

FANNYBAY
COMMUNITY ASSOCIATION



Annual General Meeting

&

2025-2030 PLANNING KICK-OFF

Everyone Welcome!

JOIN THE CONVERSATION

**Shape the Future of Your Community and
the Fanny Bay Community Association**

Thursday, 15 May 2025

in

the Fanny Bay Community Hall

5:00 pm Doors open, registration, informal meet & greet

5:30 pm Pizza & community discussion

6:30 pm AGM Reports & Election

7:00 pm Next steps & adjournment

NOTE: *Persons considering standing for election to the FBCA Board of Directors can download the Expression of Interest form from our website, along with other documents related to this important volunteer commitment.*

Fanny Bay Community Association Community Engagement and Strategic Planning Project

What are we doing?

Implementing a community engagement process that generates community ownership and participation in developing and delivering relevant activities and supports for all community members.

Why are we doing this?

Fanny Bay is an economically and culturally diverse rural community. There is a need to provide mechanisms for the community to engage in meaningful planning and decision-making regarding community supports and activities and to strengthen and expand the network of collaboration, participation, inclusion and volunteerism. Without this individuals, families and groups may be left on the periphery of community involvement and programs and activities may either not reflect the needs of the community or be hampered by a lack of volunteers.

What do we hope to achieve?

- Increased community trust and buy-in
- Increased community ownership, volunteerism, participation and satisfaction
- More effective planning, decision-making and ability to use and maintain available resources
- Increased ability to respond to community needs and support the health and well-being of individuals and families in Fanny Bay and surrounding area.
- Increased participation that reflects the diversity of the community

How will we do it?

- **Engage with the community:** individuals, groups, service providers and small businesses
- **In many different ways:** community conversations, focus groups, interviews, surveys
- **To:** collect, process, problem-solve, plan and implement community programs and activities
- **By:** Gathering information from and about the community,
Assessing community strengths, weaknesses, opportunities and threats,
Creating the FBCA strategic plan and ways to measure progress, and
Continuously reporting progress and re-engaging.

Assumptions

- We are all volunteers.
- FBCA operates for you and depends on you. FBCA assets include the hall, the grounds and the website.
- FBCA membership is open to everyone (individuals, families, businesses and organizations).
- This is a multi-year project. The project manager is a board member.
- The FBCA Board of Directors will provide oversight, financial management, advice and final approval of the process and the plan.
- Community members are asked to participate in the process by providing input and undertaking activities such as volunteering for working committees.

Fanny Bay Community Association
Annual General Meeting May 15, 2025

Agenda

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.

1. Call to Order
2. Welcome
3. Acceptance of Agenda
4. Establishment of Quorum
5. Acceptance of 2024 AGM Minutes
6. Introduction of current Board
7. Thanks to retiring Board
8. Reports:
 1. President
 2. Treasurer
 3. Concerts
 4. Floor Committee
 5. Pickleball Court
9. Nominating Committee introduces candidates
10. Elections
11. Other Business and Announcements
12. Questions and Comments from the floor
13. Adjournment

Fanny Bay Community Association

Annual General Meeting

May 16, 2024 5:30 pm

Draft Minutes

1. The meeting was called to order by President Tammy Mercer at 5:32 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 Mike Smith. Carried.
4. Establishment of Quorum. Members in attendance: 30 Quorum is: 15 Acceptance of 2023 AGM Minutes. Moved: Anne Trussler. Carried.
5. Introduction of current Board. Tammy introduced Alaine French, Neville Hope, Susannah Howick and Dominique Hrytsay. Judy Starr, Tanya Ackinclose and Keir Gervais were absent. Tammy thanked Wendy Keating, Sally McLachlan, Kathryn Harding, Sherry Harrill, Nina LeBlanc who all support the work of FBCA.
6. Thanks to retiring Board. Tammy thanked Tanya Ackinclose and Keir Gervais.
7. President's Report - Tammy gave her President's Report.
8. Treasurer's Report - in absence of Treasurer, Tammy read the Treasurer's Report.
 1. Motion to accept previous fiscal year (2023) statements. Moved: Debby McRae. Carried.
 2. Motion to accept Operating Budget 2024. Moved: Dominique Hrytsay. Carried.
9. Consideration of Special Resolution introduced by Erna Smith. Moved: Erna Smith. Carried.

