214	53,224
Balance, end of year	22,057	423,606	445,663	254,449

Draft for discussion only

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018**

	2018 \$	2017 \$
Operating activities		
Excess of revenues over expenses	191,214	53,224
Item not requiring cash		
Amortization of capital assets	7,164	10,945
	198,378	64,169
Net change in non-cash working capital items	(132,227)	(376,338)
	66,151	(312,169)
Investing activities		
Acquisition of capital assets	(5,483)	(1,604)
Disposition of short-term investments	-	250,000
Acquisition of short-term investments	(20,000)	-
	(25,483)	248,396
Increase (decrease) in cash and cash equivalents	40,668	(63,773)
Cash and cash equivalents, beginning of year	16,313	80,086
Cash and cash equivalents, end of year	56,981	16,313

Cash and cash equivalents consist of cash.

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

1. Statutes of incorporation and nature of activities

The Association is incorporated under Part III of the Quebec Companies Act and provides representation and technical support in educational matters to various school boards.

2. Significant accounting policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO) and include the following accounting policies:

Use of estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

Revenue recognition

The Association follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions for future periods are deferred and are recognized as revenue in the year in which the related expenses are incurred.

Membership fees revenue are recognized when they become due by the member school boards for the school year to which they apply and collection is reasonably assured.

Other revenues consist of reimbursement of expenses incurred and are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Government assistance

Government assistance in the form of government grants are accrued when earned and when there is also reasonable assurance that they will be realized.

Government grants relating to qualifying expenses are presented as an increase in revenues.

Cash and cash equivalents

The Association's policy is to disclose bank balances under cash and cash equivalents.

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

2. Significant accounting policies (continued)

Capital assets

Capital assets are accounted for at cost. Amortization is calculated using the straight-line method over the following periods:

	<u>Periods</u>
Furniture and fixtures	5 years
Computer equipment	1 year

Impairment of long-lived assets

Capital assets subject to amortization are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value.

Financial instruments

Measurement of financial instruments

The Association initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, short-term investments and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of possible impairment. The Association determines whether a significant adverse change has occurred in the expected timing or amount of future cash flows from the financial asset. If this is the case, the carrying amount of the asset is reduced directly to the higher of the present value of the cash flows expected to be generated by holding the asset, and the amount that could be realized by selling the asset at the balance sheet date. The amount of the write-down is recognized in the Statement of Operations. The previously recognized impairment loss may be reversed to the extent of the improvement, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the Statement of Operations.

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

2. Significant accounting policies (continued)

Contributed services

Volunteers contribute their time to assist the Association in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

3. Short-term investments

Guaranteed Investment Certificates (GICs) in the amount of \$400,000 bearing interest at 1.35%, maturing on October 10, 2018 and \$20,000 bearing interest at 1%, maturing on July 30, 2018. Subsequent to year-end, the \$20,000 GIC was redeemed.

4. Accounts receivable

	2018	2017
	\$	\$
Grievances receivable	25,512	15,552
Interest receivable	4,076	2,789
Sales taxes receivable	16,793	-
Other receivable	-	425
	46,381	18,766

5. MEES grant receivable

In September 2017, the Association entered into a new agreement with the Ministre de L'Éducation du Loisir et du Sport (MEES). This agreement allows for a total grant of \$75,000 to be used for a project by June 30, 2018. As at June 30, 2018, \$75,000 remains receivable and \$74,580 has been spent on the project, as outlined by the terms of the agreement. Subsequent to year end, the funding was received.

6. Investment, at cost

The Association owns 1,000 units of Education Internationale, which represents 3.5% of all units.

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

7. Capital assets

	Cost \$	Accumulated amortization \$	2018 Net book value \$	2017 Net book value \$
Furniture and fixtures	101,626	79,569	22,057	23,738
Computer equipment	102,837	102,837	-	-
	204,463	182,406	22,057	23,738

8. Deferred revenue

The deferred revenue represents amounts received from different sources that relate to projects and membership fees that will occur in future years. The variations that happened during the year are as follows:

	2018 \$	2017 \$
Deferred revenue beginning of year	186,898	258,136
Deferred during the year	881,774	891,495
Recognized as revenue during the year	(935,232)	(962,733)
	133,440	186,898

9. Membership fees

The Association receives membership fees from the member school boards and these fees originate from government funding sources.

