

# Notice of Annual General Meeting



St. Michaels  
University School

OCTOBER 26, 2017 | 5PM | CROTHALL CENTRE

## SMUS Society AGM

October 6, 2017

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 26 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, 2017, plus the Summarized Combined Statement of Financial Position as of June 30, 2017. Copies of the audited financial statements and minutes of the 2016 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](mailto:society@smus.ca).

The 2016-2017 annual report will be available on the school website in November 2017. Please visit our website ([www.smus.ca/discover/society/publications](http://www.smus.ca/discover/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](mailto: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.

Yours truly,

Timothy E. McGee, QC  
*Board Secretary*

<b>Junior School</b>	820 Victoria Avenue, Victoria, BC, Canada V8S 4N3	<b>Phone</b> 250-598-3922	<b>Fax</b> 250-592-0783
<b>Middle School</b>	3400 Richmond Road, Victoria, BC, Canada V8P 4P5	<b>Phone</b> 250-592-3549	<b>Fax</b> 250-592-3942
<b>Senior School</b>	3400 Richmond Road, Victoria, BC, Canada V8P 4P5	<b>Phone</b> 250-592-2411	<b>Fax</b> 250-592-2812

[www.smus.ca](http://www.smus.ca)

## **St. Michaels University School Society 2017 Annual General Meeting**

Agenda for the 45th AGM of the St. Michaels University School Society will be held on Thursday, October 26, 2017 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 27, 2016 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. Vivat Foundation
10. Other business
11. Recognition of retiring Governors
12. Introduction of new Governors
13. Address by the Acting Head of School, Andy Rodford
14. Chair's closing remarks
15. Adjournment



# 2017 AGM

## 2017 Annual General Meeting

Dear Member(s):

October 6, 2017

### Re: Proxy voting at the SMUS Society AGM on October 26, 2017

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 24, 2017 in order to be valid;
- Bylaw 1.1 hh (i) no Member shall act as proxy for more than one (l) 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.ca](mailto:board@smus.ca).

Sincerely,



Timothy E. McGee, QC  
Board Secretary



St. Michaels  
University School

2017  
**AGM**



St. Michaels  
University School



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 24, 2017

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 26th day of October, 2017, and at any adjournment thereof.

Signed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Signature \_\_\_\_\_ Name \_\_\_\_\_  
please print name



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University School

**SMUS Society AGM  
Proxy Voting Form**

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school 48 hours before the AGM or by  
5:00 pm October 24, 2017

I, \_\_\_\_\_ of \_\_\_\_\_  
please print name please print address

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\_\_\_\_\_ 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 26th day of October, 2017, and at any adjournment thereof.

Signed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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, or 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, 2017**

**Side A**

	<b>Budget 2016-17</b>	<b>Actual 2016-17</b>	<b>Budget 2017-18</b>
	\$000s	\$000s	\$000s
<b>Revenue</b>			
Tuition and Boarding	\$ 29,403	\$ 29,532	\$ 30,268
Registration Fees	468	479	488
Provincial Government Grants	1,993	2,152	2,100
Campus Shop, Summer Programs & Misc. Revenue	3,254	3,334	3,313
Unrestricted Donations	-	104	-
<b>Total Revenues</b>	<b>\$ 35,118</b>	<b>\$ 35,601</b>	<b>\$ 36,169</b>
<b>Expenditures</b>			
Scholarships	\$ 250	\$ 250	\$ 333
Bursaries	1,661	1,662	1,638
Classroom Instruction	13,368	13,506	13,760
Student Support	3,011	3,028	3,313
Educational Administration	2,666	2,751	2,589
Residence	2,421	2,396	2,512
School Advancement	1,099	1,084	1,113
Marketing	694	736	691
Admissions	1,031	1,041	1,038
Technology	578	556	656
Physical Facilities	2,493	2,621	2,608
Administration	1,030	938	999
Campus Shop, Summer Programs & Misc. Costs	2,454	2,583	2,339
<b>Total Expenditures</b>	<b>\$ 32,756</b>	<b>\$ 33,152</b>	<b>\$ 33,586</b>
<b>Transfers to Other Funds</b>			
Debt Servicing	\$ 1,584	\$ 1,589	\$ 1,733
Capital Funds	653	598	700
Contingency Fund	100	295	100
Enrolment Reserve	25	25	50
Transfer of Unrestricted Donations	-	104	-
Transfer to (from) Other Funds	-	(168)	-
<b>Total Expenditures and Transfers</b>	<b>\$ 35,118</b>	<b>\$ 35,595</b>	<b>\$ 36,169</b>
<b>Excess of Revenue over Exp. &amp; Transfers</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ -</b>



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

**Side B**

	<b>2015</b> \$000s	<b>2016</b> \$000s	<b>2017</b> \$000s
<b>Assets</b>			
Cash and Treasury Bills	\$ 12,731	\$ 13,669	\$ 10,148
Accounts Receivable	365	343	487
Inventories	142	173	177
Prepaid Expenses	571	634	719
Endowment Fund Investments	11,321	11,513	12,553
Land, Buildings and Equipment	42,296	43,199	47,062
<b>Total Assets</b>	<b>\$ 67,426</b>	<b>\$ 69,531</b>	<b>\$ 71,146</b>
<b>Liabilities and Fund Balances</b>			
Accounts Payable	\$ 4,646	\$ 5,067	\$ 5,428
Fees Received in Advance	13,093	15,184	15,699
Long-Term Debt	11,678	10,838	9,880
Fund Balances	38,009	38,442	40,139
<b>Total Liabilities and Fund Balances</b>	<b>\$ 67,426</b>	<b>\$ 69,531</b>	<b>\$ 71,146</b>

