

Fanny Bay Community Association

Annual General Meeting

May 16, 2024 5:30 pm

1. Call to Order
2. Welcome

We respectfully acknowledge that the land we gather on is on the traditional unceded territory of the K'omoks First Nation, the traditional keepers of this land.

3. Acceptance of Agenda
4. Establishment of Quorum
5. Acceptance of 2022 AGM Minutes (p. 2)
6. Introduction of current Board
7. Thanks to retiring Board
8. President's Report (p. 5)
9. Treasurer's Report (p. 8)
10. Consideration of Special Resolution (p. 13)
11. Floor Committee Report (p. 14)
12. Nominating Committee Report
13. Elections
14. Other Business and Announcements
15. Questions and Comments from the floor
16. Adjournment

Fanny Bay Community Association

Annual General Meeting

May 11, 2023 5:30 pm

Minutes

1. The meeting was called to order by President Tammy Mercer at 5:31 pm
2. Welcome

We respectfully acknowledge that the land we gather on is on the traditional unceded territory of the K'omoks First Nation, the traditional keepers of this land.

3. Acceptance of Agenda. Moved Erna Smith to accept the agenda. Carried
4. Establishment of Quorum. 24 people in attendance. Quorum is 12
5. Acceptance of 2022 AGM Minutes. Moved Neville Hope to accept the minutes of the 2022 AGM.
6. Introduction of current Board. Tammy introduced the current members of the Board: Susannah Howick, Angela Hicke, Alaine French, Neville Hope, Erna Smith, Suzanne Murray, Keir Gervais, Judy Starr, Debby McRae, Sherry Harrill. Tanya Ackinclose and Marcia Cronk-Teha were absent.
7. Thanks to retiring Board: Tammy thanked the members who are retiring this year - Suzanne Murray, Erna Smith, Debby McRae, Angela Hicke, Sherry Harrill, Marcia Cronk-Teha
8. President's Report - Tammy gave her President's Report.
9. Treasurer's Report - Tammy read the Treasurer's Report as submitted by Tanya Ackinclose.
 - Motion to accept previous fiscal year statements. Moved Suzanne Murray. Carried.
 - Operating Budget 2023. Motion to accept current fiscal year budget. Moved Debby McRae. Carried.
10. Appointment of Auditor
 - Motion to appoint Stuart Barry as auditor for 2023. Moved Anne Trussler. Carried.
11. Consideration of Special Resolutions - Erna Smith explained the following Special Resolution:

To amend the 2nd purpose of the FBCA Constitution to read:

“To provide and support programs, activities and events to benefit all age groups in the community, with focus on the arts, culture, education, health, and recreation.”

REASON FOR RECOMMENDED AMENDMENT: Many of the funding grants for which the FBCA Board applies request more specific information on our purposes than the current wording provides. This amendment should better clarify the scope of our work for our funding agencies and the public.

Moved Angela Hicke to amend the 2nd Purpose of the FBCA Constitution. Carried

12. Nominating Committee Report - Alaine and Suzanne presented the nomination for Director:

Dominique Hrytsay

13. Elections

1. Alaine and Suzanne presented the nominations for Executive:

- Tammy Mercer - President
- Susannah Howick - Secretary
- Tanya Ackinclose - Treasurer

Alaine and Suzanne presented the nominations for Directors:

- Neville Hope
- Alaine French
- Judy Starr
- Keir Gervais
- Dominique Hrytsay

14. Other Business and Announcements -

- many departing Directors will continue to volunteer
- Tammy thanked Wendy Keating as Flyer Editor; Nina LeBlanc as bookkeeper; Kathryn Harding for keeping our website and all those others who volunteer behind the scenes at events

15. Questions and Comments from the floor

- Suzanne Murray thanked the retiring directors and to Ann Clayson for her work on our archives
- Neville asked about the floor project and possible grants

Adjournment: 6:03 pm

President's Report—2024 Annual General Meeting

I would like to respectfully acknowledge that the land we gather on today is on the Unceded traditional territory of the K'omoks First Nation, the traditional keepers of this land.

