

**CANMORE SENIORS ASSOCIATION
ANNUAL GENERAL MEETING
SEPTEMBER 16, 2019**

1. Call to Order

President, David Minifie, called the meeting to order at 2:06 pm in Creekside Hall.

2. Verification of Quorum

643 people were registered as members 30 days prior to the meeting. Quorum for the meeting (10%) was therefore 65 members. More than 80 members were in attendance and therefore quorum was achieved.

3. Confirmation of Notice of Meeting

David Minifie verified that a notice of meeting was published in The Outlook, on the Seniors' Bulletin Board and on the CSA website on August 15. The Paper Trail, containing meeting notices, were emailed to members on August 16, 23, 31, Sept 6 and 13.

4. Approval of Agenda

Motion: Marilyn Wilson/Barbara Amping: that the Agenda be approved as presented
Carried.

5. Approval of AGM Minutes of September 17, 2018

Motion: John Martland/Rodger Connor
Carried.

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

David Minifie presented a report of the year's activities and highlighted some of the following:

- 131 members (including 12 Board members) volunteered last year including 29% who were new volunteers this year. We are trying to recognize each individual and list their names in thanks for their service if they permit us to do so. I thank each of them for their time and commitment to the success of CSA.
- Janet Killoran, our previous office administrator, retired in June and we thank her for her services to CSA.
- We engaged our new part time office administrator, Roseanne Gale, who has brought with her a wealth of skills through which CSA is experiencing notable benefit.
- As of September 9, 2019 we had 694 paid members, which is on track for this time of year, and we expect further growth.
- 52 members have our sincere thanks for making donations this year toward the CSA Sustainability Fund for a total of \$1,930. Donations of cash or cheques can be accepted at any time through the office or, even more conveniently via atbcares.com. To take maximum advantage of ATB Cares, members were encouraged to make donations early in the month to ensure the additional 15% ATB matching donation.

- A new CSA logo was designed through an online competition and the website now has an updated look regarding colour and tone that is in harmony with the logo. We thank our webmaster, Dave Weiler, for his dedication and creativity.
- With a focus on fundraising this year, the CSA received grants totaling \$15,004 from the Government of Alberta and the Rotary Club. Donations received with membership renewal totaled \$1,995, and the Wine Survivor fundraiser provided us with an additional \$1,732. Thank you to Board member Terry Nazar for maintaining the lead on these initiatives.
- Board member Bob Ellard and a group of volunteers led the substantial work on maintaining the Building in good repair. All exterior doors, windows and blinds were replaced at no cost to CSA. The office was expanded, and an automated door opener was installed on the accessible washrooms, a new compressor was installed for the Creekside air condition unit, two crankcase heaters and a thermostat were installed, and the kitchen dishwasher was replaced. There has been ongoing maintenance to plumbing and electrical fixtures, and minor maintenance work has been managed by our helpful volunteers.
- We signed a new lease with the Town of Canmore effective July 1, 2019 for use by Parent Link. This arrangement currently provides us with approximately \$6,000 per year, and over time more appropriate fees will be provided in the 3.5 year agreement, which has provision for a four-year renewal with negotiated re-pricing.
- The garden has been beautifully maintained by our outstanding volunteers, and a new picnic table was added to the deck. The garden is highly valued by those renting the hall for weddings and other functions, accounting for a substantial percentage of our income.
- Outdoor activities and sports continued to be enjoyed by many of our members, fitness and yoga classes are well attended, as are Life Long Learning presentations and other opportunities for members to gather together.
- Throughout the year members have volunteered to entertain us at 'Oktoberfest', a Christmas Social, an International Potluck and Contra Dancing, the Wine Survivor Winner Draw, and the Taste of Summer Gala.
- Zone4, an online ticket-ordering service, has been engaged this year and we anticipate that it can be expanded to provide member-registration services in the future. Those who wish to register and pay by cash or cheque in person, however, can still do so at the office.

7. Treasurer's Report

The Financial Statements were presented by David Minifie, on behalf of the Treasurer, Martin Davies. John Olthius of Lockwood Doyle, CSA's independent accounting service, was introduced to attendees. Our Financial Statements were reviewed, rather than audited, which is an accounting practice of many not-for-profit organizations. CSA's objectives were to be conservative, to avoid debt, and to continue the trust of the Town of Canmore to be responsible for the duration of the lease until 2025. CSA invests in term deposits, we have a reserve fund based on an estimate of costs of the next 25 years. The balance in the fund is \$293,000. No

questions regarding the Financial Statements were raised by members. Mr. Olthius excused himself from the meeting.

8. Presentation of the 2019/2020 Budget

The Budget for the upcoming fiscal year was presented, planned with a deficit of \$11,000 (it is expected that the carpeting will have to be replaced). This deficit may be offset by additional rentals and fundraising through grants, events and donations.

Questions:

Are there fewer weddings now? Have we compared our rental fees and services to other local hotels and lodges? We are on track to exceed our past numbers for wedding rentals. People can save money using our facilities; however we aren't able to provide some of the services offered by for-profit hotels.