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.

10. Floor Committee Report presented by Alaine French who announced the receipt of a \$25,000 grant from New Horizons for Seniors.
11. Nominating Committee Report - Alaine presented the nominations for Director: Lesley Lindberg, Kathryn Hardy, Melanie Templeton

12. Elections.

Alaine presented nominations for Executive, which were duly elected:

President: Tammy Mercer
 Secretary: Susannah Howick
 Vice-president: vacant
 Treasurer: vacant

Alaine presented nominations for Directors, which were duly elected:

Neville Hope
 Alaine French
 Judy Starr
 Dominique Hrytsay
 Kathryn Hardy
 Lesley Lindberg
 Melanie Temple

12. Other Business and Announcements

- Dominique, Family Liaison Director, gave a report on Family Activities

13. Questions and Comments from the floor

- Summer Market will be held August 10, 2024
- Looking for ideas for getting volunteers:
- Volunteer List published monthly in The Flyer
- Suggestion to divide the position of Buildings and Grounds

14. Adjournment 6:26 pm

President's Report

I am pleased to provide this update on the activities, accomplishments, and challenges of the Fanny Bay Community Association (FBCA) over the past year.

Highlights and Accomplishments:

- Completed the final phase of the Hall flooring project, supported by funding from the New Horizons for Seniors Grant and the CVRD.
- Volunteers from the community painted the gym to prepare for the new floor installation.
- Installed donated, decommissioned fire hydrants in the Canine Companionship Park.
- Held another successful Spring Clean-Up.
- Launched a new website in late 2024.
- Our friends from Union Bay generously mowed the playing field (twice) and later donated a used ride-on mower for future FBCA volunteer use.
- Increased user fees for FBCA-sponsored Aerobics and Pickleball, for non-members.
- Began the first phase of a three-year dead tree removal program to improve safety around the Canine Companionship Park and Pickleball courts.
- Hosted successful Summer and Christmas Markets with strong community support.
- Once again, our concert series brought vibrant live performances for everyone in the community to enjoy.
- Welcomed a new Treasurer in fall 2024.
- Hosted a well-received Estate Planning workshop.
- Continued our tradition of offering an important Flu Clinic for the community.
- Navigated the challenges of a postal strike as it pertained to the Fanny Bay Flyer.
- Raised the minimum taxable donation amount from \$20 to \$25.
- Welcomed a new Rental Agent to assist with facility bookings.
- Updated and improved the Volunteer Code of Conduct and internal processes.
- Resolved heating issues in the Hall washrooms, improving comfort for all users.
- Purchased a floor scrubber to help protect and maintain our new flooring investment.
- For the second year in a row, we successfully secured funding through the New Horizons for Seniors grant — this time to support improvements to the outdoor Pickleball courts.

- Created a new fundraiser — the Garry Oak Remembrance Tree, spearheaded by Past President Anne Trussler.
- Made a successful presentation to the CVRD Board outlining our need for funding to repair the Hall's foundation. The CVRD has committed \$15,000 toward a professional engineering assessment. We are currently in the process of seeking engineering services.

Challenges:

- Operating without a Treasurer for over six months created significant strain on our volunteers, particularly on our Secretary, Susannah Howick, who stepped up to fill the gap.
- The postal strike and the retirement of the Flyer Editors raised concerns about the future of the Fanny Bay Flyer. It remains an ongoing point of discussion, as no volunteer has yet stepped forward to take on the Editor role.
- Sadly, after many successful years, the sponsored Fat Oyster Reading Series has ended, largely due to low participation.
- A shortage of Board members and committee volunteers has put significant strain on the remaining Board members.
- Without increased volunteer engagement, we face the serious risk of the dissolution of the FBCA.
- Foundation failure: We are facing serious structural issues, and at this point, the cost to repair the foundation — and possibly the roof — remains unknown.