Good evening fellow Board members, Members of the Fanny Bay Community Association and guests. It is my pleasure to present my President's Report.

The successes we have achieved this year would not have been possible without all the volunteers who are dedicated and committed to the FBCA. I would like to thank all of you for your continued support and involvement in our community.

As I sat down to prepare for our Annual General Meeting and reflect on the year gone by, I looked over meeting minutes, the Flyer, and various emails and files that I keep so I could recall the past twelve months. It is easy to remember the big and successful events, but it is ALL the events that build the fabric of this community association. Now, as I look back, I realize we accomplished quite a bit. I can't talk about them all in this report or we will be here all night, but I'd like to touch on a few.

One highlight, has been the addition of Dominique Hrytsay who joined our Board as the Family Liaison Director. Dominique's dedication to providing programs and activities to the youth and families in our community has been refreshing. It's fantastic to see the resurgence of holiday celebrations and the overwhelming success of the bi-weekly craft and games nights. Thank you Dominique. We also saw the return of the CVRD sponsored Early Years Playgroup. This program is for ages 0-5 and is a great way for new parents to meet others in the neighbourhood.

Our concert series had a full lineup this year, drawing impressive attendance each time. A heartfelt thank you goes out to Bill & Alaine French for organising such a diverse and engaging array of entertainment. We are eager to learn what surprises you have in store for us this year. Thank you to Judy LeBlanc and Lise Lague for organising the Fat Oyster Reading Series. They too experienced good attendance and we look forward to more events in the future. Louise Bradshaw and Eleanor Hope have created a great Welcome To Our Community Program, and they have been quite busy the last while. Thank you, ladies.

We had a very successful year with our hall rentals. Thank you to Judy Starr for being our rental agent. The studio has been busy with yoga and other activities. The main hall has hosted several birthday parties and weddings, and we have a full calendar as we look ahead! No surprise Aerobics and Pickleball continue to be our primary user groups for the main hall.

We have more good news about the floor in the main hall, but I will let Alaine from the flooring committee tell you about that. Another exciting development this year is our new website. We should see it in action within a few months. Keir Gervais, our Buildings and Grounds Director, has been working with the consultant for over a year. It has taken much longer

than expected, but soon we will have a new modern website that will showcase the FBCA in a much brighter light.

Debby McRae along with Jackie Dunham coordinated and organized both the Summer Market and Christmas Craft Fair. Both were a tremendous success. The OAP has supported us by running the concession at the markets and our annual spring cleanup. As usual, their Christmas bake sale was legendary! I also hear they are full steam ahead for their annual Garage Sale this summer. We all know the challenges the OAP have faced lately with the property they have been renting going up for sale. We wish them all the best for their future in Fanny Bay.

Finally, who could forget our Volunteer Appreciation Luncheon with comedian Syd Bosel. So much planning and commitment went into that event to get it just right. The food was excellent, the door prizes were a big hit, and Syd had everyone laughing. It was one for the memory books.

The past year also had some challenges that I can't sugar-coat. We had a travel trailer abandoned in our parking lot days before the Christmas Market, we've got the ongoing issue of residential garbage being put in our garbage cans and/or strewn on the grounds and we've had unhoused individuals wanting to take up residence in our covered patio area. We also went from a working Board of 13 to 8. Fortunately, some of our previous Board members maintained some of their volunteer duties. Thank you to Erna Smith for continuing to work behind the scenes. She has completed some administrative tasks, including making up posters for our various events. It's always helpful to have a second or third pair of eyes on any document. Also, thanks to Sherry Harrill for continuing to be our membership volunteer and managing the donation software. Debby McRae is co-ordinating the purchase of our new commercial refrigerator which we hope will be installed soon and she continues to organize the Christmas Craft Fair.

