

**Minutes of the 13th Annual General Meeting
13 Assemblée générale annuelle**

**Gwen Shea Hall
Centre Wakefield La Pêche**

Wednesday September 23, 2019 19:00 / mardi le 23 septembre 2019, 19h00

1. Welcome and opening of the assembly / Bienvenue et ouverture de l'assemblée générale annuelle

Julie Kathleen Campbell, President, opened the meeting and welcomed all attendees and introduced the board members present.

2. Approval of the agenda / Approbation d'ordre du jour

The agenda was approved as circulated (moved Ken Bouchard, second Yvon Lemieux).

3. Approval of the minutes of the 2018 AGM / Approbation du procès verbal AGA 2018

The minutes of the 2018 Annual General Meeting were approved as circulated with one slight change to the number of the assembly (moved Chris Harris, seconded Patricia McGowan).

4. President's Report / Rapport du Président

Julie opened her remarks by thanking the past members of the boards who have worked so hard to get the Centre back on track financially. She also thanked the departing board members who left this year and acknowledged the work that they did on behalf of the Centre during their terms: Amanda Dexter, Alan Heginbottom, Sandi Joss, Shauna Kadyshuk, and Sally Swan.

Rob Moeller was acknowledged for his work on Cinema Wakefield, and Rink de Lange for making the Outdoor Summer Cinema series possible.

The fundraising events for the Centre in 2018-19 financial year were the Outdoor Summer Cinema, Cinema Wakefield, Wakefield Woofers Dog Show and the Ottawa Community Concert Band. Our bar and cashback services also bring in much needed funds while providing a service to our members. In addition the Centre was very involved in a number of key community initiatives: the Christmas Market, St. Jean Baptist celebrations, and Canada Day festivities. Ms. Campbell recommended that her presentation on the strategic planning process be deferred until after the Treasurer's Report and the members agreed.

5. Treasurer's Report / Rapport de la Trésorière

Copies of the 2018/19 financial statements were circulated to the members in attendance. Jen Kun, the Treasurer, walked the members through the financial statements. The main asset is the building and she highlighted the debt that corresponds to it. Ms. Kun highlighted the building expenses and

noted that the Centre has building grants in the amount of \$307k which offset the mortgage and interest payments. The Centre focuses on rental income to offset additional building costs. Ms. Kun then reported on the additional revenue streams which are camps, programs, bar sales and fundraising. Camps and bar sales have done relatively well (noting that municipal grants support the camp revenue). Program revenue is down as is fundraising. Ms. Kun concluded her remarks by emphasizing the need to focus on sustainable funding for the Centre.

A question and answer session followed. Members present asked for further details on Theatre Wakefield revenue, contingency planning, the balance on rental revenue over programming revenue. There was a discussion around sustainable funding and the need to work with the municipality in pursuing other options. One member noted the need to ensure funding and focus for repairs and maintenance of the Centre, expressing disappointment that the grounds have not been cleaned up and the parking situation has not been addressed despite requests to do so. One member urged the board to consider a line of credit to support the hiring of a general manager.

6. Approval of the 2018/2019 Financial Statements

The resolution to approve the 2018/2019 financial statements was put forward for consideration and it was moved by Monique Larocque and seconded by Sally Swan,

BE IT RESOLVED THAT:

The unaudited financial statements for the fiscal year ending March 31, 2019 prepared by ABFK Chartered Professional Accountants Professional Corporation as presented at the Annual General Meeting of the Centre Communautaire Wakefield La Pêche Coop de Solidaire on September 23, 2019 are hereby approved.

7. Appointment of the Auditors / Nomination des Auditeurs.

The members were presented with the following resolution to appoint the auditors for the 2019-2020 fiscal year. It was moved by Sally Swan and seconded by Ken Bouchard,

BE IT RESOLVED THAT:

ABFK Chartered Professional Accountants Professional Corporation are hereby appointed as auditors to conduct the Review Engagement of the Financial Statements of the Centre Communautaire Wakefield La Pêche Coop de Solidaire for the fiscal year 2019/2020.

8. Strategic Planning

Julie provided a detailed review of the strategic planning process which was a key focus for the board in 2019. It began with a community consultation in February which was attended by 25 members and facilitated by 5 board members. This was followed by a survey to members, and further consultation with interested group – Centre founding partners and contractors. The survey questions were generated from the feedback received at the in person consultation and generated 212 respondents. One key area driving the need to revisit the Centre's strategy is the declining enrolment in the Centre's programs, indicating a need to review this area which is a core revenue stream for the Centre. Key learnings are that the Centre's mandate remains relevant but that in order to move forward, we need

to improve communication, and we need to have a general manager in place to drive the strategy and coordinate activities. Julie noted that the respondents were split evenly (33%) on the question of abolishing the lifetime membership fee and moving to an alternative funding model. And finally, Julie noted the need to re-engage the Centre's founding partners – The Way, the Recreation Association, the Library and Theatre Wakefield. This will be a core focus of the board for 2019-20. The board will create an action plan going forward which will include hiring a manager for the Centre, creating a sustainability plan and a strategic review of the Centre's programming offerings.

A question and answer period followed where the following suggestions and comments were noted:

- Engage the youth of the community
- Consider ways to re-engage volunteers that doesn't burn them out; key to that will be having a manager in place
- Concerns re the cost of renting the Centre for our partner groups
- How to tap into revenues from activities that are very popular such as pickleball
- Need to monitor the activities at the gym more closely to be more strategic about the programming offered
- Need to engage the French community better noting that the St. Jean Baptiste event was a good first step
- Consider having volunteers on board committees

The mayor was in attendance and he described the situation with the arena and why the municipality stepped in noting that the Cooperative model was no longer appropriate for the arena. He indicated that he is willing to have discussions with the Centre to see how the municipality might get involved.

9. Election of new directors / Élection des nouveaux administrateurs

Diane Woollard presented the report from the Nominating Committee. Ms. Woollard reminded the members that the bylaws authorize up to 13 directors to be comprised of the following categories and number of directors:

- Support Members (2) [nominated by the Support Groups including the Municipality]
- User Members (11)

Julie Kathleen Campbell and Chris Harris will be in the second year of the two-year term and therefore are not on the slate. The following directors have indicated their desire to return for a further 2 year term: Martin Comeau, Jodi Hamilton, Simon Hatcher, Diane Woollard

The names of three new directors were put forward and their bios were included in the meeting presentation materials. Jennifer Kun was appointed by the board mid-term in response to a call for volunteers to join the board as treasurer to fill the vacancy created when Shauna Kadyshuk resigned and she is standing now for a full two year term.

In response to a call for nominations from the floor it was moved by Lianne Olsen and seconded by Martin Comeau, that Colin Rosseaux be added to the slate.

The members were presented with the resolution to elect the board of directors for the 2019-20 term and it was moved by Neil Faulkner, seconded by Yvon Lemire,

BE IT RESOLVED THAT:

The following individuals, be elected to the Board of Directors of the Centre Communautaire Wakefield La Pêche Coop de Solidaire to hold office for a two year term or until their successors are duly elected or appointed:

- Denise Déziel
- Kathleen Lauder
- Jodi Hamilton
- Diane Woollard
- Simon Hatcher
- Dawn Young-Lemire
- Jennifer Kun
- Martin Comeau
- Colin Rosseaux

10. Closing of the assembly / Clôture de l'assemblée

The meeting adjourned at 9:00 p.m.