10. Commitments

The Association has entered into a property lease agreement which matures on May 31, 2023. Future minimum payments for the next five years aggregate to \$312,651 and are the following:

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

10. Commitments (continued)

	\$
2019	62,400
2020	62,400
2021	62,563
2022	64,513
2023	60,775

The commitment of the Association under equipment leases maturing on December 31, 2020 aggregate to \$9,637. The instalments over the next three years are the following:

	\$
2019	4,431
2020	4,431
2021	775

11. Related party transactions

The following table summarizes the Association's related party transactions for the year:

	2018	2017
	\$	\$
Membership fees paid to an association with board members in common	10,631	11,561
Honorariums paid to directors	39,900	25,333

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

**QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES
ANGLOPHONES DU QUÉBEC
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018**

12. Financial instruments

Risks and concentration

The Association is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Association's risk exposure at the balance sheet date of June 30, 2018.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk on its fixed interest rate financial instruments. The Association's exposure to market interest rates relates primarily to the return it earns on its short-term investments. They currently earn interest based on a fixed rate of 1.35% and 1% and are consequently exposed to interest rate risk should the market rate increase.

QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES ANGLOPHONES DU QUÉBEC
SUPPLEMENTARY INFORMATION
COMPARISON OF ACTUAL REVENUES AND EXPENSES TO BUDGET
FOR THE YEAR ENDED JUNE 30, 2018

	Actual 2018 \$	Budget (Unaudited) 2018 \$	Actual 2017 \$	Budget (Unaudited) 2017 \$
Revenues				
Membership fees	830,357	830,400	813,607	813,600
Reimbursement of salaries	79,939	78,800	78,490	78,400
MEES School Board grant revenue	75,000	-	-	-
Reimbursement of professional fees - grievances	53,917	-	120,513	-
Sales taxes recovery	16,793	-	-	-
Reimbursement of expenses - other associations	12,000	12,000	11,000	9,800
Other revenues	10,883	-	13,641	2,000
Spring conference	8,000	8,000	5,000	5,000
Commissioner development reimbursements	7,650	4,500	2,375	7,500
Interest	6,753	2,000	4,184	2,000
Arbitration administration fees - CPNCA	5,000	5,000	5,000	5,000
Miscellaneous	2,250	-	220	-
School Board reform reimbursements	-	-	3,000	-
MEESR School Board grant administration fees	-	-	-	9,300
	1,108,542	940,700	1,057,030	932,600

QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION
ASSOCIATION DES COMMISSIONS SCOLAIRES ANGLOPHONES DU QUÉBEC
SUPPLEMENTARY INFORMATION (CONTINUED)
COMPARISON OF ACTUAL REVENUES AND EXPENSES TO BUDGET
FOR THE YEAR ENDED JUNE 30, 2018

