



**2017 Annual General Meeting of the  
Calgary International Language Foundation**

**MINUTES**

Held at 7 p.m. on Wednesday, November 29, 2017  
In the Calgary French & International School's Core Cafeteria

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**MEMBERS IN ATTENDANCE**

**Members:**

BOHM, Mark  
BURNS, Stephen (Chair)  
CALVERT, Ann  
CHARY, Srin  
COOK, Curtis  
DAWE, Chris  
ELLIS, Gordon  
GARG, Akhil  
GERELUK, Dianne  
GUARD, Lyle (Board member)  
HACKMAN-CARTY, Leann  
HIERONS, Alison  
KAWKA, Trevor  
LAVOIE, Ian (Board Member)  
PETTT, Isabelle  
PIASTA, John  
RAINSBURY, Simon  
REID, Brian  
RODGERS, Marnie  
SCHNEIDER CHARY, Gertrud  
STOWKOWY, Steve  
TANGUAY, Jennifer  
TANGUAY, Rob  
WENINGER, Joanne  
WONG, Cyd  
WONG, Ron  
YUEN, Frances (Board Member)  
ZUNTI, Jim

**By Proxy:**

CARTY, Graham  
DANIELS, Laura  
DE LUCIA, Melanie  
DE LUCIA, Salvatore

DUFRESNE, Kim  
DUFRESNE, Peter  
LANE, Crystal  
LANE, Gavin  
MACKIE, Russell  
NIELSEN, Kevin  
NIELSEN, Nicole  
SMITH, Jamie L.,  
STEVENSON, Jarrod

**Calgary French & International School Staff**

DORRANCE, Margaret (Head of School)  
EDGAR, Trevor (Director of Finance)  
FALCONER, Dennis (Director of Operations)  
FIGURES, Julie (Board Secretary)  
MOUSSEAU, Malcolm (Principal of Secondary)  
NESBITT, Karen (Executive Assistant to the Head of School)

**Guests**

KACHIR, Hanatu (left at 7:20 p.m.)  
MUELLER, Katherine

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**1. CALL TO ORDER**

Calgary International Language Foundation Board's Chair S. Burns called the AGM to order at 7 p.m.

**2. REVIEW OF MEETING AGENDA**

The following motion was proposed:

**Resolution #2017-11-29.1 (MOVED by J. Zunti, SECONDED by J. Piasta):**

**That the agenda as presented be approved.**

**CARRIED**

**3. REVIEW OF MINUTES OF CILF AGM HELD NOVEMBER 2016**

S. Burns asked the membership to consider the minutes of the Foundation's November 2016 Annual General Meeting. The following motion was then proposed:

**Resolution #2017-11-29.2 (MOVED by T. Kawka, SECONDED by G. Schneider Chary):**

**That the minutes of the Annual General Meeting of members of the Calgary International Language Foundation held on November 29, 2016, be approved as presented.**

**CARRIED**

#### **4. CHAIR'S REPORT**

S. Burns briefly described how land was initially acquired, and that, with foresight, a building was established which could house the original, growing and current CFIS schools, and how, in 2011, additional lands were purchased to form the present CFIS campus. S. Burns described the relationship between the CFIS Society and Calgary International Language Foundation, and stressed that as the landlord and custodian of the lands, the Foundation merely leased the lands and building to the CFIS Society and had no involvement with how the school operates.

S. Burns provided a brief overview of the Foundation's undertakings over the course of the twelve months, which included securing right-in/right-out access to the new lands from Old Banff Coach Road as part of a pending development permit for a new parking lot with dedicated drop-off and pick-up lanes and connected to the existing parking lot, along with new playing fields.

S. Burns thanked the Foundation Board members for their efforts over the year to achieve these outcomes.

#### **5. FINANCIAL STATEMENTS**

S. Burns noted that the Foundation's audited financial statements were available for viewing by making an appointment with the Calgary French & International School's Director of Finance, T. Edgar.

#### **6. SELECTION OF NUMBER OF DIRECTORS FOR THE COMING YEAR**

S. Burns explained that the two-year term of four of the five Foundation Board members was expiring, but only two were running for re-election, and as four new candidates were standing for election this year, there was a total of six candidates running for election to the four vacant seats on the Board.

S. Burns further explained that under the Bylaws, the maximum number of Directors on the Board was fourteen, and the membership could decide whether to increase the number of Directors from the current level of five.

The following motion was then proposed:

**Resolution #2017-11-29.3 (MOVED by I. Lavoie, SECONDED by L. Guard):**

**That the number of members on the Board of Directors of the Foundation be increased to seven.**

**CARRIED**

#### **7. ELECTION OF BOARD MEMBERS**

S. Burns reported that the two retiring board members were Olivia Woo and Frances Yuen who had served for eleven and ten years respectively on the Foundation Board. S. Burns announced that, on behalf of the members, he would like to thank Olivia and Frances for their years of dedicated service to the Foundation.

S. Burns confirmed that he and Ian Lavoie were standing for re-election, the four new candidates were Gordon Ellis, Alison Hierons (who was previously on the Endowment Society Board),

Trevor Kawka (who had just retired from the Society Board where he served as Secretary-Treasurer) and Brian Reid, and, as there were no additional nominations, there were a total of six candidates.

Therefore, as the members had just voted to increase the total number of Directors to seven, and there were now six vacant positions, S. Burns declared that he, Gordon, Alison, Trevor, Ian, and Brian were acclaimed to a two-year term on the Foundation's Board.

**8. OTHER BUSINESS/CONCLUSION OF MEETING**

At 7:31 p.m., S. Burns called for any additional business to be presented at the meeting, and hearing none, called for a motion to conclude the meeting.

The following motion was proposed:

**Resolution #2017-11-29.4 (MOVED by S. Stowkowy, SECONDED by L. Guard):**

**That the meeting be concluded.**

**CARRIED**

*Minutes recorded and transcribed by J. Figures*