

**Minutes of the Meeting of the Trustees of the
Ozija Thiha Education Trust ("OTET") held
November 8, 2024 at the Bearspaw Youth
Centre, Minî Thnî**

PRESENT

Trustees: Rod Hunter
Pierre Lefthand
Robert Shotclose, Chair

Also Attending: Terry Munro CMC, Munro & Associates Inc. Advisor

The meeting was called to order at 10:10 a.m. and Robert Shotclose agreed to act as Chair and Terry Munro as Secretary.

A proper notice of the meeting had been given, and as a quorum of Trustees was present, the meeting was declared to be duly constituted for the transaction of business.

1. Opening Remarks

Chairman Rob Shotclose welcomed everyone to the scheduled OTET Board of Trustees meeting and Pierre Lefthand provided a prayer in the Nakoda Sioux language.

2. Minutes of Board of Trustees Meetings

The Trustees spent time carefully reviewing the minutes of July 24, 2024

UPON MOTION duly made and seconded **IT WAS RESOLVED** that the Minutes of Meeting of the Board of Trustees held on July 24, 2024 be approved and adopted. **CARRIED.**

3. OTET Accounting/Financial Statements

The Board of Trustees reviewed financial statements for September 30, 2024 of the OTET prepared by the Bearspaw First Nation.

Rob Shotclose took the Trustees through the information found in the financial statements and provided an explanation for same. He stated it was a good step forward for Bearspaw to prepare and manage its own OTET financial statements and to complete quarterly financials on its own without STA involvement. He stated this was in keeping with Bearspaw First Nation's decision to maintain its own independent accounting for its own activities.

UPON MOTION duly made and seconded, **IT WAS RESOLVED** to approve and adopt the OTET financial statements of September 30, 2024. **CARRIED**

4. OTET Website

Terry Munro explained to the Trustees the various aspects of the OTET website which contains a great deal of information about the Trust and its operations. Rob Shotclose brought the website up for viewing and the Trustees reviewed the various components. It was pointed out that all

student applications for scholarships for Fall 2024 were made on-line through the OTET website. No paper copies were made.

5. OTET Database

Terry Munro stated the OTET database is updated on a continuous basis including data from corporate donors and information on all students that apply for a scholarship. He said this information will become very valuable as time goes on. Rob Shotclose said that Bears paw through the OTET is setting a new standard for information management and administration. He said the STA does not manage this level of detail. He said OTET could provide all information in relation to an OTET Scholarship including; date, name of student, band no., address, phone, email, name of school, program enrolled in, year of study and other information for corporate sponsors such as amount given, date, name of donor, address, contact info and other information. This information goes back to the very beginning of the Trust.

6. OTET Policy Manual

Rob Shotclose discussed the *OTET-001 Travel & Expense Reimbursement Policy* and stated the 2024 CRA rate for travel mileage had increased. The Board of Trustees reviewed the black-line changes increased to 0.72 per kilometer.

In addition, *OTET-002 Scholarship Selection Criteria & Administrative Procedures Policy* was also reviewed by the Trustees. Following the in depth discussion and decision at the previous Board meeting, a one (1) year restriction was adopted for the acceptance of any scholarship or award.

UPON MOTION duly made and seconded **IT WAS RESOLVED** to approve and adopt the amendments to OTET Policy-001 to reflect increase in travel mileage per kilometer, Policy-002 including addition for restrictions on payments of awards & scholarships of no longer than one year from graduation. **CARRIED**

7. OTET Minute Book

Rob Shotclose explained that all minutes of Board meetings and important documents are kept in the OTET Minute Book.

He said it also contains the Statement of Investment Policies and Procedures, resolutions, annual reports and legal information. He advised that the OTET Minute Book is provided each year to the auditors for the annual audit. OTET attempts to keep the highest standard for administration of the trust fund.

8. OTET Bank Account

A bank account for OTET at First Nations Bank of Canada ("FNBC") was established for OTET in 2022. Rob Shotclose stated that all the donations from corporate sponsors are directed to this account, although sometimes they first go to Bears paw or STA. The Board was also advised that the Trust now has access to web banking through FNBC and can execute electronic transactions.