We had several new volunteers come forward this year to take on some jobs in and around the hall. Our list at the beginning of the year was lengthy, but slowly over the year we had people step forward to help us out. Now we have volunteers doing everything from replenishing the dog park water, recording the volunteer hours, to scanning photos for the archives. I was going to name all the volunteers, but I was afraid I would miss someone, so I decided against it. My sincere thanks go out to all of you. Our achievements are a testament to the hard work and dedication of our Board members and all the volunteers, and I am truly grateful for everyone's efforts.

As you know, the FBCA was without a Treasurer for a good part of 2022 and into 2023. The Treasurer position is vital for any Board and ours is no different. Fortunately, Tanya Ackinclose stepped forward in the spring of 2023 and took on the volunteer Treasurer position. Unfortunately, Tanya is finding the hours required as Treasurer exceed her capacity as she continues to hold a full-time job. Tanya will not be seeking re-election. Similarly, our Buildings and Grounds Director Keir Gervais, who also has a full-time job, will not be seeking re-election. I am sorry to see both Board Members leave. I am grateful for what both of them, especially Tanya, have done for the FBCA. On behalf of the remaining Board, I wish you both the best in your future endeavours.

This is the part where I am supposed to put a big smile on my face and tell you ‘it will all be okay’, but I’m not doing that. As it stands right now, we don’t have a Treasurer, we don’t have a Vice-President, we don’t have a Buildings and Grounds Director, and we need more volunteers for the audio visual team and the list goes on.

So, this is me making my plea. I am reaching out to each of you. And, please do, share this with your neighbours. Now, more than ever, we need more dedicated people. People who will step forward and take on Board positions and volunteer roles with the FBCA. Your knowledge, skills, and commitment are invaluable assets that will have a lasting impact in our community. Without Board members and volunteers, the FBCA will cease to exist. I’m not exaggerating one bit! We are already witnessing the potential loss of one organization in our community. Do we want to see another?

I’ve just spent the last few minutes talking about all our achievements this past year. We have so much to look forward to, but we can’t do it without people stepping up and joining the Board. Whether you have experience in leadership or you are eager to contribute your unique talents and perspectives, we welcome your involvement. Together, let us continue to build upon the foundation of the FBCA and build a bright future for all of us. Please consider joining us by offering your time and expertise.

To those who are remaining on the Board; Neville Hope, who has been a Board Member for 15 years, including several years as President. Judy Starr, who holds the portfolio of Rental Agent who, by the way, is looking for someone to assist her if anyone would like to lend a helping hand. Elaine French, who holds the portfolio of Concerts and Dominique Hrytsay who holds the portfolio of Family Liaison. Last but certainly not least, Susannah Howick. Susannah isn’t just our Secretary; she’s my right-hand woman. I genuinely can’t imagine navigating this role without her. The Secretary holds a pivotal position on any not-for-profit board, far beyond mere note-taking. It’s all about adept information management, and Susannah’s competence and organization shines through. It’s no surprise that we often have our meeting minutes in hand within half an hour of adjournment.

For all of you remaining Board members, I want to express my heart-felt appreciation for your continued commitment and dedication to the FBCA and our community. I know some days it’s difficult and sometimes we need to remind ourselves, ‘we’re all just volunteers’. The contributions you and all our volunteers make are vital to our success, and I look forward to working together with you to achieve our goals in 2024 and beyond.

Respectfully submitted,

Tammy Mercer – FBCA President

Treasurer's Report

Thank you to our bookkeeper, Nina Leblanc, for the work she does in keeping FBCA's expenses paid and accounting records accurate and complete. Thank you to all the Board members who took on the responsibilities to track expenses and revenues such as concerts, hall rentals, memberships, and other events.

Balance Sheet as of 31 December 2023

As of 31 December 2023, the FBCA had assets of \$104,863 of which 94% is cash. Net liabilities were \$11,558, leaving a strong equity balance of \$93,305. The equity balance at year end 2022 was \$82,769 and earnings for 2023 were \$10,536.

