



IMMACULATE CONCEPTION

HIGH SCHOOL ALUMNAE ASSOCIATION LIMITED

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Email: ichsalumnae1932@gmail.com

Minutes of ICHS Alumnae Association Limited
90th Annual General Meeting
Held Saturday, July 23, 2022 at 10:00 am
At the St. Francis Hall, ICHS Convent and via Zoom

Present:

Allison Wallace	Judie O'Sullivan
Althea Byll-Cataria	Keisha-Ann Down
Amanda James	Kerry-Ann Stimpson
Angela Foote	Kim Mair
Angela Patterson	Loya Haughton
C. Patricia Hayle	Maliaka Henderson
Carmela Richards	Nicola Barbar
Charika Helps	Racquel Thomson
Donna Haynes	Raquel McDonald Greene
Heather Hudson-Spencer	Shanique Palmer
Jacqueline Miller	Sidoney Vassell
Janet Sharp	Tavia Dunn
Jenna Blackwood	Tracey-Ann Brown
Joan Marie Powell	

Apologies for Absence

The following members tendered apologies for absence: Angela Patterson, Sr. Maureen Clare, Karla Peralto and Patrice Dwyer.

Call to Order & Opening Prayer

- Kim Mair called the meeting to order at 10:05 a.m.
- Angela Foote said the opening prayer.

President

Mrs. Kim Mair

1st Vice President

Mrs. Nicola Barbar

2nd Vice President

Mrs. Jacqueline Miller

Immediate Past President

Ms. Keisha-Ann Down

Treasurer

Miss Charika Helps

Company Secretary

Ms. Tavia Dunn

The Immaculate Conception High School Alumnae Association Ltd. is a registered charitable organisation: CA100-1050C
TRN: 002689910
www.ichsalumnae.org

Welcome & Opening Remarks

Kim Mair welcomed all participants to the 90th Annual General Meeting (AGM) and advised the online participants that all related AGM documents are available on the website at www.ichsalumnae.org.

Reading of the Notice for ICHS Alumnae Association Limited 2022 AGM

Kim Mair read the Notice.

Reading and Confirmation of Minutes of Last Annual General Meeting

The Minutes of the AGM held on October 23, 2021, having been earlier circulated, were taken as read with no corrections.

Kim Mair invited a motion for the Minutes to be accepted. The Minutes were confirmed by Kerry-Ann Stimpson and seconded by Sidney Vassell.

Matters Arising

There were no matters arising from the Minutes of the AGM held on October 23, 2021.

Presentation of the Annual General Report

Kim Mair highlighted the following from the Annual General Report:

- As a result of Covid 19, meetings and school sessions were held online
- Valentine's Day and Christmas Treats for the residents of the Ozanam Home were dropped off due to Covid 19 restrictions
- Florida and New York chapters, in collaboration with the Guidance department and the Home School Association (HSA), contributed to Care Packages for 50 needy students
- International chapter contributed funds to needy students for their external exams
- Two (2) tablets were donated, through the Association, to 2 students for online classes
- The Gordon and Wright families raised funds for much needed scholarships and grants
- The official handover of the donation from National Commercial Bank (NCB) was done on Wednesday, July 20, 2022.
- The Association's website development (www.ichsalumnae.org) is in progress and an eCommerce platform, that will accept online payments, was identified
- The 2021 AGM was held in October 2021 with restricted attendance and a new Board of Directors and Executives were selected
- The Association had amended its Articles of Incorporation to permit meetings to be online. Further the Companies Act was amended to permit online meetings.
- The Annual Feast of the Immaculate Conception Mass was celebrated by Monsignor Gregory Ramkissoon with a restricted number of alumnae in attendance and livestreamed via Zoom

Financial Performance

- The Bank of Nova Scotia (BNS) accounts were closed on May 7, 2021 and the funds transferred to the First Global Bank (FGB) accounts
- Account Balances as December 31, 2021
 - Scholarship - J\$6,027,591.86 {First Caribbean International Bank (FCIB)}
 - General- J\$97,534.23 (FGB)
 - Hall of Fame - J\$5,418,067.42 (FGB)

- Hall of Fame - US\$5,656.66 (FGB)
- Hall of Fame - CDN\$6,896.11 (FGB)
- Hall of Fame Certificate of Deposit - US\$15,214.21 (FGB) as at June 30, 2022

Membership

The Membership Committee aims to increase membership by keeping our Alumnae Association visible and our members connected. The committee is also responsible for management of our social media accounts as well as finding volunteers/members suited for the myriad of activities including care package delivery and Big Sister.