Looking Ahead:

- As always, our success depends on our volunteers. With three Board members stepping down after this AGM, our numbers are shrinking — and as of this report, no new candidates have come forward to join the Board.
- We have several important volunteer roles to fill, including:
 - Events Coordinator
 - Buildings & Grounds Director
 - Flyer Editor
 - Concert Coordinators
 - Christmas Market Organizer
 - FBCA Secretary

- FBCA Directors-at-Large
- Building Monitors
- Without more helping hands, it will be difficult to maintain the level of service and activity our community has come to expect.
- We are in the process of selecting an engineering firm to conduct a thorough assessment of the building's foundation (and possibly the roof structure) by the end of summer 2025. The results of this assessment will determine our next steps.

In closing, I want to sincerely thank all our volunteers, donors, and community partners for their unwavering support over the past year. We are hopeful that 2025 and into 2026 will bring renewed community engagement and increased volunteerism, so that the FBCA can once again thrive.

Respectfully submitted by Tammy Mercer – President.

Treasurers' Report for 2024

Challenges & Changes

- Search for a Treasurer: May to October 2024
- Transition to a Bookkeeping Service: July 2024
- Migration of Accounting Data from Simply 2009 to QuickBooks Online

Income Highlights

- “New Horizons for Seniors” Grant to support new flooring project
- Donations from: Baynes Sound Lions & Fanny Bay Inn for Children & Family Events
- Remembrance Tree Donations
- Comox Valley Regional District to support new flooring project
- Donation of Lawn Mower from Union Bay Hall

Special Expenses

- Final Flooring Costs
- Painting
- Hazardous Tree Removal
- Building Foundation Condition Assessment Fees

Fanny Bay Community Association

Balance Sheet

As of December 31, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1030 Bank Account - General	79,347.98
1050 Bank Account - Gaming	874.94
1055 Bank Account - Capital	0.11
Total Cash and Cash Equivalent	\$80,223.03
1065 UBCU Share Capital	100.00
1069 UBCU Equity Shares	25.00
1300 Prepaid Expenses & Deposits	4,289.32
1521 Inventory - Books	1,565.91
1530 Inventory - Tshirts	60.85
Total Current Assets	\$86,264.11
Total Assets	\$86,264.11
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2100 Accounts Payable	1,392.79
Total Accounts Payable (A/P)	\$1,392.79
2315 GST Paid (2.5%) Refund on Purchases	-130.16
2460 Prepaid Sales & Deposits	2,400.00
GST/HST Payable	-2,246.92
Total Current Liabilities	\$1,415.71
Total Liabilities	\$1,415.71
Equity	
Retained Earnings	93,304.65
Profit for the year	-8,456.25
Total Equity	\$84,848.40
Total Liabilities and Equity	\$86,264.11

