

**DRAFT MINUTES of  
CANMORE SENIORS ASSOCIATION  
ANNUAL GENERAL MEETING**  
(using ZOOM technology plus in person attendance at CSA building)  
**SEPTEMBER 21, 2020**

David Minifie welcomed members to the AGM, explained the procedures for the electronic process of the meeting. David then introduced our invited guest, Jon Olthuis, representing Lockwood Doyle Professional Corporation.

1. Call to Order

President, David Minifie, called the meeting to order at 2:07 PM.

2. Verification of Quorum

625 people were registered as members 30 days prior to the meeting. Quorum for the meeting (5%) was therefore 32 members. There were in excess of 69 members in attendance via ZOOM and 7 members in attendance in person. Quorum was achieved.

3. Confirmation of Notice of Meeting

David Minifie verified that notice of meeting was published in the Paper Trail August 21, 2020, and on the CSA Bulletin Board on August 24, 2020. Further notice was mailed in the Paper Trail September 4th, 11th and 18th. Appropriate notice was satisfied for the meeting.

4. Approval of Agenda

**Motion:** David Minifie / Beth Millard: that the Agenda be approved as presented.

**Carried.**

5. Approval of AGM Minutes - September 16, 2019

**Motion:** Beth Millard / Martin Davies: that the minutes of the September 16, 2019 AGM be approved as presented. **Carried.**

6. President's Review of the Year's Activities

This was second year of David's leadership and was a challenging year in many ways. He included the following in his report:

- Thank you to the many volunteers who contribute to the success of the CSA
- Thank you to the Board members who faced a number of unique challenges
- Business administration of the organization has been efficient and innovative with Rosanne Gale in charge of the office. Thanks was extended to Rosanne; thanks as well to Janet Killoran for organizing the volunteers, and her support in the office when needed
- David outlined the work of the Directors, itemized below under Director's reports.
- Following the reference to the Director's reports found below, David thanked Dave Weiler and Rosanne for their great contribution to the AGM set-up.
- In conclusion, David thanked the members for their support in the Association's activities and to the volunteers who help to make the Association the vibrant and active organization that it is, notwithstanding COVID-19 challenges.

7. Director's Reports

David outlined the work of the CSA through these reports:

- Membership currently stands at 635, 35 of these are first time registrations. 95% of membership was achieved through our online system, Zone 4. Donations of \$5100 were

also raised during this process. Thanks to members for their generosity. Thanks to Jamie Konecny and Rosanne for setting up and monitoring our online membership and event system

- Grants from the Alberta Government were received in the amount of \$5808 in 2020 due to Stewart Hamilton's work in applying for the grants. Phil Wilson also obtained a one-time grant from Alberta in the amount of \$919 to partially compensate for loss of rental income due to COVID-19.
- Grounds, including decks, landscaping and flower boxes were maintained at a high level. Grant monies were received and allowed for a new awning and sprinkler system upgrade. Thanks to John Martland, and the gardening crew under Jim Schram and Constance Feildel.
- Building Capital and Maintenance under the guidance of Bob Ellard and Stewart Hamilton achieved many projects: Carpet installation in the west wing; coded lock system on the main door; extension of the irrigation system; new exterior pylon sign and support structure; new exterior lighting; new awning on the deck; ongoing maintenance to the building; an inventory of artwork, furniture and equipment completed for insurance purposes.
- A new janitor, Patricio Corte, was hired for the building. Our thanks to former janitor Pierre Dube.
- Sports activities at the CSA were interrupted this year due to COVID-19. These activities are gradually restarting, with a new waiver and COVID-19 checklist in place, as well as new protocols and timelines established for each activity. Masks must now be worn at all times within the CSA building.
- Social and Entertainment activities were also curtailed due to COVID-19, and will likely be on hold until 2021.
- Rentals, which provide 30 to 40% of our revenue, were very healthy in 2019, and until March of 2020. There are now 38 confirmed rentals over the next 16 months. We are planning to promote our wedding facility through a new distinct wedding rental website.

#### 8. Treasurer's Reports

Martin Davies presented the Treasurer's report and the Financial statements for the Fiscal Year 2020.

#### 9. Presentation of 2020/2021 Budget

Martin Davies presented the Budget for the upcoming year, 2020/2021.

#### 10. Appointment of Accountants for 2020/21

**Motion:** Martin Davies / Phil Wilson: that the firm of Lockwood Doyle be appointed for the preparation of the 2020/21 financial statements. **Carried.**

#### 11. Questions from the Members. None were submitted during the meeting.

#### 12. Election of Directors for the Year 2020 to 2022 Term of Office

David thanked the retiring Board members Rodger Connor and Bob Ellard for their contributions to the CSA. David also thanked the continuing Board members.

Phil Wilson presented the following slate of Directors and Director candidates.

POSITION	NAME	TERM	ELECTION REQUIRED YES / NO
PRESIDENT	David Minifie	2nd year of 2 year term	NO
VICE-PRESIDENT	Martin Davies	2 years	YES
SECRETARY	Beth Millard	2nd year of 2 year term	NO
TREASURER	John Haslett	2 years	YES
DIRECTOR	Ken Blackwood	2nd year of 2 year term	NO
DIRECTOR	Stewart Hamilton	2nd year of 2 year term	NO
DIRECTOR	Jamie Konecny	2nd year of 2 year term	NO
DIRECTOR	John Martland	2 years	YES
DIRECTOR	Clive Pyburn	2nd year of 2 year term	NO
DIRECTOR	Bruce Scott	2nd year of 2 year term	NO
DIRECTOR	Linda Black	2 years	YES
DIRECTOR	Jennifer Ranger	2 years	YES
PAST PRESIDENT	Phil Wilson	Continues until there is a new President elect- ed	NO

**Motion:** Phil Wilson / Jamie Konecny: that Martin Davies, John Haslett, John Martland, Linda Black and Jennifer Ranger are elected to the Board of Directors. **Carried.**

13. Closing Remarks

David thanked members in attendance for their participation in the meeting.

14. Adjournment

David adjourned the meeting at 2:56 PM.