The Board of Trustees reviewed an Account Activity Report form the FNBC for the OTET. FNBC is the every day banker to the Trust.

In the Report dated November 6, 2024, the Trustees were advised the current bank balance in the OTET account was \$99,768.39.

9. Leith Wheeler Investment Counsel for OTET, Vancouver, B.C. Quarterly Report Q3 2024

The Board of Trustees reviewed the Q3 2024 Quarterly report on the OTET provided by its investment counsel Leith Wheeler.

Mr. Job from Leith Wheeler provides an overview of the investments of the OTET twice a year to the Board of Trustees.

Rob Shotclose indicated that the OTET was growing in size and has reached a trust capital balance of \$132,420.

Rob Shotclose stated he would like Mr. Job to attend in person at a meeting of the OTET Board of Trustees and to see the Stoney Nakoda Reserves.

10. Corporate Sponsorship Program OTET

A general overview on the development of operation of the OTET Corporate Sponsorship program was given by Rob Shotclose and Terry Munro.

Terry Munro stated that OTET has done exceptionally well with its corporate sponsorship program considering the Bears paw Nation never had a program on its own for this. It has also never been pursued by STA.

The Board of Trustees examined a spreadsheet which provided information about the 2024 donations received from corporations and individuals.

Terry Munro stated that good record keeping was essential in order to keep track of who is donating, amounts, thank you letters, official receipts for tax purposes, audit and related matters. He said, all information is now being entered into the OTET database for future reference. Due to the fact that the Trust accepts donations from independent third parties it has a fiduciary duty to manage and account for these moneys properly. He added that BFN not OTET provides official tax receipts for donations.

The Board of Trustees reviewed a list of OTET Corporate and Individual Sponsors for 2024. New donors in 2024 included Calgary Flames Foundation, Challenge Industries, Craig's Home Sales, Far West Advertising, IFM Investors (U.S.) LLC, James O'Reilly, and Pieridae Energy.

In its short history, OTET has managed to raise \$418,185 through corporate and individual sponsorships. No other Stoney Nation entity has done this before.

11. Bears paw Post Secondary Programming

The Board again discussed the Bears paw Post Secondary Program and some of the challenges currently being faced.

Rob Shotclose stated it has also been and continues to be extremely difficult to obtain accurate information about Bearspaw students that are graduating and completing their studies at all levels.

The Board of Trustees were of the view that continued work was needed to bring the BFN Post Secondary Student Program up to date.

12. Scholarships and Awards for Bearspaw Students – Trade, College and University Graduates, Grade 12 for Fall 2024

Scholarships & Awards for Fall 2024 Semester

- Application based for the third time
- Advance notice given to all eligible students via email – 26 student names were provided by Bearspaw Post-Secondary and were all emailed the announcement about applications being open on October 3rd.
- Selections based on budget and merit
- All applications made online from OTET website by students
- Applications were open online from October 3, 2024 to October 25, 2024
- 21 Students applied for an OTET Scholarship
- Applications to be reviewed by Trustees and scholarships provided in accordance with OTET policy
- Scholarships will try to be paid by end of November 2024
- All information about scholarships will be presented in the OTET Annual Report

After a good deal of discussion by the Trustees, Option B of approximately \$34,150 as presented was selected by the Board.

UPON MOTION duly made and seconded **IT WAS RESOLVED** to approve and adopt list of students selected for OTET scholarships for Fall Semester 2024 in Option B with a value of \$34,150, and to authorize and direct payments to all recipients on the list subject to receipt of confirmations in writing and in accordance with OTET policies. **CARRIED**

Since inception, OTET have provided 173 Scholarships and awards totaling \$111,950.

13. Planning for Scholarships & Awards for Winter 2025 Semester

Terry Munro stated that scholarships will be on-line application based for Winter 2025 (Applications opening in February 2025).

14. Termination

Next meeting suggested for 2025. Trustee Rod Hunter conducted a closing prayer in the Nakoda Sioux language.

There being no further business the meeting was terminated by the Chairman at 1:15 p.m.



Chairman



Secretary