

WESTVIEW HEIGHTS COMMUNITY ASSOCIATION

Annual General Meeting – October 16, 2017

Caroline Robins School Library

1. Call to Order and Welcome (Jenny - President) at 6:30 pm
 - Reminded all attendees to please sign the attendance sheet and include email address. A huge thank you to the great turnout. Attendance sheet attached at end of these minutes
 - Quorum at general or special meetings of the Association is deemed to be not less than 50% plus one of the Board of Directors and six or more Association members personally present.

2. Approval of Agenda
 - Motion to adopt agenda
 - Made by: Jenny 2nd by: Maria All in favor

3. Approval of the 2016 AGM Minutes
 - Motion to adopt minutes as presented. Due to our secretary becoming ill, we were able to retrieve the handwritten notes and prepare minutes for the meeting.
 - No Errors or omissions
 - Made by: Jenny 2nd by: Lorien All in favor

4. Business Arising from the Minutes
 - None
 - Introduced current executive members that were in Attendance

5. Financial Report: Acting Treasurer (Carol Robinson)
 - No one stepped forward at 2016 AGM to do Treasurer, so Carol was appointed in November 2016, & agreed to handle the financial preparation for the monthly meetings in the interim, and Jenny, Michael and Agnes remained as the signers for 2016-2017
 - a. No Review was done prior to AGM therefore we are Approving a Draft of the Financial Statement August 31 2016 – Sept. 1 2017
 - Motion to approve financial statement as presented:*
 - Made by: Carol 2nd by: Janelle All in favor

 - b. *Motion to waive the requirement for an Annual Audit in lieu of an Annual Review (as per Information Corporate Services, for non-profit corporations with annual revenues less than \$250,000):*
 - Made by: Carol 2nd by: Agnes All in favor

- c. Review and Approve Budget for 2017-2018
 We were not in a position to provide an updated Budget for 2017-2018 for this evening to Review and Approve, therefore we will continue to operate under last year's budget.
 The budget will be discussed and approved at the regular monthly meeting.
 No Motion or 2nd to be made
- d. Appointment of the Financial Reviewer for Sept. 1 2016– Aug. 31, 2017
 Motion to grant a delegation of authority to the Board to appoint a financial review upon receipt of qualified person for the 2016-2017 fiscal year:
 Carol will ask Linda Becker if she will do the review for us.
Made by: _____ Carol 2nd by: _____ Jenelle All in favor
- e. Approval of Annual Membership Fee
 Motion to approve annual membership fee of \$10.00
Made by: _____ Carol 2nd by: _____ Connie All in favor
- f. Approval of Treasurers Financial Report
 Motion to approve financial reports for the 2016-2017 fiscal year:
Made by: _____ Carol 2nd by: _____ Gail All in favor

6. Reports of the Board of Directors – Power Point Presented by President

- a. Presidents Report – Jenny
- Celebrating success
 - Team building
 - Motivating
 - Keeping it together
 - Caroline Robins Community School Partnership
 - Attended Parent council Trade show
 - Provided \$500 for Christmas Hampers
 - Purchased new tables
 - Donated \$200 to Toy Bingo
- b. Social Report – Maria
- Day in the Park October 2016
 - Turkey Bingo November 2016 – Fundraising profit of \$1,575.42 – an exceptional year
 - Westview Garage and Trunk Sale – collected 31 addressed to advertise on website & 2 trunk sale participants
 - BBQ fundraising opportunity given to local soccer team
- c. Equipment Report – Michael
 Purchased 6 new tables for school and community usage
 Organized soccer equipment

d. Soccer Report – Caley

- 94 Players were registered
- 12 kinder soccer, 31 under 6, 14 under 7, 22 under 8 and 15 under 10
-

e. Media Report – Alanna

- 3 newsletters this year
- November 2016 – Winter Indoor programs, rink and turkey bingo
- February 2017 – Outdoor Soccer, Spring Indoor Programs and community garage sale
- September 2017 – Fall Indoor Programs & Day in the Park
- 1325 newsletters printed & delivered by our volunteer newsletter carriers (32 routes)
- Thank you Newsletter Advertisers
Especially our continuous supporters! Catherine Ritchie – Neighbourhood RMT, Droolin’ Devil Fine Foods, Member of Parliament Sheri Benson, and CBI Rehabilitation
FACEBOOK NEWS: Last year we had 247 fans this year we have 440 fans. That’s an increase of 93 Fans! Provided a breakdown of who our Facebook Audience is. Women majority from age 25 to 44 Westview likes compared to our C.A. We have 440
Website: www.westviewheightscommunity.com
2016 – 1738 visitors (at last years AGM)
2017 – 1574 visitors (at this years AGM)
Facebook Halloween Decorating Contest

f. Rink Report – Desmond

- Flooding the rink was a challenge this year as the weather was not cooperative. but it turned out great for the short season

g. Indoor Report – Lorien, Marian

FALL Adult Programs: Therapeutic Yoga (8) golden Yoga (12) Vinyasa yoga (4)

Zumba toning (7) Muscle sculpt (5) PiYo (6) Art (10) Flex Pass (9)

