

Air Cadet Foundation of BC Annual General Meeting Minutes

November 17, 2022, 10:00 am
Skyhawk Restaurant



Attendees: Gladys Jarvie, Ron Rique, Gail Rique, Tom Holland, Geoffrey Johnston
Doug Sutherland, Ilona Turra
Regrets: Doug Slowski, Terri Hinton

1. Call to order & opening remarks

Meeting called to order 10:15 am
Ron welcomed everyone and thanked everyone for attending.

2. Declaration of Quorum

Ilona declared with seven members in attendance we have a quorum.

3. New items and Approval of Agenda

No new agenda items received.
Geoffrey moved to have the agenda approved as presented. All in favour, none opposed, approved.

4. Approval of the Annual General Meeting Minutes for 2021

Ron asked for the 2021 minutes header to be corrected to read "Minutes" not "Agenda". Ilona will correct this.

MOTION:

Tom Holland moved to accept the minutes as amended, all in favour, none opposed, approved.

5. Business arising from 2021 AGM

* BCPC held a raffle at their AGM for the Foundation from which we received \$770
* Item # 8 BC Logo info / Foundation information is incomplete on the BCPC website.
With the proposals we are putting forward, we'll be able to update all our documents.

6. Financial Report

Gail presented the financial statement, reviewed by everyone.
Moved \$20,000 into a GIC this fall. 4.55%, better than it was!
With the new "Canada Helps" donation process. Discussion
Ron explained to Geoffrey how the Canada Helps website will work when we start up our own website.

7. Approval of the Financial Statements

Gail Rique moved to accept the financial as presented. Discussion
*Doug noted that the Liabilities line should be moved down to the Liabilities and Equities section.
*In the future it is recommended that we provide a cover sheet that states that the financial report has not been officially audited.

MOTION:

Gail Rique moved to have the financial report accepted as presented. All in favour, none opposed, approved.

New Business

8. ACFBC Website proposal/ development update

* Website proposal meeting was held by the Directors on Nov 1st. Ron updated Geoffrey on what we discussed.

Ron updated everyone on how the Canada Helps organization works and how it will help us build our donation base as well as our donations.

* Website set up will be approximately \$500. This will include set up and annual maintenance fee.
Discussion

* Ron would like to have a small team to work and to review what we currently have and what we would like to have on our website. Gladys, Doug Sutherland, Ilona and Ron volunteered to be the website team.

* Ron recommends that we set up a timeline for completion (April 1) however, this will most likely be determined by Chris Chapman's schedule.

*When we have the website set up, we will be asking BCPC to send out an email to all its members advising of the website launch.

Geoffrey noted that we made a promise to the BCPC that we would not compete with the SSC's fundraising campaigns. Geoffrey proposed that we write a letter to BCPC President explaining what we are doing and where we are going with our website and fundraising efforts.

Members agreed that this is a good idea and will be actioned by Ron.

Discussion All members agreed that moving forward with the website will keep the Foundation from becoming stagnant.

Domain name: Ron went onto the "Go Daddy" website and pulled up a cost for the domain name. This was to get a sense of what the cost of a domain name is and it is not very expensive, however, we will have a discussion with Chris and he will provide us with his professional recommendation.

Discussion

9. Canada Helps Donation report

Funds donated to date by our members is \$309.33

A report is sent from Canada Helps whenever donations are received. Donations are posted weekly to our account.

10. Proposed Budget (See attached below)

Reviewed the proposed budget, discussion. Doug suggested increasing the advertising budget, this way we won't have to come back to the membership for more funds.

MOTION:

Geoffrey moved to accept the budget as amended by Doug Sutherland's recommendation. All in favour, none opposed, approved.

11. Signing authority for the Foundation

Current signing Directors are Geoffrey, Gladys and Ron.

Ron spoke to the Royal Bank and asked them to change the requirement for two signatures for cheques under \$200 to have only one signature.

Any cheques over \$200 will still require two signatures. Royal Bank accepted this request.

Discussion

MOTION: Tom Holland moved to remove the requirement of two signatures for any expenditures under \$200, however, we will retain the requirement of two signatures for amounts over \$200. Call for vote: All in favour, none opposed, approved.

12. ACFBC Director Election:

Current Directors are:

Geoffrey Johnston, Ron Rique, Doug Sutherland, Doug Slowski, Gladys Jarvie.

Directors will now resign.

Tom Holland took over the elections: nominations for Directors are as follows:

Doug Slowski, (accepted nomination in abstention) Geoffrey Johnston, Gladys Jarvie, Ron Rique, Doug Sutherland.

All accept their nominations.

Tom called for nominations from the floor three times. Hearing no further nominations, Tom declared the slate presented as elected for 2023.

12.1 ACFBC President Election

* Nominations for President

Doug Sutherland nominated Ron Rique for President; Ron accepted the nomination.

Call for vote, approved unanimously.

Ron asked for a volunteer for Vice President, Doug Sutherland volunteered.

Ron appointed Ilona Turra as secretary and Gail Rique as Treasurer.

13. AC Foundation "One in a thousand" fundraising campaign resurrection

* Team Volunteers - Doug Sutherland / Gladys Jarvie, Ilona Turra and Ron Rique volunteered to:

* Review and provide recommendations for the website build and the ACFBC Brochure

* Assemble mailing list of donors

* Set date for Campaign Launch:

Ron proposed that the one in a thousand donor campaign start in September/ October. Further discussion will be held at a later date.

*Ron was working on updating the Foundation Brochure.

Ron noted that we need to have a purpose for our Foundation. We need to find a way to sell our purpose and our support for the premier youth organization.

14. Date and Time of next meeting (2023) November 2023 (day to be determined)

- a) **Round table:** Ron went around the table asking for final comments. Geoffrey reported on what is currently happening in Ottawa. There will be some real changes coming down from Ottawa, they are talking about the provinces dropping the fees, etc. As well there is discussion about taking over the Provincial planes. There is serious concern about the direction of the National body and their proposed exclusion of the provinces. Discussion

15. Adjournment

Meeting adjourned 12 noon

Minutes completed by
Ilona Turra, Secretary



Reviewed and approved by
Ron Rique, President