

Notice of Annual General Meeting

SMUS Society AGM

October 20, 2011 • 5:00 pm • Crothall Centre

Dear Society Member:

You are cordially invited to attend the Annual General Meeting of the St. Michaels University School Society, to be held in the Copeland Lecture Theatre on Thursday, October 20th at 5:00 pm. The address is 3400 Richmond Road, Victoria, BC.

This notice contains information about the AGM, including the agenda and proxy voting papers. Also included is a copy of the Summarized Statement of Operating Revenue and Expenditures for the year ended June 30, 2011, plus the Summarized Statement of Financial Position as of June 30, 2011. Copies of the audited financial statements and minutes of the 2010 AGM will be available at the meeting, or can be picked up from the receptionist in School House. If you would like these documents mailed or faxed to you, please email your request to society@smus.ca.

The 2010-2011 annual report will be available at the AGM or it can be viewed on the school website after October 20, 2011. Please visit our website (www.smus.ca/about/society/publications) to find this publication. A printed copy of the annual report will be published and mailed to those for whom we do not have a current email address.

If you are receiving this notice by mail, we encourage you to contact the SMUS Board at society@smus.ca so we may email you future communications from the Board. This will allow us to lower the financial cost and the environmental impact of printing large quantities of these notices. Thank you for your cooperation with this request.

The school's governors look forward to welcoming you to the Society's Annual General Meeting.

Yours truly,

Chris Considine
Board Secretary



St. Michaels University School
Outstanding preparation for higher learning and for life.

St. Michaels University School Society

2011 Annual General Meeting

Agenda for the 40th AGM of the St. Michaels University School Society will be held on Thursday, October 20, 2011 at 5:00 pm in the Crothall Centre which is located at 3400 Richmond Road, Victoria, British Columbia.

Agenda and Order of Business

1. Welcome, call to order and introductions
2. Announcements by the Secretary
3. Adoption of the agenda
4. Approval of the minutes of the October 21, 2010 AGM
5. SMUS Society annual report by the committee chairs
6. Questions arising from the annual report
7. Adoption of the audited financial statements
8. Appointment of the auditors
9. Other business
10. Recognition of retiring Governors
11. Introduction of new Governors
12. Address by the Head of School, Robert Snowden
13. Chair's closing remarks
14. Adjournment



2011 Annual General Meeting

Dear Member(s):

October 6, 2011

Re: Proxy voting at the SMUS Society AGM on October 20, 2011

At an Annual General Meeting of the Society, Members may vote by proxy on any motions arising from the published Agenda items. Society members are reminded to refer to the St. Michaels University School Society bylaws: Article 1 - Definitions and Interpretations, 1.1 (hh), (i), (ii) and (iv) as well as Article 4 - Proceedings at General Meeting, and 4.11.

The procedure for Society members to vote by proxy is as follows:

- contact a Member who is to attend the Society meeting in person and who you trust to vote on your behalf;
- the form for you to appoint your proxy is on the reverse side of this sheet. Two forms are provided as there may be two members residing at the same address;
- each member completes one (1) proxy voting form which must be received at the Senior School Reception desk 48 hours before the meeting or by 5:00 pm on October 18, 2011 in order to be valid;
- Bylaw 1.1 hh (i) no Member shall act as proxy for more than one (1) other Member, and
- Bylaw 1.1 hh (ii) only a Member may act as a proxy holder.

The completed proxy voting forms can be mailed, faxed, or delivered to:

St. Michaels University School
Attention: the Board of Governors

3400 Richmond Road
Victoria, BC V8P 4P5
Fax Number (250) 592-2812

Society members designated with a proxy vote should identify themselves at the registration table at the Society meeting before entering in order to receive the appropriate coloured voting card. Anyone with any questions may email me at board@smus.bc.ca.

Sincerely,

Chris Considine
Board Secretary

2011 Annual General Meeting



St. Michaels
University School

SMUS Society AGM Proxy Voting Form

To be completed and returned to the
school 48 hours before the AGM or by
5:00 pm October 18, 2011

I, _____ of _____
please print name please print address

in the Country/Province/State of _____ hereby appoint

_____ of _____
please print name please print address

who is a member of the Society, as my proxy to vote on my behalf, at the Annual General Meeting of the Society, to be held on the 20th day of October, 2011, and at any adjournment thereof.

Signed at _____, this _____ day of _____, 2011

Signature _____ Name _____
please print name



St. Michaels
University School

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I, _____ of _____
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who is a member of the Society, as my proxy to vote on my behalf, at the Annual General Meeting of the Society, to be held on the 20th day of October, 2011, and at any adjournment thereof.

Signed at _____, this _____ day of _____, 2011

Signature _____ Name _____
please print name

Please mail completed proxy forms to:

St. Michaels University School, Attention: the Board of Governors
3400 Richmond Road, Victoria, BC V8P 4P5

Fax forms to (250) 592-2812

Deliver forms to the Senior School Receptionist (School House)

St. Michaels University School
Summarized Statement of Operating Revenue and Expenditures
For the year ended June 30, 2011

Side A

	Budget 2010-11	Actual 2010-11	Budget 2011-12
	\$000s	\$000s	\$000s
Revenue			
Tuition and Boarding	\$ 21,716	\$ 21,845	\$ 22,441
Registration Fees	430	477	434
Provincial Government Grants	1,930	1,901	1,930
Campus Shop, Summer Programmes & Misc. Revenue	2,033	2,211	2,178
Unrestricted Donations	-	342	-
Total Revenues	\$ 26,109	\$ 26,776	\$ 26,983
Expenditures			
Scholarships	\$ 165	\$ 165	\$ 170
Bursaries	1,019	1,125	1,172
Classroom Instruction	10,648	10,670	11,123
Student Support	1,747	1,784	1,939
Educational Administration	1,555	1,622	1,687
Residence	1,936	1,923	1,978
School Advancement	1,039	1,027	1,029
Marketing	444	442	515
Admissions	633	672	640
Technology	429	426	436
Physical Facilities	2,072	2,146	2,118
Administration	729	710	736
Campus Shop, Summer Programmes & Misc. Costs	1,481	1,531	1,566
Total Expenditures	\$ 23,897	\$ 24,243	\$ 25,109
Transfers to Other Funds			
Debt Servicing	\$ 1,470	\$ 1,428	\$ 1,454
Capital Funds	442	484	420
Contingency Fund	100	200	100
Enrolment Contingency	200	200	(100)
Transfer of Unrestricted Donations	-	342	-
Transfer to (From) Other Funds	-	(133)	-
Total Expenditures and Transfers	\$ 26,109	\$ 26,764	\$ 26,983
Excess of Revenue over Exp. & Transfers	\$ -	\$ 12	\$ -



St. Michaels University School
Summarized Combined Statement of Financial Position
As of June 30

Side B

	2009		2010		2011
	\$000s		\$000s		\$000s
Assets					
Cash and Treasury Bills	\$ 3,321	\$	4,344	\$	5,068
Accounts Receivable	213		275		342
Inventories	139		162		141
Prepaid Expenses	362		330		184
Endowment Fund Investments	5,364		6,354		7,433
Land, Buildings and Equipment	44,862		43,909		43,391
Total Assets	\$ 54,261	\$	55,374	\$	56,559
Liabilities and Fund Balances					
Bank Indebtedness	\$ -	\$	-	\$	-
Accounts Payable	3,303		3,283		3,654
Fees Received in Advance	8,047		8,826		8,817
Long-Term Debt	13,731		13,170		12,483
Fund Balances	29,180		30,095		31,605
Total Liabilities and Fund Balances	\$ 54,261	\$	55,374	\$	56,559

