

**Executive Meeting Minutes**  
**Saskatchewan Geological Society**  
**Thursday, November 24, 2016, 12:00 pm**  
**11<sup>th</sup> Floor Boardroom, 1945 Hamilton St.**

Present: Ryan Morelli, Ralf Maxeiner, Omid Mahmoodi, Michelle Hanson, Jason Cosford, Monica Cliveti

Regrets: Mike Thomas, Kate MacLachlan, Maria Velez, John Kelley

1. Approval of Agenda

*Motion was made by Monica, and was seconded by Michelle.*

2. Approval of Minutes of last executive meeting on October 27<sup>th</sup>, 2016.

*Motion was made by Monica, and was seconded by Ralf.*

3. New business

a. Call for 2017 Exec nominations

*Omid Mahmoodi is willing to remain as the secretary. Monica Cliveti is willing to be nominated for presidency. Mike is willing to stay on as Program Chair. Ryan will serve as Past-President. There are ongoing negotiations to fill all other positions. Ryan will send out a call for nominations in the December newsletter.*

b. AGM preps (Dave)

c. AGM report

*Action: All Exec to have their sections for the final report to be ready by mid-January. Ryan will send out last year's report soon as an example.*

d. Payment for clothing order (Monica)

*There was 1500 CAD worth of purchases. Orders will be ready by Dec 8th, 2016. Activating the online e-transfer should be considered to facilitate online purchases in future.*

e. Open House poster prizes

*It was approved to have 250 CAD (1<sup>st</sup> place) and 150 CAD (2<sup>nd</sup> place) prizes for the best graduate and undergraduate student poster, respectively.*

f. Early Bird Membership Fee

*It was suggested that Early Bird membership for 25 CAD, and a 10 CAD increase for late membership payments. Ryan will check bylaws to make sure this change can be implemented.*

g. Other?

4. Ongoing business

a. Open House – booth, public lecture, etc.

*The SGS booth schedule is finalized and sent out. The public lecture has been advertised.*

b. Christmas party update

*It is going to be held on December 8th, at Artful Dodger. The number of guests should be confirmed via RSVP to ease the organization.*

c. SGS merchandise and speaker gifts renewal (Monica, Maria)

*There are a few books left which can be given out as a gift. Twenty hand lenses and 100 metal SGS logo will be ordered (Monica and Maria).*

d. Website changes re: event registration (Ralf, Michelle)

*A summary of changes and quote is attached to the minutes. Ralf made the motion and it was seconded by Jason to accept the proposal as written in the summary. All present members were in favor to add the payment method mentioned in the option 3 in the attached quote (Stripe payments including change of membership fee) to facilitate online event registration/payment.*

- e. Progress On Geoscape curriculum update: contract with Kate Grapes-Yeo (Kate)

*No update.*

- f. Treasury update (Michelle)

*It was approved to issue a cheque for field trip expenses. The treasury update summary is attached.*

- g. Honour Roll Committee Report; certificate mail out (Dave)

*No update*

- h. Geoscape sub-committee report (Kate/Fran)

- i. Calendar sub-committee update (Ralf)

*Calendars are available to sell.*

- j. Memberships update (Monica)

*Monica and Ralf will discuss the database maintenance.*

- k. Update of talk schedule (Jason, Mike)

*The 2016 SGS talks will be wrapped up by two talks on Dec 1 and Dec 12.*

- l. Business Manager Update (Maria)

*No update.*

- m. Kent Club report (John Kelley)

*No update.*

- n. Other business

#### 5. Unfinished Business

- a. Update SGS policy document

*Policy decisions should be added by each Exec member to the policy document, housed in Dropbox.*

- b. GEOrock Garden at Campbell Collegiate: update (Michelle, John K.)

