



# SCDA 58<sup>th</sup> Annual General Meeting – Secretary-Treasurer Workshop

**Location:** Saskatoon Inn & Conference Centre  
**Saskatchewan C Mezzanine**  
2002 Airport Drive  
Saskatoon, SK S7L 6M4

**Date:** Wednesday, March 20, 2024

**Time:** 11:30 AM to 4:00 PM

## ITINERARY

<b>11:30 AM to 12:00 PM</b>	<b>Registration and Coffee</b>
<b>12:00 PM to 12:45 PM</b>	<b>LUNCH</b>
<b>1:00 PM to 1:15 PM</b>	<b>Introductions</b> – Molly Wihone, Executive Administrator, SCDA
<b>1:15 PM to 1:30 PM</b>	<b>Secretary-Treasurer Handbook Refresh – Brief Overview</b> – Molly Wihone
<b>1:30 PM to 1:45 PM</b>	<b>Record Retention</b> – Molly Wihone
<b>1:45 PM to 2:15 PM</b>	<b>Audits</b> – Elaine Knowlson, Secretary-Treasurer for Marshall East CAA
<b>2:15 PM to 2:30 PM</b>	<b>COFFEE BREAK</b>
<b>2:30 PM to 3:00 PM</b>	<b>Assessments and Levy Procedure</b> - Kathy Adams, Secretary-Treasurer for Langenburg East CAA
<b>3:00 PM to 3:15 PM</b>	<b>Microsoft Forms and Email Safety</b> – Molly Wihone
<b>3:15 PM to 3:30 PM</b>	<b>GST Refunds with the Canada Revenue Agency (CRA)</b> – Molly Wihone
<b>3:30 PM to 3:40 PM</b>	<b>Resources</b> – Molly Wihone
<b>3:40 PM to 3:55 PM</b>	<b>Question Period</b>
<b>3:55 PM to 4:00 PM</b>	<b>Closing Remarks</b> – Molly Wihone

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