

Executive Limitation Report

To: The MSU Board

From: The Executive Director, Harry Oosterhoff

Re: Compliance Report on the Executive Limitations Policy **EL# 3**

Date: As of December 31, 2024.

This is the report on the Executive Limitations policy **EL#3: Strategic and Operational Plan** presented in accordance with the MSU Board's monitoring schedule outlined in **EL#2**

Interpretation

The Executive Director (ED) is expected to fully endorse and uphold the identity, governance structure, and labour relations philosophy of the MSU as specified in the MSU Constitution and Bylaws, along with the approved Board Policies. Additionally, the ED must ensure that all MSU operations align with and advance the organization's goals as outlined in the MSU Ends Policies, including its Vision, Mission, Strategic Goals, Beliefs, and Values. Additionally, the ED must prepare, and present regular reports as requested by the Board regarding the progress being made to achieve the specified goals.

Report on Compliance

I report compliance.

The MSU's Mission (E2) "to advocate for the collective workplace interests and well-being of non-academic staff" is at the core of everything the MSU office strives to accomplish. Additionally, the staff hold the MSU's core values of Integrity, Participation, Responsiveness and Excellence in high regard, striving to live them out in our service of the MSU membership. Each of the staff continues to express alignment both verbally and practically with the identified beliefs of the MSU:

- The most effective labour relations practices are interest based.
- Our union is our membership. Our membership is our union.
- Unionized workplaces are better workplaces.
- All people have inherent value.

Of the specified Mission Outcomes identified in Policy E3 to be completed for the fiscal period of Jul 1 2024 to Jun 30, 2025, MSU is in the process of negotiating a renewed collective agreement. The tone of bargaining has been good, but progress is slow. The external factors which impact MacEwan University (political and financial factors from provincial, federal and international governments) remain a concern for us.

The transition to deregister as a Society under the Societies Act is progressing as expected. Successor bargaining rights were applied for by MSU and granted by the Alberta Labour Relations Board. Payroll has been transitioned to MSU and the coinciding CRA account effective at the change of payroll year. The remaining financial transactions through MSA accounts are planned to be cleaned up prior to the end of the 2024-2025 fiscal year.

The annual operating budget for 2024-2025 fiscal year was prepared and approved by the MSU membership and includes an allocation of \$74,000 toward the labour disruption (strike) fund, which exceeds the specified target of 10%.

The work on the MSU office procedure manual continues slowly, but progress has been impacted by the focus on collective bargaining, increase in workplace investigations and our administrative assistant Chelsea's recent health concern. Although we welcomed her into a continuing role at the end of December 2024, she was unfortunately unable to work for most of December, with the beginning of January working remotely on a gradual return. We are optimistic that she will be able to return to full office duties in the middle of January 2025. Cross-training of MSU staff continues in our efforts to ensure operational continuity and appropriate succession planning.

We are working with the Member Engagement committee and through targeted communication and events to increase the number of signed members in the group of employees working casual appointments. The ratio of signed casual members fluctuates significantly during the academic year as the total number of casual employees are hired and/or end their employment. This is particularly true with student casual employees. This will continue to require intentional activities to engage with this group as employee turnover is a normal and ongoing feature of their employment reality.

The report printed June 10, 2024 shows the number of CAS employment class who had signed an MSU membership card was 46 people out of 327 representing 14.07% of casual employees at the time. For the pay period ending Dec 14, 2024, the report printed Jan 30, 2025 has now increased to 71. When compared to the previous number of signed casual employees, this is an increase of 25 (54.3% more than 46). However, it must be noted that because the total number of casual employees increased to 465, the relative percentage of signed casuals only increased to 15.27% (1.1% increase of the total CAS group).

Certification

I certify that the information contained in this report is accurate and true.