Income Statement for Year Ending 31 December 2023

The Operating Budget approved at the AGM in May 2023 was forecasted to break-even. However, actual total revenues were \$25,378 higher than forecasted, due to an unexpected grant of \$26,985 for the website development project. Without this grant the total revenue would have been less than forecasted by \$1,607. This is due to several revenue resources being lower than anticipated in 2023 but this was offset by revenue increases from hall rentals and an increase in donations. Expenses were also down in several categories such as repairs and maintenance, grounds maintenance, and accounting and legal expenses which resulted in an overall net operating profit of \$7,734.

Capital Projects

Funds continue to be raised for phase 2 of the floor project. As of December 31, 2023, there was \$16,250 in the capital account for this next phase of the floor project. With the addition of a grant that was received in early 2024, FBCA has enough funds to begin phase 2 of the flooring replacement project in 2024.

In 2022 it was identified that the hall needs a new commercial fridge. The estimated cost for a new fridge is approximately \$4,000. Currently, thanks to donations and a grant received in February 2024 from the Comox Valley Community Foundation, FBCA has sufficient funds to purchase a new commercial fridge in 2024.

Budget and Outlook

For 2024, we are forecasting a break-even operating budget. We are forecasting the overall revenues and expenses to be similar compared to 2023. Adjustments have been made to some line items to better align with what the actuals were from 2023. Expenses continue to increase to cover growing costs for utilities and insurance, so it is important we continue to raise additional funds through grants and other event activities.

For further details, please see the attached financial statements.

Tanya Ackinclose, Outgoing FBCA Treasurer

Fanny Bay Community Association
Final Year End Balance Sheet December 31, 2023

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ASSETS

Current Assets

Bank Account - General	\$ 71,371.31	Restricted Funds: See Note 1
Bank Account - Gaming	8,738.87	Restricted Funds Gaming Acct: See Note 2
Bank Account - Capital	18,636.37	Restricted Funds Capital Acct: See Note 3
UBCU Regular Shares	0.00	
UBCU Share Capital	100.00	
UBCU Equity Shares	25.00	
Accounts Receivable	0.00	
Inventory		
Books	1,657.35	
T-Shirts	60.85	
Prepaid Expense & Deposits	4,272.84	See Note 4
Total Current Assets	<u>104,862.59</u>	

TOTAL ASSETS \$ 104,862.59

LIABILITIES

Current Liabilities

Accounts Payable	\$9,775.26	
WCB Payable	0.00	
GST Paid (2.5%) Refund on Purchases	(\$648.74)	See Note 5
Unearned Revenue	2,431.42	See Note 6
Accrued Liabilities	0.00	
Total Current Liabilities	<u>\$11,557.94</u>	

TOTAL LIABILITIES \$11,557.94

EQUITY

Retained earnings

Retained Earnings - Previous Year	82,769.13	
Current Earnings	10,535.52	
Total Retained Earnings	<u>93,304.65</u>	

TOTAL EQUITY 93,304.65

LIABILITIES AND EQUITY \$ 104,862.59

Fanny Bay Community Association
Final Year End Balance Sheet December 31, 2023

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NOTES:

NOTE 1: Restricted Funds in General Account

\$	8,995.00	Website development (CVCF grant \$26,985) \$8,995 paid out in June & Dec
\$	1,000.00	Donation to be used towards commercial fridge

NOTE 2: Restricted Funds in Gaming Account

\$	1,616.00	July (\$850) & Aug (\$766) raffle for new commercial fridge
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\$	1,616.00	Total
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NOTE 3: Restricted Funds in Capital (Savings) Account: For Floor Replacement Project