	Actual	Budget	Actual	Budget
	2018	(Unaudited) 2018	2017	(Unaudited) 2017
	\$	\$	\$	\$
Expenses				
Salaries	418,915	532,600	526,419	532,300
Strategic planning and branding	74,580	-	-	-
Rent	72,361	74,300	71,744	72,600
Professional fees – grievances	53,917	-	120,513	-
Fringe benefits	48,553	61,500	58,214	56,800
Honorariums – officers	45,468	30,500	27,785	24,400
Memberships, subscriptions and registration fees	25,936	30,600	28,027	29,600
Travel - directors	23,231	22,900	15,261	23,900
Service agreement – FCSQ	20,000	20,000	20,000	20,000
Commissioner development	19,774	13,500	4,648	10,500
Office and moving expenses	16,805	21,800	21,424	14,700
Professional fees	13,702	9,000	11,598	3,500
Accounting and audit fees	11,782	12,000	11,923	12,000
Communications/promotions	11,448	18,000	9,086	14,000
Association conference and general meetings	10,853	15,000	11,290	14,000
Postage, telephone and telecommunication	8,795	13,700	10,076	19,100
Amortization of capital assets	7,164	8,600	10,945	9,000
Arbitration and negotiation	7,071	10,000	7,963	9,900
Travel - staff	6,784	28,800	20,816	29,800
Insurance	6,669	7,000	6,540	7,000
Legal fees – regular	5,267	6,500	1,821	6,000
Professional/staff development	2,264	2,300	2,082	2,000
Representation expenses	1,239	2,100	1,576	1,500
	912,578	940,700	999,751	912,600
School Board reform	4,750	-	4,055	20,000
	917,328	940,700	1,003,806	932,600

DRAFT RESOLUTION

APPROVAL OF QESBA BUDGET FOR 2018-2019

WHEREAS the annual budget of the Association must be approved by its voting members in the fall of any given year;

WHEREAS the proposed budget for 2018-2019 has been the subject of consultation with all member boards;

BE IT RESOLVED THAT the budget for 2018-2019 be approved as deposited.

Quebec English School Boards Association
Draft Budget 2018-2019

	Budget 2018-2019	Budget 2017-2018	Actual 9 Months	Notes
Revenue				
Membership Fees	837,900	830,400	622,770	1
Interest Income	3,000	2,000	5,233	2
Salary reimbursement	83,500	78,800	59,070	3
Arbitration (CPNCA)	5,000	5,000	3,750	4
Spring Conference	5,000	8,000	0	5
ADGESBQ reimbursement	12,000	12,000	9,000	6
Other revenue	6,900	4,500	16,032	7
Total Revenue	953,300	940,700	715,855	
EXPENSES				
Payroll				
Wages & Salaries	511,200	532,600	309,259	
Fringe Benefits	58,300	61,500	34,421	
Total Payroll Expense	569,500	594,100	343,680	8
General & Administrative Expenses				
Amortization	7,400	8,600	5,327	9
Commissioners Development	16,000	13,500	19,774	10
Representation Expenses	2,000	2,100	933	11
Staff Development	8,200	2,300	2,264	12
Accounting & Audit	12,000	12,000	8,909	
Legal fees	6,000	6,500	0	
Professional fees	10,300	9,000	12,264	13
<i>Membership & Registration</i>	27,500	28,500	19,423	14
<i>Subscriptions</i>	1,800	2,100	1,182	
Total Membership, Registration & Subscriptions	29,300	30,600	20,605	
Service Agreement FCSQ	20,000	20,000	15,000	
Negotiations & Arbitration	6,000	10,000	6,191	15
Insurance	6,900	7,000	5,073	
<i>Interest & Bank charges</i>	1,200	900	868	
<i>Office Supplies & Stationery</i>	4,800	5,300	3,412	
<i>Photocopying expenses</i>	6,000	6,300	3,998	
<i>Other Office expenses</i>	5,000	9,300	5,147	16
Total Office Expenses	17,000	21,800	13,425	
Honorariums-Directors	34,000	30,500	34,404	
<i>Kilometers & Car Usage- Staff</i>	6,200	8,300	2,130	
<i>Purchased Tickets & Parking- Staff</i>	6,500	8,500	1,371	
<i>Hotel & Accommodation- Staff</i>	6,000	7,500	1,637	
<i>Meals & Refreshments- Staff</i>	3,500	4,500	1,228	
Total Travel Staff	22,200	28,800	6,366	17
<i>Kilometers & Car Usage- Directors</i>	8,000	5,700	6,185	
<i>Purchased Tickets & Parking - Directors</i>	4,500	6,600	2,959	
<i>Hotel & Accommodation- Directors</i>	5,500	6,600	3,662	
<i>Meals & Refreshments- Directors</i>	5,600	4,000	4,139	
Total Travel Directors	23,600	22,900	16,945	17
Rent	73,900	74,300	54,257	18
Spring Conference & Meetings	15,000	15,000	135	19
<i>Postage, Courier & related expenses</i>	2,600	2,600	1,573	
<i>Telephones</i>	2,700	3,200	1,898	
<i>Cell phones</i>	2,600	3,600	544	
<i>Internet</i>	2,000	2,000	667	
<i>Video & Teleconferencing</i>	2,100	2,300	1,405	
Total Postage & Telecommunications	12,000	13,700	6,087	20