Kids programs: Scottish dance (11) Move & Groove (11) Babysitting (10) Playwell bricks (8) Art (11) cooking (16) baking (16)

WINTER Adult Programs: Therapeutic Yoga (8) Golden Yoga (10)

Vinyasa yoga (1) Zumba toning (7) Muscle sculpt (3) PiYo (8) boot camp (5) Flex Pass (18) 10 Pass Punch cards (4) Art (11)

Kis: Scottish Dance (19) Move & Groove (7) Babysitting (8) Ballet under 5 (6) Ballet 5-7 (8) Art (8) cooking (16) and baking (16)

SPRING: Vinyasa Yoga (2) Golden Yoga (15) Zumba (11) Zumba toning (4) Muscle Sculpt (2) Boot camp (5) Flex pass (9) Kids Scottish Dance (8)

| | Fall Sep – Dec 2016 | Winter Jan – Mar 2017 | Spring 2017 |
|-----------------------------------|----------------------------|------------------------------|--------------------|
| Revenue | \$7730 | \$9470 | \$2310 |
| Zumba Drop in | \$125 | \$105 | \$35 |
| Instructor cost | \$5370 | \$5795 | \$1805 |
| Cost as Barrier | 900 | 680 | 120 |
| Supplies (art & Cooking & baking) | 1700 | 1300 | |
| | | \$500 youth grant rec'd | |
| | \$115 loss | \$2300 profit | \$420 profit |

h. Membership Report – Carol

- 165 Memberships Sold

i. Citizens on Patrol – did not operate this year. Position Vacant

j. Members at Large

- i. Brian - assisting with registration nights, wood working instructor and volunteer at Day in the Park
- ii. Agnes - Attended meetings, assisting with treasurer duties, assisted with registration nights, and volunteer at Day in Park
- iii. Sheila - assisting with registration nights, cooking & baking instructor, and volunteer at Day in the Park
- iv. Nelda - attended meetings, volunteer at Bingo and assisted with secretary duties

k. Secretary – Rhonda

- took meeting minutes, editor and distribution of minutes, and kept executive records

Everything is run by 100% Volunteers. Be part of making Westview a great place to call home – **Volunteer Today**

Other notable Volunteers: newsletter carriers, soccer coaches, day in the Park Volunteers, Bingo volunteers and Mary (Quick books Assistant)

Acceptance of Directors' Reports

Motion to accept Directors' Reports as presented:

Made by: Fern 2nd by: Maria All in favor

7. Other Reports

- a. School Report – Donna – see attached
- b. Community Consultant Report – Jan see attached

8. New Business

WHCA promoted thru Facebook, Caroline Robins School and Westview membership email list that we would donate money to Caroline Robins Nutrition program or other programs in the school as follows:

\$50 to each Non-Executive person that attends the AGM.

19 were present X \$50 = \$950

\$75 to each Vacant Executive position filled by a new Member

6 positions filled x \$75 = \$450

Total being given to Caroline Robins School is \$1400

9. Election of Board of Directors

| Positions and Current Incumbents | |
|--|---|
| Even Years – one year left | Odd Years – to be voted |
| President – Jenny Besenski | Vice President – VACANT |
| Treasurer – VACANT | Secretary – Rhonda Sleeva (exiting) |
| Indoor Coordinator – Lorien Lowenberg | Membership – Carol Robinson |
| Media Coordinator – Alanna King | Equipment – Michael Becker (exiting) |
| Rink - Desmond Fehr | Citizen Patrol – VACANT |
| Social – Maria Fehr | Indoor Coordinator Assistant- Marian Roth |
| Soccer – Caley McPherson (exiting) | Past President (Non-Elected) – Vacant |
| Member at Large (2) – Agnes Helmink, Sheila Reddekop | Member at Large (2) - Brian McAlaster, Nelda Mercer |

| Positions Open | Slate of Candidates <i>(nominations from the floor also accepted)</i> |
|---------------------------------|---|
| Vice President | Sami Parvez- acclamation |
| Secretary | Connie McConnell - acclamation |
| Membership | Nicole Hammerstedt – acclamation |
| Equipment | No Volunteer |
| Citizen Patrol | Nicole Hammerstedt- acclamation |
| Indoor Coordinator Assistant | Marian Roth - acclamation |
| Member at Large | Brian McAlaster |
| Member at Large | Nelda Mercer |
| Member at Large | Valerie Hales – New |
| Member at Large | Brian McConnell – New |
| Other Vacancies (1 year) | |
| Treasurer | Carol Robinson |

| | |
|-----------------|-------------------------|
| Soccer | No Volunteer |
| Member at Large | Jennelle Wignes Haaland |
| Member at Large | |

- a. *Call for nominations from the floor*
- b. *Election of Board of Directors*

Seeking a volunteer to handle the Westview Welcome Sign at 33rd & Ave W.
 Currently Michael Becker handling but has stepped down
 No Volunteer came forward Will Advertise.

10. Special Participation Draw for \$100 to be made

13 names were in the draw: Winner Sami Parvez

11. *Motion to Adjourn at 8:10 pm*

Made by: Jenny 2nd by: Brian All in favor

Next Executive meeting will be Monday November 20th 2017, at 6:30pm in the Caroline Robins School Library