- c. Possible Eastend field trip (John Lake)

- d. Corporate donation letter mail out (Ryan)

*The letters are ready and will be mailed out by the end of the week.*

#### 6. Next meeting: December 20<sup>th</sup>, 2016

#### 7. Adjourn



**SASKATCHEWAN GEOLOGICAL SOCIETY**  
Tentative\* Financial Update Nov. 24, 2016



	2016 Proposed		2016 Actual		NOTES
	Main	Sub	Main	Sub	
<b>NET SURPLUS/LOSS</b>	<b>\$ (12,560.00)</b>		<b>\$ 67,881.87</b>		
<b>INCOME</b>	<b>\$ 125,800.00</b>		<b>\$ 101,824.36</b>		
Annual General Meeting	\$ 2,100.00		\$ 2,305.00		
Tickets				\$ 2,005.00	
Donations				\$ 300.00	
APEGS constituent society grant	\$ 4,000.00		\$ 4,000.00		
Athabasca Basin Drillcore Workshop	\$ 5,600.00		n/a		
Sponsorship		\$ 1,000.00		\$ -	
Registration		\$ 4,600.00		\$ -	
Calendar	\$ 4,200.00		\$ 2,236.80		<i>not updated</i>
Sponsorship		\$ 2,500.00		\$ 2,146.80	
Sales		\$ 1,700.00		\$ 90.00	
Curling bonspiel	\$ 800.00		\$ 705.00		
Education & Outreach	\$ 1,800.00		\$ 1,000.00		
School talk bussing		\$ 1,000.00		\$ 1,000.00	
Open House Public Lecture		\$ 500.00		\$ -	
Regina Public Lecture		\$ 300.00		\$ -	<i>not updated</i>
Field trip	\$ 8,500.00		\$ 5,485.20		
Golf tournament	\$ 2,100.00		\$ 1,605.00		<i>Loss of \$18.47</i>
Luncheon meeting tickets	\$ 3,700.00		\$ 1,250.00		<i>not updated</i>
Membership Dues	\$ 3,500.00		\$ 1,889.51		<i>not updated</i>
Merchandise/publication sales	\$ 3,800.00		\$ 1,517.85		<i>not updated</i>
SK Geological Open House conference	\$ 85,700.00		\$ 79,830.00		<i>current to Nov. 22, 2016; projected will have surplus</i>
City of Saskatoon grant		\$ 1,000.00		\$ -	
Exhibitor booths		\$ 49,700.00		\$ 45,675.00	
Short course registration		\$ 13,000.00		\$ 11,655.00	
Sponsorship		\$ 22,000.00		\$ 22,500.00	
Sponsorships	\$ -		\$ -		
Corporate		\$ -		\$ -	
WBPC workshop	\$ -		n/a		
<b>EXPENSE</b>	<b>\$ 138,360.00</b>		<b>\$ 33,942.49</b>		
Accounting	\$ 4,000.00		\$ -		
Administrative	\$ 100.00		\$ 131.98		
Annual General Meeting	\$ 3,500.00		\$ 4,402.69		
Catering				\$ 4,206.13	
Misc.				\$ 138.84	
Awards related				\$ 57.72	
Athabasca Basin Drillcore Workshop	\$ 1,400.00		\$ 40.71		<i>Late submission for 2015 workshop.</i>
Catering		\$ 550.00		\$ 40.71	
Fees (Stripe)		\$ 150.00		\$ -	
Printing		\$ 700.00		\$ -	
Awards/Grants	\$ 2,900.00		\$ 2,258.57		
John Lewry Travel Grant		\$ 1,000.00		\$ 1,000.00	
AGM awards		\$ 1,400.00		\$ 1,258.57	
Open House travel subsidy		\$ 500.00		\$ -	
Calendar (printing & mailing)	\$ 4,300.00		\$ 4,138.20		
Canada Post (postage & post box rental)	\$ 450.00		\$ 325.15		
Curling bonspiel	\$ 850.00		\$ 837.42		
Catering				\$ 522.42	
Ice rental				\$ 315.00	
Education & Outreach	\$ 7,600.00		\$ 4,564.29		
Open House Public Lecture		\$ 2,000.00		\$ 1,205.39	
School talk bussing		\$ 2,600.00		\$ 1,502.03	
School talk misc.		\$ 500.00		\$ 140.02	
Geoscape website		\$ 750.00		\$ -	
Regina Science Fair		\$ 350.00		\$ -	
Regina Public Lecture		\$ 1,400.00		\$ 1,716.85	<i>venue, accommodation, meals, flights</i>
SCIEMATICS		\$ -		\$ -	
Field Trip	\$ 11,300.00		\$ 8,144.85		
Golf Tournament	\$ 2,500.00		\$ 1,623.47		
Insurance	\$ 1,210.00		\$ 1,219.00		
Luncheon meeting (catering/venue rental)	\$ 7,500.00		\$ 2,411.75		
Lunches for Executive Meetings	\$ 650.00		\$ 140.95		
Publications (printing)	\$ 100.00		\$ 53.90		
SK Geological Open House conference	\$ 84,750.00		\$ 1,305.92		
A/V		\$ 7,500.00		\$ -	
Conference venue & catering		\$ 46,500.00		\$ -	
Displays		\$ 11,000.00		\$ -	
Lanyards & badges		\$ 1,400.00		\$ 144.06	
Misc.		\$ 400.00		\$ 219.99	
Program		\$ 750.00		\$ -	
Short course		\$ 7,500.00		\$ -	
Signage		\$ -		\$ -	
SK Geol. Society honorarium & expenses		\$ 2,300.00		\$ -	
Tote bags		\$ 1,300.00		\$ -	
Fees (PayPal/Stripe)		\$ 2,500.00		\$ -	
Website		\$ 3,600.00		\$ 941.87	
Speaker Expenses	\$ 4,500.00		\$ 1,683.64		
Misc. (honorariums, AAPG fees)		\$ 1,500.00		\$ 491.49	
accommodation		\$ 1,300.00		\$ 761.03	
food		\$ 600.00		\$ 134.19	
transportation		\$ 1,100.00		\$ 296.93	
speaker gifts		n/a		\$ -	
Website (SGS & Geoscape)	\$ 750.00		\$ 660.00		
WBPC Workshop	n/a		n/a		