**Quebec English School Boards Association
Draft Budget 2018-2019**

	Budget 2018-2019	Budget 2017-2018	Actual 9 Months	Notes
Communications & Promotions	22,000	18,000	8,116	21
Total General & Administrative Expenses	<u>343,800</u>	<u>346,600</u>	<u>236,075</u>	
Expenses before "School Board Reform"	<u>913,300</u>	<u>940,700</u>	<u>579,755</u>	
School Board Reform Expenses	0	0	4,750	22
Strategic Planning & Branding	100,000	0	0	23
Total Expenses	<u>1,013,300</u>	<u>940,700</u>	<u>584,505</u>	
Surplus (Deficit)	<u>-60,000</u>	<u>0</u>	<u>131,350</u>	

Notes & Assumptions:

- 1 As per proposal: Based on 2017-2018 actual student enrolment at \$8.33 per student.(Schedule attached)
- 2 Interest income will vary depending on GIC rates & amounts.
- 3 Director of labour relations partial salary reimbursement.
- 4 Grievance administration fees.
- 5 MEES expected annual support grant for QESBA Spring Conference
- 6 As per agreement with ADGESBQ.
- 7 Being PD session registration fees for 46 participants @ \$150/person.
Actual for the year includes 2017 Spring Conference surplus of \$7K & 7.5k PD registration fees.
- 8 Budgeted salaries include an allowance for 10 months ED salary.
- 9 Annual amortization related to furniture & fixture.
- 10 Assumes one PD/AGM offsite & one virtual PD & a budget increase for session speakers.
- 11 Expenses for QESBA representatives' committees attendance.
- 12 Based on the recommendation of the President & the Finance Committee.
- 13 Includes maintenance & support contract for VCN & SmartBoard systems.
Actual for the year includes \$4.6k paid to auditors in connection with sales tax consulting.
- 14 Includes CSBA, NSBA, Education Internationale annual memberships & 5 registrations to CSBA annual congress & registrations to NSBA conference.
- 15 Lower budget reflecting decrease in staff parking
- 16 Budget decrease due to savings on office cleaning expenses.
- 17 Travel budget adjusted to reflect actual expenses.
- 18 Assumes an increase of 2% over actual.
- 19 Includes \$5k remittance to AAESQ representing their share of MEES grant for QESBA Spring Conference.
- 20 Lower budget reflecting actual expenses.
- 21 Budget reflects increased activity in promotional & advocacy efforts.
- 22 No additional expenses expected for school board reform.
- 23 Estimated expenses related to the implementation of the Strategic Planning & Branding initiative.

**Quebec English School Boards Association
Proposed Membership Fees
2018-2019**

School Board	2016-17 Student Enrolment	2017-2018 Fees \$8.33/FTE	2017-18 Student Enrolment	2018-2019 Fees \$8.33/FTE	\$ Increase Decrease
Central Quebec	4,799.00	\$39,975.67	5,189.00	\$43,224.37	\$3,248.70
Eastern Shores	1,171.00	\$9,754.43	1,145.00	\$9,537.85	-\$216.58
Eastern Townships	5,617.72	\$46,795.61	5,629.68	\$46,895.23	\$99.63
English Montreal	27,411.00	\$228,333.63	28,048.00	\$233,639.84	\$5,306.21
Lester B Pearson	24,680.00	\$205,584.40	24,246.00	\$201,969.18	-\$3,615.22
Littoral	510.00	\$4,248.30	528.00	\$4,398.24	\$149.94
New Frontiers	4,768.95	\$39,725.35	4,640.00	\$38,651.20	-\$1,074.15
Riverside	9,093.00	\$75,744.69	9,693.00	\$80,742.69	\$4,998.00
Sir Wilfrid Laurier	13,916.36	\$115,923.28	13,729.71	\$114,368.48	-\$1,554.79
Western Quebec	7,716.00	\$64,274.28	7,740.00	\$64,474.20	\$199.92
TOTALS:	99,683.03	\$830,359.64	100,588.39	\$837,901.29	7,541.65