9. Appointment of Accounting Firm for 2019/2020

Motion: Jim Millard/Chris Duncan-Webb: that the firm of Lockwood Doyle be appointed for the preparation of the 2019/2020 Financial Statements.

Carried.

10. SPECIAL RESOLUTION: "That the existing Bylaws of the Canmore Seniors' Association are repealed and replaced by the proposed Bylaws."

John Martland, Director of the Board, reviewed the changes proposed to the previous Bylaws, explaining there was a major revamping to eliminate various administrative content along with the legalese of the 2015 version. The Board is now empowered with the flexibility to amend and update as required. The new version has been modeled on those of the Canadian Mountain Arts Foundation, the Canmore Folk Festival Music Society and on the latest guidance per the Societies Act. The key features are in Sections 4.4, 4.5, 7.1, 7.3, 7.4, 7.5, 9.3, 16, 17.4, 19, and 21.1.

Questions:

- 1.** Lynn Jones: *In section 14.4 there is an incorrect placement of an apostrophe. In Section 18, can members have access to Board Minutes?* The typo will be corrected prior to filing. Yes, Board Minutes are filed in the Office following each meeting and they could potentially be available on the CSA website if members so wish.
- 2.** Lynn Jones: *Regarding Section 27.3, previously upon dissolution of CSA, the remaining financial assets were to be returned to the Town of Canmore. Why the change?* The building belongs to the Town. Should the CSA be dissolved, it is assumed that no financial assets exist, the asset is the building itself and will be returned to the Town. Any remaining AGLC funds must go to a charitable foundation.
- 3.** Paul Belanger: *In Section 23.1, there is a notation that refers to an appointment of review by an auditor. Is there an intent to appoint an auditor next year?* No, that will not be necessary. The Financials will again be reviewed by an independent accounting firm.

Motion: John Martland/Mike Garrett: that the existing Bylaws of the CSA be repealed and replaced by the proposed Bylaws.

Carried.

11. Questions From the Members

David Minifie requested that any questions being raised be directly related to the business operations of the CSA, rather than to announcements.

1. Garry Hughes: *I really like the new logo. It presents an outstanding opportunity to both advertise the Association and to raise funds. I'd suggest that we design a bumper sticker with the logo for our cars. It could be sold to members along with the payment for their annual dues.*
2. Unknown: *Regarding the expense-causing pranks that have resulted in unnecessary costs to the CSA, I would suggest that that we create a list of "repair instructions" for the Office to consult in the event of further pranks.*
3. Anne de Soto: *I suggest we create a sign with our new logo for the back entrance of the CSA. We are currently in the process of creating new outdoor signage which should be installed sometime in the Spring.*
4. Lee de Soto: *Where is the carpet that we are planning to replace?* It's primarily in the upstairs office space and the conference rooms and office space leased to Biosphere and CCH.

12. Election of Directors for the 2019-2021 Term of Office

David Minifie thanked Elizabeth Jones for the excellent work she has contributed organizing all our hospitality events throughout her term of office, and Barb Bashnik for keeping track of our membership registrations throughout her term. In their absence, he thanked Fred Hall for the work he contributed toward volunteer recognition and the content of the Paper Trail, and Terry Nazar for his fund development work. Phil Wilson explained that to offset the difficulty resulting when all the Officers of the Board reach the end of their terms at the same time, it was suggested that we consider asking them to resign at the end of the first year to enable those who desire to continue to be re-elected for a two-year term. David Minifie then announced that he agreed to resign and stand for re-election, and that Susie Sparks agreed to resign.

Phil Wilson took over to present the slate of officers and directors for the 2019-2021 term.

a) President	David Minifie	Elected by Acclamation
b) Vice President	Rodger Connor	2 nd year of 2 year term
c) Secretary	Beth Millard	Elected by Acclamation
d) Treasurer	Martin Davies	2 nd year of 2 year term
e) Past President	Phil Wilson	Term ongoing until new President elected
f) Director	Bob Ellard	2 nd year of 2 year term
g) Director	John Martland	2 nd year of 2 year term
h) Director	Jamie Konecny	Elected by Acclamation
i) Director	Ken Blackwood	Elected by Acclamation
j) Director	Stewart Hamilton	Elected by Acclamation
k) Director	Peter MacKinnon	Elected by Acclamation
l) Director	Clive Pyburn	Elected by Acclamation

From the floor, Janice Stenhouse nominated Bruce Scott as Director.

m) Director	Bruce Scott	Elected by Acclamation
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Phil Wilson asked three times if there were further nominations and, hearing none, declared that nominations cease and that the above slate of existing and acclaimed members now form the Board of the Canmore Seniors Association.

13. Closing Remarks

David Minifie thanked the membership for their attendance, and for the privilege of serving as their President. He announced that a Board meeting would be held immediately following in the upstairs Board Room.

14. Adjournment

David Minifie adjourned the meeting at 3:30 pm