Some key achievements included:

- The creation of a Social Media Officer role
- Consistent highlighting of successes in our alumnae community through our #MacGirlMagic social media features
- Promotion of the FGB Alumnae Affinity Credit Card
- Update of our website
- Automated workflows for collecting volunteer information
- Centralization of volunteer forms via the Link Tree platform
- Growth of our membership list

Some challenges experienced included:

- Difficulty converting volunteers to members
- Low dues payment percentage
- Low local reach of volunteers via email

We look forward to:

- Establishment of new modes of communication
- Reaching out to our business entrepreneurs, through resumption of Immaculate Women In Business (IWIB)
- Provision of membership numbers/electronic membership cards
- Create Webinars, leveraging the expertise of the alumnae
- Increasing our social media reach

Social Media

- This year, social media will include Marketing and Public Relations.
- Social media is usually the first point of contact with the Association
- There was a steady increase in social media following
- From the data collected, Instagram had the most following and engagement

Big Sister

- Covid-19 definitely dampened the usual Big Sister face-to-face visits
- After months of consulting and troubleshooting several methods with the school's IT head and technical administration, Rasine Hamilton and Karen Spence were able to implement a system where each class was given a Big Sister Gmail account which would allow assigned Big Sisters access to the ICHS Google Classroom account

- Considering that school has resumed face-to-face sessions, the Big Sister approach will be reviewed by the Big Sister Officer with the aim of implementing a hybrid (online & face-to-face) approach

Fundraising

- The prestigious Bi-Annual Hall of Fame, which is one of the largest fundraisers for the ICHS Alumnae Association, was postponed due to Covid-19 restrictions
- The only fundraising activity for 2021 was a very successful Giving Tuesdays, which was held on November 30, 2021. This was an online activity, which raised J\$3.2M for scholarships and programmes of the Association

The Association would like to thank all our sponsors and contributors for their generous donations and support throughout the year, particularly on “Giving Tuesdays”.

Scholarship & Bursaries

For the Academic Year 2021 to 2022, eight (8) scholarships, bursaries and grants valued at J\$2.15M were awarded as follows:

- Six Hall of Fame Scholarships
- One Tertiary Education Scholarships
- Kimberley & Jhenaé Gordon Memorial Grant

Farewells & Health Challenges

We pause at this time to remember fellow alumnae and their relatives, who transitioned during the period. Condolence cards were sent, and prayers raised. We continue to keep those with health challenges in our prayers.

Kim Mair then concluded by expressing gratitude to all participants, volunteers and donors who supported the Association over the past year.

Auditor’s Presentation of the Financials for the Year Ending 2021

C. Patricia Hayle of CPH Consulting read the Auditor’s Report to the members. The report included the audit of the:

- Statements of Financial Position as of December 31, 2021
- Statements of Comprehensive Income and Cash Flows as of December 31, 2021
- Notes comprising significant accounting and explanatory information

Joan Marie Powell asked the Auditor for clarifications on the significant findings. The Auditor’s response was that the significant findings were communicated to the Association and resolved, with the exception of two items. She continued by adding that there were no major findings.

Adoption of Resolutions

Tavia Dunn read the following Resolutions for voting and adoption by members of the Association:

1. AUDITED ACCOUNTS FOR YEAR ENDED DECEMBER 31, 2021

To receive the audited accounts for the year ended December 31, 2021, together with the Directors' and Auditors' Reports circulated therewith and declare: "THAT the Balance Sheet and Profit & Loss Account for the year ended December 31, 2021, together with the Reports of the Directors and Auditors now submitted to this meeting, be and are hereby adopted."

C. Patricia Hayle asked that the terms Balance Sheet and Profit & Loss be changed to Statements of Comprehensive Income and Statements of Financial Position respectively.

Participants (online & in-person) voted in favour of adopting resolution 1.

2. APPOINTMENT & REMUNERATION OF AUDITORS

To appoint Auditors and authorize the Directors to fix the remuneration of the Auditors and declare: "THAT CPH Consulting Financial and Management Consultant be appointed as Auditor and the remuneration is fixed and not inclusive of General Consumption Tax (G.C.T.)"