Harry Oosterhoff (signed) Executive Director January 30, 2025 (dated)

Signed Status (based on Bi-Weekly Regular Hours Worked)

Employment Class		Count	% of Group	% of Report Total
BG1				
Member Status: SIGNED	<input checked="" type="checkbox"/>	1	100.00%	0.10%
Employment Class Total:		1		
CAS				
Member Status: SIGNED	<input checked="" type="checkbox"/>	46	14.07%	4.43%
Member Status: SIGNED	<input type="checkbox"/>	281	85.93%	27.05%
Employment Class Total:		327		
NON				
Member Status: SIGNED	<input checked="" type="checkbox"/>	553	83.28%	53.22%
Member Status: SIGNED	<input type="checkbox"/>	111	16.72%	10.68%
Employment Class Total:		664		
NRT				
Member Status: SIGNED	<input checked="" type="checkbox"/>	17	50.00%	1.64%
Member Status: SIGNED	<input type="checkbox"/>	17	50.00%	1.64%
Employment Class Total:		34		
RCN				
Member Status: SIGNED	<input checked="" type="checkbox"/>	3	75.00%	0.29%
Member Status: SIGNED	<input type="checkbox"/>	1	25.00%	0.10%
Employment Class Total:		4		
RPT				
Member Status: SIGNED	<input checked="" type="checkbox"/>	3	33.33%	0.29%
Member Status: SIGNED	<input type="checkbox"/>	6	66.67%	0.58%
Employment Class Total:		9		
Report Total		1039		

Signed Status (based on Bi-Weekly Regular Hours Worked)

Employment Class	Count	% of Group	% of Report Total
BG1			
Member Status: SIGNED <input checked="" type="checkbox"/>	2	100.00%	0.17%
Employment Class Total:	2		
CAS			
Member Status: SIGNED <input checked="" type="checkbox"/>	71	15.27%	5.90%
Member Status: SIGNED <input type="checkbox"/>	394	84.73%	32.72%
Employment Class Total:	465		
NON			
Member Status: SIGNED <input checked="" type="checkbox"/>	578	83.53%	48.01%
Member Status: SIGNED <input type="checkbox"/>	114	16.47%	9.47%
Employment Class Total:	692		
NRT			
Member Status: SIGNED <input checked="" type="checkbox"/>	13	43.33%	1.08%
Member Status: SIGNED <input type="checkbox"/>	17	56.67%	1.41%
Employment Class Total:	30		
RCN			
Member Status: SIGNED <input checked="" type="checkbox"/>	3	100.00%	0.25%
Employment Class Total:	3		
RPT			
Member Status: SIGNED <input checked="" type="checkbox"/>	5	41.67%	0.42%
Member Status: SIGNED <input type="checkbox"/>	7	58.33%	0.58%
Employment Class Total:	12		
Report Total	1204		

Executive Limitation Report

To: The MSU Board

From: The Executive Director, Harry Oosterhoff

Re: Compliance Report on the Executive Limitations Policy **EL# 8**

Date: As of December 31, 2024.

This is the report on the Executive Limitations policy **EL#8: FINANCIAL PLANNING** presented in accordance with the MSU Board's monitoring schedule outlined in **EL#2**.

Interpretation

One of the key financial responsibilities of the Executive Director (ED) is to develop the MSU annual operating budget. The budget for the 2025-2026 fiscal year must be prepared and presented to the MSU membership at the Spring Semi-Annual General Meeting (SAGM) by the MSU Secretary-Treasurer, Ayman Yousuf, in collaboration with the ED. This budget will be based on conservative revenue projections and realistic cost estimations. Throughout the fiscal year, the ED must monitor income and expenses to ensure they align with the Board's strategic plan and the approved budget. Should the ED identify any areas of concern, they must promptly inform the MSU Secretary-Treasurer and the MSU Board.

Report on Compliance

I report compliance. I have attached the YTD report on dues received for the first half of the 2024-2025 fiscal year. The additional financial reports will be provided in compliance with EL#9. I am pleased to report that revenue for the first 13 pay periods has once again exceeded projections. All budgeted items relate to the Board's stated ends and strategic outcomes as outlined in either the MSU Constitution & Bylaws or because of strategic planning as reflected in Governance Policy. We will begin preparing for the development of the 2025-2026 fiscal year operational budget in the next few months, and we hope that we will have additional information soon as a result of the completion of collective bargaining with the University. Over the past few years, we have succeeded in consistently achieving surplus revenue over expenditures which allows allocation to strategic reserves and demonstrates multi-year sustainability.

Certification

I certify that the information contained in this report is accurate and true.