A. 2017-2018 Fees are based on 2016-2017 actual student enrolment @ 8.33 per student for a total \$830,359.64

B. 2018-2019 Suggested fees are based on 2017-2018 actual student enrolment @ 8.33 per student for a total \$837,901.29

DRAFT RESOLUTION

APPOINTMENT OF AUDITORS FOR THE 2018-2019 FISCAL YEAR

WHEREAS as per the Association's Constitution and By-Laws, the appointment of external auditors must be made on an annual basis;

WHEREAS the Finance Committee and the Executive Committee are recommending that the audit firm of Fuller Landau be retained for the 2018 - 2019 fiscal year;

BE IT RESOLVED THAT the firm of Fuller Landau, Chartered Accountants, be reappointed external auditors for the Association for the 2018-2019 fiscal year.

BE IT FURTHER RESOLVED THAT the Executive Director be authorized to sign the pertinent contract of agreement on behalf of the Association.



ASSOCIATION DES COMMISSIONS SCOLAIRES ANGLOPHONES DU QUÉBEC
QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION

PROFESSIONAL DEVELOPMENT
COMMITTEE REPORT
ANNUAL GENERAL MEETING
OCTOBER 2018

RESPECTFULLY SUBMITTED BY:

ANNA CAPOBIANCO-SKIPWORTH, CHAIR

CLAIRE BEAUBIEN

LINA CHOUINARD

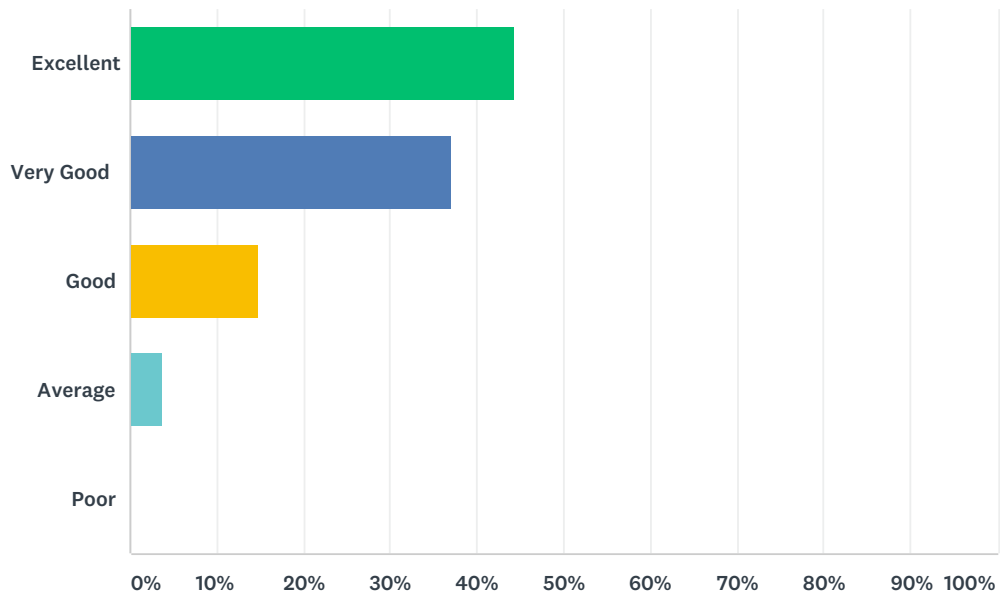
KIM HAMILTON

MARY-ELLEN BEAULIEU

PETER MacLAURIN

Q1 What was your overall impression of the Friday evening entertainment?

