

Notice of Annual General Meeting



St. Michaels
University School

DECEMBER 6, 2018 | 5PM | CROTHALL CENTRE

SMUS Society AGM

November 14, 2018

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, December 6 at 5:00 pm. The address is 3400 Richmond Road, Victoria, BC.

By word of explanation, the original date for the 2018 Annual General Meeting was October 25, 2018 but due to an inadvertent error in the email notification process it appears that some members did not receive notice as intended. Accordingly, to ensure that all members have the opportunity to attend if they wish, the Board of Governors set a new date for the 2018 AGM as December 6, 2018 and the giving of this notice.

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, 2018, plus the Summarized Combined Statement of Financial Position as of June 30, 2018. Copies of the audited financial statements and minutes of the 2017 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 2017–2018 annual report is available on the school website at www.smus.ca/discover/society/publications. You can also request a printed copy of the annual report, again by email to society@smus.ca.

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.

Yours truly,

Timothy E. McGee, QC
Board Secretary

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

www.smus.ca

St. Michaels University School Society 2018 Annual General Meeting

Agenda for the 46th AGM of the St. Michaels University School Society will be held on Thursday, December 6, 2018 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 26, 2017 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 Head of School, Mark Turner
14. Chair's closing remarks
15. Adjournment



2018 AGM

St. Michaels University School – Summarized Statement of Operating Revenue and Expenditures for the year ended June 30, 2018

Side A

	Budget 2017-18	Actual 2017-18	Budget 2018-19
	\$000s	\$000s	\$000s
Revenue			
Tuition and Boarding	\$ 30,268	\$ 30,526	\$ 31,709
Registration Fees	488	532	498
Provincial Government Grants	2,100	2,493	2,330
Campus Shop, Summer Programs & Misc. Revenue	3,313	3,680	3,051
Restricted Donations	-	254	-
Unrestricted Donations	-	133	-
Total Revenues	\$ 36,169	\$ 37,618	\$ 37,588
Expenditures			
Scholarships	\$ 333	\$ 333	\$ 406
Bursaries	1,638	1,846	1,565
Classroom Instruction	13,775	13,497	14,285
Student Support	3,317	3,225	3,435
Educational Administration	2,587	2,893	2,931
Residence	2,497	2,424	2,704
School Advancement	1,041	1,004	1,194
Marketing and Communications	692	710	814
Admissions	1,104	1,136	1,266
Technology	656	591	639
Physical Facilities	2,608	2,713	2,829
Administration	999	999	1,103
Campus Shop, Summer Programs & Misc. Costs	2,339	2,437	2,163
Total Expenditures	\$ 33,586	\$ 33,808	\$ 35,334
Operating Surplus	\$ 2,583	\$ 3,810	\$ 2,254
Transfers to Other Funds			
Debt Servicing	\$ 1,733	\$ 1,638	\$ 1,414
Capital Funds	700	1,295	650
Contingency Fund	100	550	100
Enrolment Reserve	50	50	50
Transfer of Unrestricted Donations	-	133	-
Transfer to (from) Other Funds	-	136	-
Total Transfers	\$ 2,583	\$ 3,802	\$ 2,214
Excess of Revenue Over Exp. & Transfers	\$ -	\$ 8	\$ 40



St. Michaels
University School

2018 AGM

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

Side B

	2016		2017		2018
	\$000s		\$000s		\$000s
Assets					
Cash and Treasury Bills	\$ 13,669		\$ 10,148		\$ 8,396
Accounts Receivable	343		487		554
Inventories	173		177		192
Prepaid Expenses	634		719		752
Endowment Fund Investments	11,513		12,553		9
Land, Buildings and Equipment	43,199		47,062		56,636
Total Assets	\$ 69,531		\$ 71,146		\$ 66,539
Liabilities and Fund Balances					
Accounts Payable	\$ 5,067		\$ 5,428		\$ 6,018
Fees Received in Advance	15,184		15,699		16,029
Long-Term Debt	10,838		9,880		12,638
Fund Balances	38,442		40,139		31,854
Total Liabilities and Fund Balances	\$ 69,531		\$ 71,146		\$ 66,539



St. Michaels
University School

2018 Annual General Meeting

Dear Member(s):

November 14, 2018

Re: Proxy voting at the SMUS Society AGM on December 6, 2018

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 (jj), (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 not less than 48 hours before the meeting or by 5:00 pm on December 4, 2018 in order to be valid;
- Bylaw 1.1 jj (i) no Member shall act as proxy for more than one (l) other Member, and
- Bylaw 1.1 jj (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.

Sincerely,



Timothy E. McGee, QC
Board Secretary



**2018
AGM**



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**SMUS Society AGM
Proxy Voting Form**

To be completed and returned to the school not less than 48 hours before the AGM or by 5:00 pm December 4, 2018

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 6th day of December, 2018, and at any adjournment thereof.

Signed at _____, this _____ day of _____, 2018

Signature _____ Name _____
please print name



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Signed at _____, this _____ day of _____, 2018

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).