Fanny Bay Community Association

Profit and Loss

January - December 2024

	TOTAL
INCOME	
4000 Sales	
4003 Gaming - Lions	1,500.00
4015 Grant - Regional District	40,000.00
4025 Grant - Non Gaming -Other	27,146.00
4035 Donations	1,185.61
4036 Donations - Remembrance Tree	2,946.04
4040 Memberships	2,090.38
4045 Memorabilia	1,117.00
4100 Flyer Ads	8,985.00
4115 Hall Rentals	11,006.00
4121 Community Events	5,689.10
4122 Holiday Events	1,323.75
4123 Concerts	23,463.10
4125 Programming Revenue	7,060.00
4130 Interest	9.78
4610 Cap. Projects Donations	3,000.00
Total 4000 Sales	136,521.76
4700 Miscellaneous Income	650.00
Total Income	\$137,171.76
COST OF GOODS SOLD	
5000 Cost Of Goods Sold	
5120 Resale Item Costs	91.44
5300 Profit Share Expense	55.84
Total 5000 Cost Of Goods Sold	147.28
Total Cost of Goods Sold	\$147.28
GROSS PROFIT	\$137,024.48
EXPENSES	
5220 Office Expenses	551.10
5605 Accounting & Legal Expense	3,677.57
5607 Administrative Expenses	155.58
5609 Hospitality, Gifts, Honorariums	520.93
5610 Capital Projects Expense	67,778.13
5615 Cleaning Expense	4,790.62
5620 Equipment Expense	5,042.75
5630 Programming Expense	995.00
5661 Community Events	880.19
5662 Holiday Events	851.81
5663 Concert Expenses	18,099.62
5665 Flyer Expense	7,571.35
5670 Grounds Maintenance	4,252.85
5675 Insurance	8,415.00
5680 Interest & Bank Charges	17.00
5685 Licenses	726.75
5740 Repairs & Maintenance	5,560.88

Fanny Bay Community Association

Profit and Loss

January - December 2024

	TOTAL
5750 Supplies	1,222.53
5755 Workers Compensation	21.68
5760 Hydro Expense	1,787.34
5762 Garbage Disposal Expense	1,339.98
5764 Propane Expense	9,439.90
5766 Portapotty Expense	1,355.79
5768 Telus	426.38
Total Expenses	\$145,480.73
PROFIT	\$ -8,456.25

FBCA Proposed Operating Budget 2025

Revenue	BUDGET
Concert Series	\$27,132
Community Events	\$3,641
Holiday Events	\$2,550
Children & Family Events	\$500
Flyer Ads	\$9,000
Hall Rentals	\$11,220
Fitness Programs	\$7,038
Donations - 2025 Lions/Legion	\$5,000
Community Gaming Grant	\$10,000
Gaming - Lions/Legion/Raffles/50-50/etc.	\$1,500
CVRD Community Support Service Agreement	\$10,000
Grants - Other	\$1,500
Memberships	\$1,000
Memorabilia	\$1,000
Donations - Remembrance Tree	\$200
Fundraising - Kid's Programs	\$300
Fundraising - Foundation Repair	\$2,000
Interest Income	\$40
Total Revenue	\$93,621
Expenses	
Concert Series	\$21,420
Community Events	\$3,000
Holiday Events	\$1,000
Children & Family Events	\$1,200
Flyer	\$9,360
Gaming Expenses	\$102
Utilities	\$17,340
Insurance	\$9,030
Fitness Programs	\$1,020
Hall Repairs & Maintenance	\$9,464
Janitorial	\$5,000
Grounds Maintenance	\$4,500
Accounting & Legal	\$4,200
Supplies	\$1,020
Furniture & Equipment	\$1,020
Licences	\$725
Cost of Goods Sold	\$700
Administration & Training	\$1,020
Website Maintenance	\$2,000
Hospitality/Gifts	\$500
Total Expenses	\$93,621
Net Operating	\$0

Concert Report

The concert series was first started by Neville Hope on July 29 2013 with a classical Baroque Dessert Concert.

- 13 years of Live Music, 77 performances have been presented at the Fanny Bay Hall at the end of this season
- attendance at concerts over the years has ranged from 29 to 155, averaging 90 people per concert per season
- 25 volunteers make up the concert team who work to make the concerts so successful. In addition, there are community members who offer hospitality to our musicians by billeting them in their homes.
- sponsors are British Columbia Arts Council, BC Live Performance Network, and First Credit Union who without their grants, the concerts would not be financially viable
- sound upgrades to the hall started with the acoustic panels in the main hall and a grant for a sound system at the beginning of the concerts
- the raised stage had acoustic panels installed in January of 2024
- the portable stage was made by Barry Fowlie
- the concert banner was created in October 2022 from a painting by community member Sandy Henry. Neville and Eleanor Hope donated the funds to cover the costs of the banner.