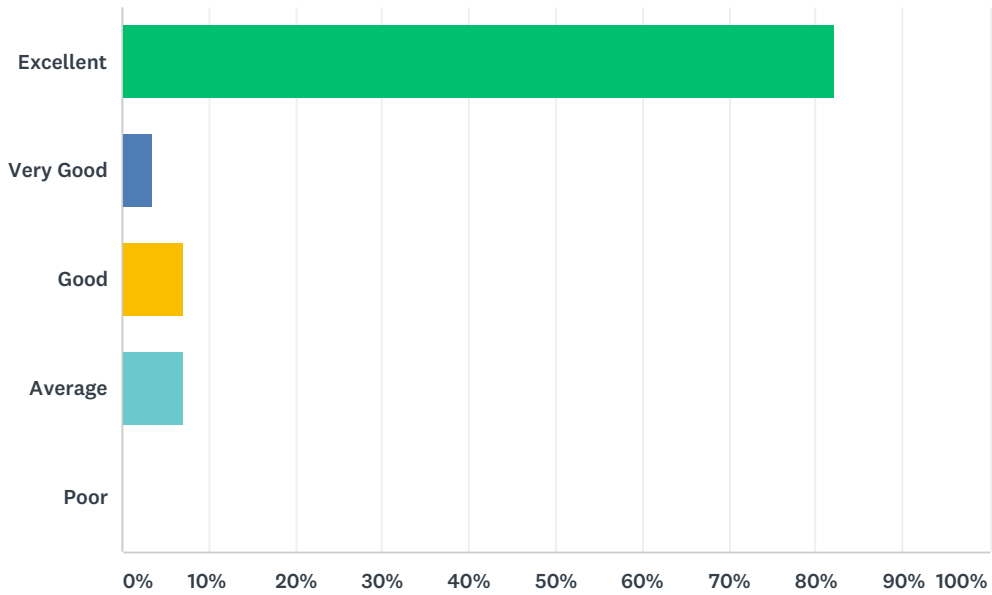
Answered: 27 Skipped: 1



ANSWER CHOICES	RESPONSES	
Excellent	44.44%	12
Very Good	37.04%	10
Good	14.81%	4
Average	3.70%	1
Poor	0.00%	0
TOTAL		27

Q2 What was your overall impression of the Dr. Steve Edwards Keynote?

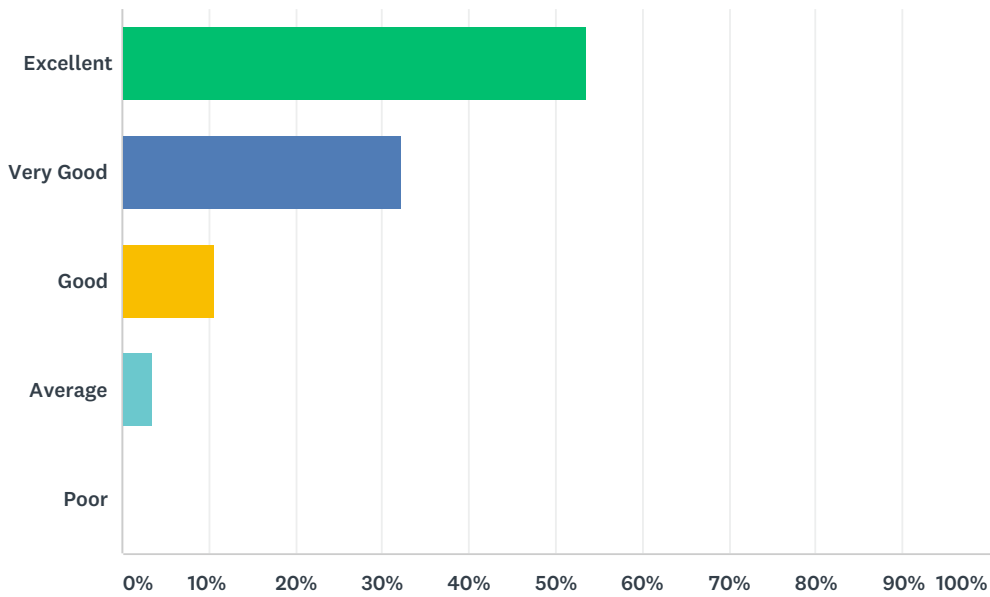
Answered: 28 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	82.14%	23
Very Good	3.57%	1
Good	7.14%	2
Average	7.14%	2
Poor	0.00%	0
TOTAL		28