\$	710.00	Remaining funds restricted at March 2019 AGM
\$	9,255.50	Floor Replacement Donations = \$3573 (2019) + \$3958 (2020) + \$1,724.50 (2022)
\$	2,410.00	Jan2022 Raffle_50/50 Draw held for future building assessment/repair
\$	3,874.50	Floor Replacement Donations = \$1,073.05 (Nov 2022) & \$2,801.45 (2023)

\$	16,250.00	Total
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NOTE 4: Prepaid Expenses

\$	234.02	DotEasy Web Hosting Jan to Oct 2024
\$	2,726.32	Waypoint FBCA hall insurance Jan to May 2024
\$	1,312.50	2024 Concert artist deposits

\$	4,272.84	Total
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NOTE 5: GST Receivable July to Dec 2023

\$	648.74	Total
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NOTE 6: Unearned Revenue

BC Touring Council Grant (2024 portion)	2,250.00
Revenue from concert tickets for 2024	181.42

	2431.42	Total
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Fanny Bay Community Association				
Income Statement - Budget vs. Actual				
Year to date 31 Dec 2023	Actual YTD		Approved	
Revenue	TOTAL		BUDGET	Variance
Events:				
Fat Oyster Reading Series	-		5,000	\$5,000
Concert Series	22,744		26,000	\$3,256
Community Events	2,183		3,500	\$1,317
Holiday Events	2,570		700	-\$1,870
Sub-Total Events	\$ 27,497		\$35,200	\$7,703
Flyer Ads	9,231		9,000	-\$231
Hall Rentals	9,841		5,500	-\$4,341
Fitness Programs	7,028		6,500	-\$528
Donations	10,440		3,500	-\$6,940
Community Gaming Grant	10,000		10,000	\$0
Gaming - Lions	1,100		1,000	-\$100
Gaming - Legion, Raffles, 50/50 etc	-		5,100	\$5,100
Regional District Grants	10,000		10,000	\$0
Grants - other (website development)	26,985		0	-\$26,985
Memberships	1,920		2,500	\$580
Memorabilia	1,149		1,500	\$351
Interest Income	27		40	\$13
Total Revenue	\$ 115,218		\$89,840	-\$25,378
Expenses				
Events :				
Fat Oyster Reading Series	-		5,000	\$5,000
Concert Series (see below for detail)	24,007		20,000	-\$4,007
Community Events	2,365		5,000	\$2,635
Holiday Events	-		900	\$900
Sub-Total Events	\$ 26,373		\$30,900	\$4,527
Flyer	9,697		9,000	-\$697
Gaming expenses	-		100	\$100
Utilities (Hydro, Garbage, Propane, Portapotty, Telus)	16,553		15,000	-\$1,553
Insurance (including WCB)	7,902		7,500	-\$402
Fitness Programs	1,682		2,000	\$318
Repairs & Maintenance	2,218		7,140	\$4,922
Janitorial (Cleaning)	3,902		4,200	\$298
Grounds Maintenance	1,190		3,500	\$2,310
Accounting & Legal	4,368		6,000	\$1,632
Supplies	902		1,000	\$98
Furniture & Equipment	2,559		1,000	-\$1,559
Licences	730		300	-\$430
Cost of Goods Sold (including profit share)	1,366		700	-\$666
Administration & Training	1,167		1,000	-\$167
Hospitality/Gifts	535		500	-\$35
Capital project (website development)	26,343		-	-\$26,343
Total Expenses	\$ 107,484		\$89,840	-\$17,644
Net Operating	\$ 7,734		\$0	-\$7,734
Net Capital 2023	\$ 2,801			
Net Income	\$ 10,536			

Fanny Bay Community Association 2024 Preliminary Operating Budget

Revenue	Budget
Events:	
Fat Oyster Reading Series	5,000
Concert Series	26,600
Community Events	3,570
Holiday Events	2,500
Sub-Total Events	\$37,670
Flyer Ads	11,000
Hall Rentals	11,000
Fitness Programs	6,900
Donations	4,000
Community Gaming Grant	-
Gaming - (Lions, Legion, raffles, 50/50, etc)	4,500
Regional District Grants	10,000
Grants - other	1,500
Memberships	2,300
Memorabilia	1,500
Interest Income	40
Total Revenue	\$90,410