\* Because of accounting software problems, this financial update is tentative and may not include all income and/or expenses

	2016	2015	2014	2013	2012	2011	2010	2009	Eight-year average
<b>Net</b>	\$ (2,659.65)	\$ (5,249.38)	\$ (1,419.01)	\$ (2,419.29)	\$ (2,666.65)	\$ (3,953.65)	\$ (2,053.01)	\$ (3,934.57)	\$ (3,044.40)
<b>Income</b>	\$ 5,485.20	\$ 6,125.00	\$ 3,500.00	\$ 5,510.00	\$ 6,500.00	\$ 3,600.00	\$ 3,450.00	\$ 6,200.00	\$ 5,046.28
<b>Expenses</b>	8144.85	\$ 11,374.38	\$ 4,919.01	\$ 7,929.29	\$ 9,166.65	\$ 7,553.65	\$ 5,503.01	\$ 10,134.57	\$ 8,090.68
<b>No. participants</b>	13	18	5	12	13	8	7	13	11
<b>Rate/person</b>	\$ (204.59)	\$ (291.63)	\$ (283.80)	\$ (201.61)	\$ (205.13)	\$ (494.21)	\$ (293.29)	\$ (302.66)	\$ (284.61)
	→ below average loss and rate/person								

	2016	2014	2013	2012	2011	2010	2009	Seven-year average*
<b>Net</b>	\$ (2,659.65)	\$ (1,419.01)	\$ (2,419.29)	\$ (2,666.65)	\$ (3,953.65)	\$ (2,053.01)	\$ (3,934.57)	\$ (2,729.40)
<b>Income</b>	\$ 5,485.20	\$ 3,500.00	\$ 5,510.00	\$ 6,500.00	\$ 3,600.00	\$ 3,450.00	\$ 6,200.00	\$ 4,892.17
<b>Expenses</b>	8144.85	\$ 4,919.01	\$ 7,929.29	\$ 9,166.65	\$ 7,553.65	\$ 5,503.01	\$ 10,134.57	\$ 7,621.58
<b>No. participants</b>	13	5	12	13	8	7	13	10
<b>Rate/person</b>	\$ (204.59)	\$ (283.80)	\$ (201.61)	\$ (205.13)	\$ (494.21)	\$ (293.29)	\$ (302.66)	\$ (283.61)
	→ below average loss and rate/person							* without 2015