Q3 What was your overall impression of the NEXTSchool presentation by Noel Burke and Dr. Michael Canuel?

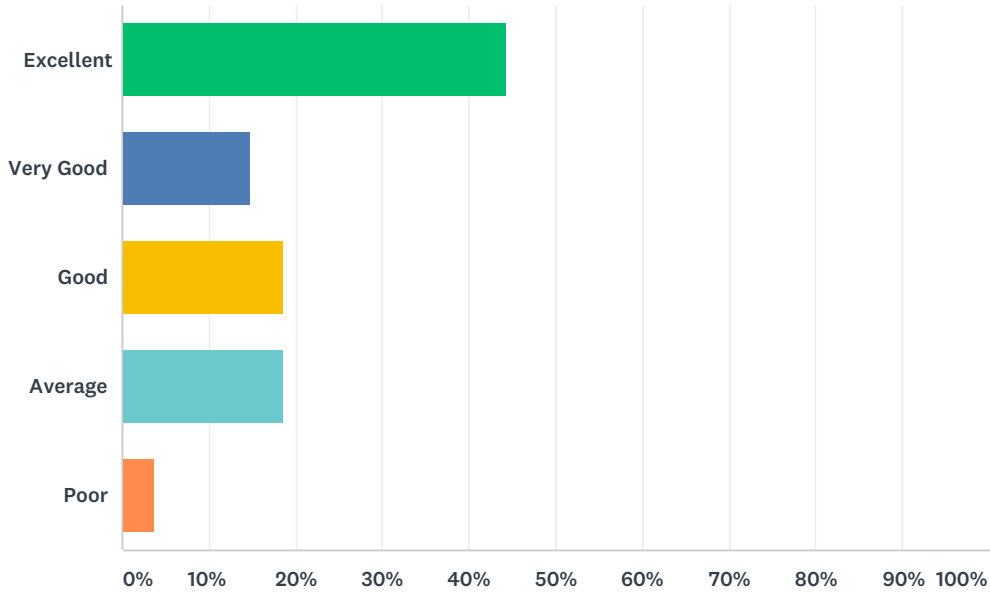
Answered: 28 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	53.57%	15
Very Good	32.14%	9
Good	10.71%	3
Average	3.57%	1
Poor	0.00%	0
TOTAL		28

Q4 What was your overall impression of the Elder Fred Kelly Keynote?