Future of concerts: The season for 2025-26 is almost complete. As the current concert coordinators, it is time to pass the torch at the end of the next season. We are looking for 2-3 people to work with us next season and take over from us for 2026-2027. It would be a loss for the community for the concert series to not be continued past 2025-26. If you would like to chat with us for more information, please call or email us.

Alaine & Bill French - Concert Coordinators

Floor Report

The flooring replacement project is completed!

- flooring in main hall was installed in September of 2024 by Abba Flooring Ltd. in Nanaimo, the same company who installed the flooring in the dining room and entry hall.
- cost was \$66125 + GST \$3306.25 = \$69,431.25
- pickleball and badminton lines have been painted on the rubber sport flooring
- prior to the floor installation, the main hall was repainted by a cadre of 37 community volunteers
- grant of \$25000 was received from New Horizons for Seniors Project, a federal grant, which provided the funds needed to complete the flooring project. Thanks to Cher Kuss, Kristin Turriff & Neville Hope for their work on this grant.
- a floor scrubber machine has been purchased for the cleaning of the sport flooring, cost of \$1600. plus delivery & GST \$1992.48

Submitted by
Alaine French, Board Member

Pickleball Court Expansion Report – FBCA AGM, May 15, 2025

I'm pleased to provide an update on the much-anticipated outdoor pickleball court upgrade, a project driven by our commitment to senior wellness, community activity, and inclusive recreation in Fanny Bay.

Project Overview

The existing court will be transformed into a safe, regulation-sized, **double** pickleball court, with improved space for basketball players as well. This project will be completed in several phases:

Phase 1 – Basketball Pole Relocation

The first step is removing the existing basketball stands and filling in the holes they leave behind with concrete. New holes will be drilled just outside the future pickleball court boundary. This will ensure player safety and give basketball players ample space.

Phase 2 – Asphalt Apron Installation

Once the concrete is cured, we will add a 5-foot-wide asphalt apron around the existing court. This will allow for two full-sized pickleball courts with approximately 8 feet of separation between them, meeting safety and playability standards.

Phase 3 – Fencing and Court Layout

An 8-foot galvanized fence will be installed around the new court perimeter with two access gates. To ensure optimal court orientation, we are holding off finalizing the layout until we can observe sun angles and shading patterns throughout the day. This will help avoid issues with glare and ensure the best play experience for all.

Phase 4 – Line Painting

Thanks to recent pickleballer's support through donations, we'll be able to hire a professional to apply weather-resistant, high-grade court lines for long-lasting durability.

Future Plans – Rubberized Coating

Kristen Turriff and I intend to apply for an additional grant to fund a rubberized court surface. This softer layer will help protect the joints of our aging players, many of whom are well into their 70s, so we can continue playing well into our 80s!

Funding Summary

- **\$25,000** – New Horizons for Seniors grant (**Feb 2025**)
- **\$700** – Donated by Diana Johnstone via the Fanny Bay Inn “Twoonie Draws” (**March 2025**)
- **\$500** – Raised from Pickleball League members for professional line painting (**March/April 2025**)

We were thrilled to receive the New Horizons grant for the second consecutive year after previously receiving funds for new flooring in the hall. We initially feared our chances were slim, so this gift was especially welcome.

Timeline

Tayco Paving has been contracted for the asphalt work. We are awaiting a specific start date. In our last conversation with Tayco, we were told it would be a month before construction could

begin. It needs to be dry before asphalt can be laid and more rain is in the forecast. Once construction starts, we anticipate the entire project to take approximately 7–10 days, weather permitting.

Thank you to everyone who supported this project; Kristen, Neville, the board, our dedicated pickleball players, and the generous folks of Fanny Bay. Your contributions are paving the way (literally!) for a safer, more enjoyable, and more inclusive recreational space for years to come for not only our seniors but our community at large.

Thank-you,

Cher Kuss, Kristen Turriff, Neville Hope