## Saskatchewan Geological Society

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25-Nov-16

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### OH Media - Restructuring Website to Receive online Payments

	Option 1	Option 2	Option 3	Comments
Payment Option 1 - PayPal Manual; - Same system as what is being used on the SGS membership page. Registrants would have to manually pay using PayPal after they submit the registration form. No custom receipts can be generated for this.	\$ 375.00			
Payment Option 2 - PayPal Integrated: after they submit the registration form and payment information is pulled from site (not manually filled out by user). Custom receipts can be generated in this case		\$ 1,050.00		
Payment Option 3 - Stripe Payments: - Stripe payment integrated into registration form, registrants don't have to leave the site in order to pay. Custom receipts can be generated in this case. (See SGS Open House conference registrations as examples of Stripe payments)			\$ 600.00	Michelle: - Stripe might be best option because: o Money is automatically transferred to the bank account whereas I have to transfer it using PayPal (\$600) o An automatic receipt is sent to customer (\$150)
Custom Receipt11/24/2016 - Create SGS custom event receipts (only available for option #2; or #3 payments types)		\$ 150.00	\$ 150.00	
CMS Event Registration Management: Includes ability to manage events, registration limits, pricing options for each event. Assumes that the registrations are still emailed to SGS and are not viewed in the CMS.	\$ 150.00	\$ 150.00	\$ 150.00	
Front End Development: - Create event registration form layout	\$ 125.00	\$ 125.00	\$ 125.00	
Change Membership Page over to Strip	\$ 300.00	\$ 300.00	\$ 300.00	Optional for this time
<b>TOTAL</b>	<b>\$ 950.00</b>	<b>\$ 1,775.00</b>	<b>\$ 1,325.00</b>	Michelle and Ralf are recommending option 3 to be implemented. Sending out custom receipts seems like an important feature; Down the road, if we like the stripe system, we can think about changing over the membership portion of the website as well

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Estimate # 0000402  
 Estimate Date October 27, 2016  
**Estimate Total (CAD) \$3,100.00**

Item	Description	Unit Cost	Quantity	Line Total
	Payment Option 1 - PayPal Manual - Same system as what is being used on the SGS membership page. Registrants would have to manually pay using PayPal after they submit the registration form. No custom receipts can be generated for this.	150.00	2.5	375.00
	Payment Option 2 - PayPal Integrated - Integration with PayPal where registrations are taken to PayPal after they submit the registration form and payment information is pulled from site (not manually filled out by user). Custom receipts can be generated in this case.	150.00	7	1,050.00
	Payment Option 3 - Stripe Payments - Stripe payment integrated into registration form, registrants don't have to leave the site in order to pay. Custom receipts can be generated in this case.  (See SGS Open House conference registrations as examples of Stripe payments)	150.00	4	600.00
	Custom Receipt - Create SGS custom event receipts (only available for option #2 or #3 payments types)	150.00	1	150.00
	CMS Event Registration Management - Includes ability to manage events, registration limits, pricing options for each event. Assumes that the registrations are still emailed to SGS and are not viewed in the CMS.	150.00	4.5	675.00
	Front End Development - Create event registration form layout	125.00	2	250.00
<b>Estimate Total (CAD)</b>				<b>\$3,100.00</b>

**Notes**

Estimate on custom multi-event registration with payment integration

# SGS Event Registration

*Please note: this page only allows for individual registration. Each person of a curling or golf team must register separately. The only exception is for adults registering children for the BBQ.*

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Liability information, blah, blah, blah.....

I agree

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Please choose from **all** of the applicable events below:

- CURLING \$15
- FIELD TRIP (member) \$500
- FIELD TRIP (student) \$250
- GOLF + BBQ (member) \$35
- GOLF + BBQ (non-member) \$45
- BBQ only \$15
- BBQ only (kids 6-12) \$5
- BBQ only (kids 6-12) \$5
- BBQ only (kids 6-12) \$5
- BBQ only (kids 6-12) \$5

Other team members (if applicable):

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## Contact Information

First name:

Last name:

Phone number:

Email address:

Street address:

Do you require a receipt?