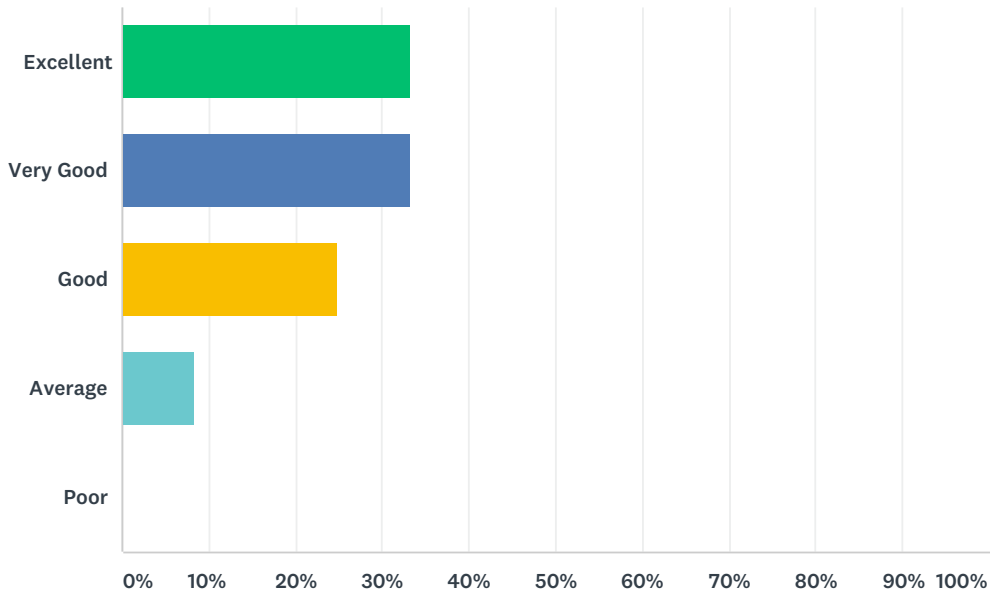
Answered: 27 Skipped: 1



ANSWER CHOICES	RESPONSES	
Excellent	44.44%	12
Very Good	14.81%	4
Good	18.52%	5
Average	18.52%	5
Poor	3.70%	1
TOTAL		27

Q5 What was your overall impression of the Annual General Meeting?

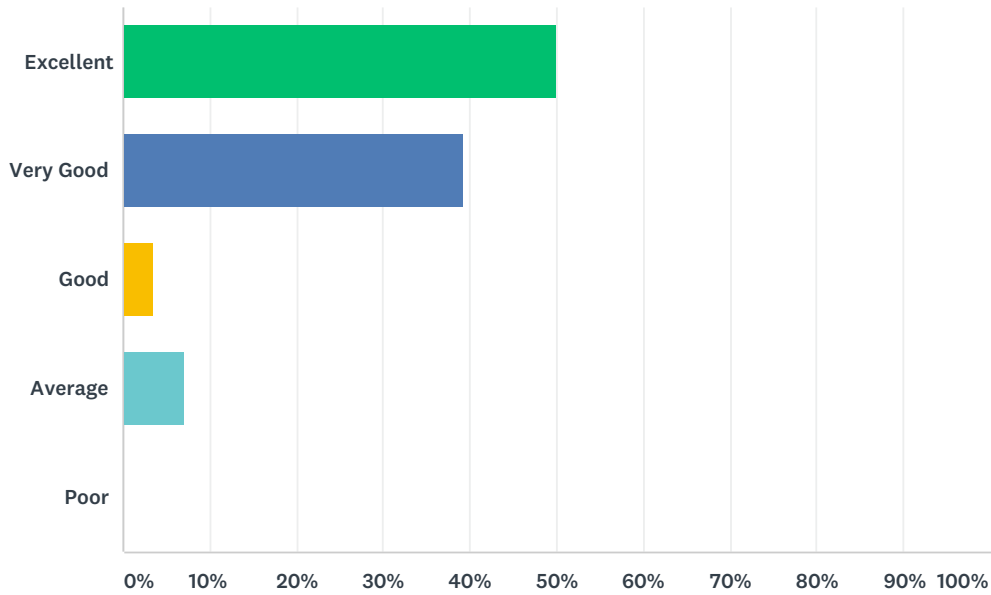
Answered: 24 Skipped: 4



ANSWER CHOICES	RESPONSES	
Excellent	33.33%	8
Very Good	33.33%	8
Good	25.00%	6
Average	8.33%	2
Poor	0.00%	0
TOTAL		24

Q6 What was your overall impression of the Manoir Saint-Sauveur?

Answered: 28 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	50.00%	14
Very Good	39.29%	11
Good	3.57%	1
Average	7.14%	2
Poor	0.00%	0
TOTAL		28

Q7 Do you have any suggestions for future PD Sessions?

Answered: 16 Skipped: 12