Harry Oosterhoff (signed) Executive Director January 30, 2025 (dated)



MSA Dues Received

Thursday, January 30, 2025

3:32:54 PM

	Pay Period End Date	Employee Count	Earnings Subject to MSA Dues	MSA Dues	MSA Non Core Dues
1	July 13, 2024	1013	\$2,115,941.45	\$25,461.16	\$113.50
2	July 27, 2024	1014	\$2,128,418.27	\$25,607.99	\$116.50
3	August 10, 2024	1019	\$2,121,957.78	\$25,534.85	\$117.00
4	August 24, 2024	1090	\$2,176,680.65	\$26,259.12	\$119.50
5	September 7, 2024	1133	\$2,277,403.56	\$27,490.87	\$123.50
6	September 21, 2024	1189	\$2,205,754.69	\$26,645.26	\$128.50
7	October 5, 2024	1248	\$2,256,353.41	\$27,218.20	\$128.50
8	October 19, 2024	1268	\$2,268,797.76	\$27,440.15	\$128.00
9	November 2, 2024	1295	\$2,272,299.71	\$27,490.62	\$126.50
10	November 16, 2024	1274	\$2,258,985.09	\$27,349.72	\$129.00
11	November 30, 2024	1288	\$2,300,075.21	\$27,773.36	\$129.50
12	December 14, 2024	1204	\$2,203,556.19	\$26,638.16	\$127.00
13	December 28, 2024	1076	\$2,171,818.56	\$26,194.94	\$125.00
Count: 13		Totals:	\$28,758,042.33	\$347,104.40	\$1,612.00

Executive Limitation Report

To: The MSU Board

From: The Executive Director, Harry Oosterhoff

Re: Compliance Report on the Executive Limitations Policy **EL# 9**

Date: As of December 31, 2024

This is the report on the Executive Limitations policy **EL#9: FINANCIAL CONDITION** presented in accordance with the MSU Board's monitoring schedule outlined in **EL#2**.

Interpretation

As the Executive Director (ED), I am responsible for the prudent management of MSU's financial resources, ensuring that all operations remain consistent with the Board's priorities as set out in the Governance Ends policies, the MSU Objectives in the Constitution & Bylaws, and the approved budget. Should there be any significant anticipated deviations, I am required to seek guidance from the Board. However, if an expenditure is within the budget and advances the MSU's stated objectives, I am authorized by the Board to proceed without requiring additional approval.

As the Executive Director (ED), I must also ensure that:

- MSU does not engage in deficit spending unless specific debt guidelines are met.
- Temporary debt, such as credit cards, is repaid within 90 days.
- MSU funds are utilized according to the approved budget.
- Financial conflicts of interest are avoided, and purchases involving businesses I have a personal connection with are made by other authorized individuals.
- Minimum balances are maintained in the operating bank account for timely payroll and debt settlement.
- Tax and other government-required payments or filings are accurately completed and on time.
- Written operational policies and procedures are available for staff reference, as needed.
- Staff provide all necessary information for the annual financial review and audit.

Report on Compliance

I report no new non-compliance issues. In principle, MSU is primarily in compliance and all financial tasks continue to be performed in accordance with the Constitution & Bylaws and following the recommendation of MSU's accountant for Generally Accepted Accounting Principles (GAAP) and previous MSU approved policies and practice.

However, the issue of compliance to the requirements of the Alberta Societies Act for filing of the Association's Bylaws, and the completion of the entire Operations Procedure Manual remain outstanding. It is anticipated that MSU will never become fully compliant with the Alberta Societies Act, but this will be remedied once the process to deregister has been completed. The compilation of the policy manual is currently being worked on as time becomes available, with the hope that it will be done by June 30, 2025.

Attachments: General Account Income Statement & Balance Sheet as of December 31, 2024, Wellness Account Income Statement & Balance Sheet as of December 31, 2024. Professional

Development Income Statement & Balance Sheet as of December 31, 2024, Dues Income Report as of December 31, 2024.

Certification

I certify that the information contained in this report is accurate and true.