Participants (online & in-person) voted in favour of adopting resolution 2.

Report of the Nominations Committee

Racquel Thomson reported the following:

- The members of the committee for the period 2021 to 2022 were Keisha-Ann Down and Racquel Thomson
- The vacancies of the Board were:
 - Kim Mair - President; retire by rotation
 - Karen Spence - 1st VP; retire by rotation
 - Loya Haughton - 2nd VP; retire by rotation
 - Jacqueline Miller - Treasurer; retire by rotation
 - Karen Spence & Loya Haughton were unable to continue in their positions
 - Recommendations for the Nicola Barbar (Scholarship Officer) and Charika Helps (Assistance Treasurer)
- The Board's Slate for 2022 to 2023 being presented to the Association were as follows:
 - Kim Mair - President
 - Nicola Barbar - 1st VP
 - Jacqueline Miller - 2nd VP
 - Charika Helps - Treasurer
 - Tavia Dunn - Company Secretary
- Appointment of Nominations Committee 2022 to 2023 being presented to the Association were Keisha-Ann Down, Angela Patterson and Patrice Dwyer

3. ELECTION OF DIRECTORS

Directors retiring by rotation in accordance with Article 51-54 of the Company's Articles of Incorporation and being eligible offer themselves up for re-election. It is declared: a) THAT the retiring Director, Kim Mair be and is hereby re-elected. b) THAT the retiring Director, Keisha-Ann Down be and is hereby re-elected. c) THAT the retiring Director, Jacqueline Miller, be and is hereby re-elected.

Participants (online & in-person) voted in favour of adopting resolution 3.

4. TO ELECT ADDITIONAL DIRECTORS

The Company is asked to consider and declare “THAT Charika Helps and Nicola Barbar being eligible be and are hereby elected Directors of the Company”

Participants (online & in-person) voted in favour of adopting resolution 4.

The Board of Directors for 2022 to 2023

- Keisha-Ann Down - Immediate Past President
- Kim Mair - President
- Nicola Barbar - 1st VP
- Jacqueline Miller - 2nd VP
- Charika Helps - Treasurer
- Tavia Dunn - Company Secretary
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Kim Mair expressed thanks to Loya Haughton who will be pursuing her master’s degree abroad and to Karen Spence for her continuous efforts particularly with the outreach initiatives.

Racquel Thomson reported that the available Executive positions are:

- Corresponding Secretary
- Assistant Corresponding Secretary
- Assistant Recording Secretary
- Assistant Treasurer

Executives who will serve for 2022 to 2023 are:

- Recording Secretary - Sidoney Vassell
- Fundraising - Dahlia Reid
- Social Media, Marketing & Public Relations Officer - Shanique Palmer
- Big Sister Officer - Kerry-Ann Stimpson
- Outreach Officer - Karen Spence
- Scholarships Officer - Nicola Barbar
- Special Projects - Kim Mair
- Membership Officer - Carmela Richards

Nominating Committee for 2022 to 2023 are Keisha-Ann Down, Angela Patterson and Patrice Dwyer

Any Other Business

- ❖ C. Patricia Hayle mentioned that the new Data Privacy Act may make it illegal to record online meetings and preparations should be made for taking Minutes manually.
- ❖ Althea Byll-Cataria mentioned that the class of 1972 is actively engaged in planning their reunion. The class plans to fundraise for the Orchestra and to enhance their scholarship fund. Additional details can be found on Class of 1972’s webpage at www.ichsalumnae.org.

- ❖ Kim Mair mentioned that the Hall of Fame committee has been reactivated and the intention is to host the event in March 2023.
- ❖ Loya Haughton encouraged alumnae to sign up for the ICHS Affinity Credit Card.
- ❖ Kim Mair advised that there will be Board Meeting in August and a will be the next Members Meeting in September. Both meetings will be held online.
- ❖ Judie O’Sullivan asked about the performance of the sports teams, particularly the swim team. Jacqueline Miller mentioned that efforts are being made to create a Sports Proposal for the school’s Sports Department. It was also mentioned that the Swim Team won both competitions that they participated in.

Termination of Meeting

- Donna Haynes said the closing prayer. This was followed by the singing of the ICHS school song.
- Kim Mair terminated the meeting at 11:10 a.m.

Prepared by:
Sidoney Vassell
Recording Secretary