Expenses	Budget
Events :	
Fat Oyster Reading Series	5,000
Concert Series	21,000
Community Events	3,000
Holiday Events	920
Sub-Total Events	\$29,920
Flyer	9,040
Gaming expenses	100
Utilities	17,000
Insurance	8,300
Fitness Programs	1,000
Repairs & Maintenance	5,000
Janitorial	4,300
Grounds Maintenance	3,600
Accounting & Legal	5,000
Supplies	1,000
Furniture & Equipment	1,000
Licences	750
Cost of Goods Sold	700
Administration & Training	3,200
Hospitality/Gifts	500
Total Expenses	\$90,410

Net Operating	\$0
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Consideration of Special Resolution

Rationale:

Audits are not a requirement under the BC Societies Act, yet our current Bylaws require them. The Board feels it is time to rescind this costly requirement.

Since the Constitution and Bylaws are the official governing documents of the FBCA, amendments to them must be approved via special resolution at the Annual General Meeting.

The Board is therefore requesting the membership vote on the following:

SPECIAL RESOLUTION: REMOVAL OF BYLAW PART 9 – AUDITOR, and ADDITION OF WORDING RELATED TO REVIEWS OF FINANCIAL RECORDS

WHEREAS the FBCA Board recommends that the resolution below be passed as a special resolution at the 2024 Annual General Meeting.

BE IT RESOLVED AS A SPECIAL RESOLUTION that Bylaw Part 9 – Auditor be removed in its entirety, and replaced with a new bylaw inserted under Part 8 – Finances and Signing Authority, to read:

At the discretion of a simple majority of Directors, the Board may be requested to engage an accountant to complete either a Compilation, Review, or Audit of the Association’s financial records. The results of such an engagement must be reported to the full Board and to the membership at the next AGM.

a) Per Bylaw 3.2.1, if the Board receives a written request signed by 10% of the members of the Association requesting the Board engage an accountant to complete either a Compilation, Review, or Audit of the Association’s financial records, the Board must comply by holding a general meeting to address the issue, and take all relevant steps set out by the members at that meeting.

Be it further resolved that references to audits in Bylaws 1.1 “annual general meeting”, 3.1.3, and 8.3b be removed, and that “or appointing auditors” be added at the end of the definition of “special resolution” in Bylaw 1.1.

AGM Floor Report

COMMITTEE MEMBERS: Tammy Mercer-Gervais, Neville Hope, Cher Kuss, Suzanne Murray and Alaine French

We're excited to update you on the progress of the floor replacement project, which is now entering its final phase. It's been quite the journey since the initial proposal at the AGM in March of 2019, where we first discussed replacing the floors in the downstairs area of the hall.

With the combined funds from grants, contributions from the CVRD and funds already allocated for the project, we'll have the resources to move forward with replacing the floor in our main hall.

Abba Flooring in Nanaimo will be the contractor for the new flooring. Abba Flooring completed Phase 1 of the floor replacement in the kitchen, dining room and entry Hall.

The new flooring will be a product from Mondo called Advance, designed as a gymnasium and multipurpose rubber flooring with an elastic underlayer. Levelling compound will be applied to the section of the floor by the stairs to the stage to minimize the drop in existing floors. A subfloor underlayment will be installed over the levelled area and the old floor, with the new flooring installed over the subfloor. New Pickleballs lines and badminton lines will be painted on the floor.

The projected cost for this phase of the project is \$65,000 plus GST. We've also reached out to two facilities that have already installed this flooring, both of which provided positive feedback on their experience.

Installation is scheduled for the end of August, beginning of September. The main hall will be repainted the week before the floor installation begins.

The FBCA is grateful for the dedicated fundraising by the community to help complete this project.