Harry Oosterhoff (signed) Executive Director January 30, 2025 (dated)

MSU General

Comparative Income Statement - Monthly Comparative to Budget

	Actual 07/01/2024 to 12/31/2024	Budget 07/01/2024 to 06/30/2025
REVENUE		
Core Revenue		
Core Membership Dues	320,909.46	588,000.00
Total Core Revenue	<u>320,909.46</u>	<u>588,000.00</u>
Non-Core Revenue		
Non-Core Membership Dues	1,487.00	2,400.00
Interest Revenue - Non-Core	11,038.77	20,000.00
Other Revenue-Div./Profit Share/Ins	413.86	250.00
Corporate Rebates	0.00	1,000.00
Total Non-Core Revenue	<u>12,939.63</u>	<u>23,650.00</u>
TOTAL REVENUE	<u>333,849.09</u>	<u>611,650.00</u>
EXPENSE		
Core Expenses		
Labour Relations Legal Expenses	1,470.00	9,000.00
Non-Labour Relations Legal Expenses	36.75	12,000.00
Arbitration/Legal Def./Human Rights	0.00	10,000.00
Total Legal Expenses	<u>1,506.75</u>	<u>31,000.00</u>
Bank Charges	11.77	500.00
Office Supplies	3,623.21	5,300.00
Duplicating	647.08	2,150.00
Parking	870.50	1,500.00
Insurance	1,762.50	3,200.00
IT Service/Contract	1,935.67	5,500.00
Maintenance	0.00	2,000.00
Total Office Operations	<u>8,850.73</u>	<u>20,150.00</u>
MSA Membership Awards	0.00	2,000.00
Total Education Awards	<u>0.00</u>	<u>2,000.00</u>
Meetings	8,364.36	26,000.00
Hospitality	367.20	2,000.00
Promotional Items	1,367.78	3,500.00
Recognition	891.09	3,000.00
Member Travel	0.00	500.00
Total Hospitality & Meetings	<u>10,990.43</u>	<u>35,000.00</u>
Professional Fees & Consulting	6,820.46	10,000.00
Policy Governance	1,000.00	10,000.00
Capital Expenditures	2,383.31	5,000.00
Social Events	197.34	2,500.00
Member Engagement	150.00	2,500.00
Total Social Events	<u>347.34</u>	<u>5,000.00</u>
MSA Staff Development/Travel	1,275.50	10,000.00
Salaries & Benefits - Admin Staff	108,533.65	216,415.34
Salary & Benefits - Exec Director	86,827.75	183,584.66
Total Salaries & Benefits	<u>195,361.40</u>	<u>400,000.00</u>
Total Core Expenses	<u>228,535.92</u>	<u>528,150.00</u>
Non-Core Expenses		
Education Awards - Non-Core	3,000.00	3,000.00
Scholarship for Dependents-Non-Core	4,000.00	4,000.00
Professional & Consulting Fees - NC	0.00	500.00
Memorial Bursary - Non-Core	0.00	1,500.00
Charitable Donations - Non-Core	0.00	500.00
Total Non-Core Expenses	<u>7,000.00</u>	<u>9,500.00</u>
TOTAL EXPENSE	<u>235,535.92</u>	<u>537,650.00</u>

MSU General Comparative Income Statement - Monthly Comparative to Budget

	Actual 07/01/2024 to 12/31/2024	Budget 07/01/2024 to 06/30/2025
NET INCOME	<u>98,313.17</u>	<u>74,000.00</u>



MSA Dues Received

Thursday, January 30, 2025

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	Pay Period End Date	Employee Count	Earnings Subject to MSA Dues	MSA Dues	MSA Non Core Dues
1	July 13, 2024	1013	\$2,115,941.45	\$25,461.16	\$113.50
2	July 27, 2024	1014	\$2,128,418.27	\$25,607.99	\$116.50
3	August 10, 2024	1019	\$2,121,957.78	\$25,534.85	\$117.00
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7	October 5, 2024	1248	\$2,256,353.41	\$27,218.20	\$128.50
8	October 19, 2024	1268	\$2,268,797.76	\$27,440.15	\$128.00
9	November 2, 2024	1295	\$2,272,299.71	\$27,490.62	\$126.50
10	November 16, 2024	1274	\$2,258,985.09	\$27,349.72	\$129.00
11	November 30, 2024	1288	\$2,300,075.21	\$27,773.36	\$129.50
12	December 14, 2024	1204	\$2,203,556.19	\$26,638.16	\$127.00
Count:	12	Totals:	\$26,586,223.77	\$320,909.46	\$1,487.00

MSU General

Balance Sheet As at 12/31/2024 - Monthly

ASSET

Current Assets

Petty Cash (MSA)	142.75	
Servus Rewards Bank Account (MSA)	14.69	
Capital Savings Common Shares (MSA)	8,706.62	
Capital Savings Common Shares	1.02	
Saveplus-Savings #0	111,163.67	
Saveplus - Savings (MSA)	441,078.16	
Chequing Bank Account	196,506.45	
Chequing Bank Account (MSA)	248,504.64	
Total Cash		1,006,118.00
GIC #1	15,000.00	
Accrued Interest GIC #1	340.27	
GIC #2	15,000.00	
Accrued Interest GIC #2	313.81	
GIC #3	15,000.00	
Accrued Interest GIC #3	281.10	
GIC #4	15,000.00	
Accrued Interest GIC #4	246.70	
GIC #5	15,000.00	
Accrued Interest GIC #5	189.86	
GIC #6	15,000.00	
Accrued Interest GIC #6	83.22	
GIC Total in MSA	140,000.00	
Accrued Interest in MSA	5,191.53	
Total GIC Investments		236,646.49
Due from MSA General	298,769.00	
Total Receivable		298,769.00
Prepaid Expense & Deposits (MSA)		2,497.97
Inventory-Gift Cards & Movie (MSA)		150.00

Total Current Assets 1,544,181.46

Capital Assets

Office Furniture & Equipment (MSA)	60,180.34	
Accum. Amort. -Furn. & Equip. (MSA)	-48,640.13	
Net - Furniture & Equipment (MSA)		11,540.21

Total Capital Assets 11,540.21

TOTAL ASSET 1,555,721.67

LIABILITY

Current Liabilities

Accounting Accrual (MSA)	1,350.00	
Account Payable	46.80	
Accounts Payable (MSA)	29,168.96	
Due to General Account	298,769.00	
Servus MC Payable	1,997.13	

Total Current liabilities 331,331.89

TOTAL LIABILITY 331,331.89

EQUITY

Retained Earnings

Arbitration Fund (Restricted) (MSA)	201,607.00	
Operations Contingency (MSA)	255,000.00	
Labour Disruption Reserve (MSA)	260,000.00	
Capacity & Capital Invest Res (MSA)	50,000.00	
Retained Earnings - Prev Year (MSA)	359,469.61	
Current Earnings	98,313.17	

Total Retained Earnings 1,224,389.78

Printed On: 01/25/2025

MSU General
Balance Sheet As at 12/31/2024 - Monthly B/S

TOTAL EQUITY	<u>1,224,389.78</u>
LIABILITIES AND EQUITY	<u><u>1,555,721.67</u></u>

MacEwan Staff Union - PD
Comparative Income Statement - Inc Statement YTD

	Actual Dec 01, 2024 to Dec 31, 2024	Actual Jul 01, 2024 to Dec 31, 2024
REVENUE		
Other Revenue		
Professional Development Reve...	1,000.00	1,880.02
Total Other Revenue	<u>1,000.00</u>	<u>1,880.02</u>
TOTAL REVENUE	<u>1,000.00</u>	<u>1,880.02</u>
EXPENSE		
Professional Development Exp...		
Professional Development	1,000.00	1,628.00
Interest & Bank Charges	0.00	5.21
Office Expenses	0.00	246.81
Total Professional Developme...	<u>1,000.00</u>	<u>1,880.02</u>
TOTAL EXPENSE	<u>1,000.00</u>	<u>1,880.02</u>
NET INCOME	<u><u>0.00</u></u>	<u><u>0.00</u></u>

MacEwan Staff Union - PD
Balance Sheet As at Dec 31, 2024 - Balance Sheet

ASSET

Current Assets

Servus Credit Union	49,119.98
Servus Credit Union (MSA)	48,540.53

Total Current Assets	<u>97,660.51</u>
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TOTAL ASSET	<u><u>97,660.51</u></u>
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LIABILITY

Current Liabilities

Deferred Profess Dev Funds (MSA)	97,660.51
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Total Current liabilities	<u>97,660.51</u>
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TOTAL LIABILITY	<u>97,660.51</u>
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EQUITY

Current Earnings	<u>0.00</u>
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TOTAL EQUITY	<u>0.00</u>
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LIABILITIES AND EQUITY	<u><u>97,660.51</u></u>
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MSU Health and Wellness

Balance Sheet As at 12/31/2024 - Balance Sheet

ASSET

Current Assets

Servus Credit Union Common Sh (MSA)	1,029.10	
Servus Credit Union (MSA)	38,558.44	
Servus Credit Union	86,133.88	
Servus Rewards Bank (MSA)	112.95	
Servus Credit Un Savings Acct (MSA)	69,050.21	
Total Cash		194,884.58
Total Current Assets		<u>194,884.58</u>

TOTAL ASSET 194,884.58

LIABILITY

Current Liabilities

Due to/from the Wellness Account	200.00	
Deferred EI Reduction Fund (MSA)	205,154.46	
Total Current liabilities		<u>205,354.46</u>

TOTAL LIABILITY 205,354.46

EQUITY

Retained Earnings

Retained Earnings - Prev Yr (MSA)	6,729.52	
Current Earnings	-17,199.40	
Total Retained Earnings		<u>-10,469.88</u>

TOTAL EQUITY -10,469.88

LIABILITIES AND EQUITY 194,884.58

MSU Health and Wellness
Income Statement 07/01/2024 to 12/31/2024 - Income Stmt YTD

REVENUE

Other Revenue

EI Reduction Fund	0.00
Interest Revenue	615.50
Professional Development Revenue	0.00
Total Other Revenue	<u>615.50</u>

TOTAL REVENUE 615.50

EXPENSE

General & Administrative Expenses

Professional Development Tidbits	0.00
Health and Wellness Rebates	17,557.88
Accounting & Legal	0.00
Advertising & Promotions	0.00
Courier & Postage	0.00
Income Taxes	0.00
Insurance	0.00
Interest & Bank Charges	10.21
Office Expenses	246.81
Rent	0.00
Repair & Maintenance	0.00
Social Events	0.00
Telephone	0.00
Travel & Entertainment	0.00
Utilities	0.00
Total General & Admin. Expenses	<u>17,814.90</u>

TOTAL EXPENSE 17,814.90

NET INCOME -17,199.40

Executive Limitation Report

To: The MSU Board

From: The Executive Director, Harry Oosterhoff

Re: Compliance Report on the Executive Limitations Policy **EL# 10**

Date: As of December 31, 2024.

This is the report on the Executive Limitations policy **EL# 10: FINANCIAL RESERVES** presented in accordance with the MSU Board's monitoring schedule outlined in **EL#2**.

Interpretation

The Executive Director (ED) is required to maintain sufficient assets in the General Operating accounts to meet ongoing operational needs. To safeguard against unforeseen income loss and unexpected expenses, MSU must keep a minimum of three months' operating expenses plus severance obligations for staff in a contingency fund. Additionally, MSU is mandated to maintain at least \$200,000 in internally restricted funds for Arbitration and Legal Defense and allocate any additional annual revenue surpluses to a Labour Disruption (strike) fund and Capital Investment reserve.

Investments are included as part of these contingency funds, and there is no requirement to keep these funds in any specific bank or investment account. As of the end of the last fiscal year (2024-2025), three months of operating expenses plus the severance obligation for MSU's four staff members requires the balance of the Operating Contingency Fund to be \$369,619 (which was allocated accordingly). The audited financial statements presented to the membership at the Fall Semi-Annual General Membership meeting show \$205,000 in the Labour Arbitration Fund and \$300,000 allocated in the Labour Disruption Fund and \$95,000 in the Capital & Capacity Investment reserves. After reviewing the current General Balance Sheet report, I wish to note that we need to inquire with our bookkeeper to correct the Labour Disruption Fund balance on the General Fund Balance Sheet shown in retained earnings to match the year-end audited financial statement. This is probably due to a year-end adjustment by the Accountant/Auditor being missed to be entered into the current year accounting software.

Report on Compliance

I report compliance. 2023-2024 Audited Financial Statements previously submitted to the membership for acceptance.

Certification

I certify that the information contained in this report is accurate and true.

Harry Oosterhoff (signed) Executive Director January 30, 2025 (dated)