

287 Squadron Sponsoring Committee Annual General Meeting

May 29th, 2019

Attendees: Brain Morrison (president), Capt. Bodnaruk (CO), Capt. Bryan, Carole Reichert, Dawna Morgan (APC), Trudy Eggleton, Becky Leblanc, Lynn Munday, Jaime Murphy, Jan Shute and attached list of parents and guests

1. Call to Order at 18:45pm at the CCBCC
2. Approval of Agenda as amended with the addition of Review of Volunteer Screening Process-
MOTION: Jamie made a motion to accept the agenda as amended. Second by Jackie, Carried
3. Approval of Minutes of AGM June 13, 2018 MOTION: Brian Munday made a motion to accept the previous AGM 2018 minutes as presented, second by Brad Chrabaszcz, Carried

4. Reports

4.1 Chairman's Report- Brian Morrison- Attached

4.2 Treasurer's Report- Lynn Munday

The following attached financial statements were presented:
Profit & Loss Standard covering Sept 2017 to May 2019
Statement of Income & Statement of Expenses as per ACC-9

MOTION: Becky moved to approve the Treasurer's report, second by Yun, carried.

DISCUSSION: There was a question from the floor whether the monthly bank statements are circulated each meeting. They are.

ACTION: All bank statements will be made available at the next AGM.

5. Presentation of Audited Financial Statements

The financial statements for Sept 2017 to August 2018 were audited by Mrs. Jefferson and Mrs. Yun Truong. Although a signed copy was not available at this meeting, Mrs. Truong verbally reported that they had been done. **MOTION:** Lynn Munday moved that the Loss Profit Standard Report for Sept 2017- August 2018 be accepted as Audited Financial Statements as supported by Mrs. Truong's testimony. Second by Brad. Carried
ACTION: Balance Sheet (assets and liabilities) to be included in the financial reports for next year.

6. Proposed Budget -presented by Brian Morrison

Discussion ensued

MOTION: Lynn moved to accept the proposed 2019-2020 budget as presented. Second by Lori. Carried

7. Fundraising Discussion – Jaime Murphy

Jaime reported on the formation of the fundraising committee which was struck in March 2019. Some of the Fundraising proposals for next year are: to link raffles etc. with the Bottle Drives which will enable the most efficient use of resources, another Flower Basket Drive and increased promotion of the Wake-a-Thon. Discussion ensued.

MOTION: Brian Munday moved that the attendees of this meeting approve in principle the concept of a Volunteer Bond to be implemented next year with the details to be set at the discretion of the 2019-2020 SSC later. (This Volunteer Bond would take the form of a series of cheques held in trust until volunteer duties were fulfilled and if these duties were not fulfilled, the cheque(s) would be cashed in lieu.) Second Will Steed

Discussion ensued: It will be necessary to work closely with the Cadet Staff to ensure that all parents are made aware of this Bond and to facilitate the collection of the cheques. A list of volunteer opportunities complete with dates should be made available to the parents. (This could include volunteer opportunities with the Alberta Provincial Committee Wing events.)

ACTION: Dawna will forward the Volunteer Bond Manual developed by the APC via Carole to the SSC.

Motion carried.

8. Appointment of Auditors for 2018-2019 Financials

Mrs. Yun Truong and Mr. Brad Chrabaszcz agreed to perform the role of auditors the Financial Records for the Sept 2018-August 2019 Year.

9. Volunteer Screening Process- Trudy Eggleton

Trudy explained the process used for screening volunteers within the Cadet organization. The stages include an application form with photo ID, police check, interview and reference checks. Next year the police checks will be done via an online system. **ACTION:** This information is to be presented to parents at a mandatory parent meeting at the begin of the year.

10. Election of SSC Board- Carole Reichert

Carole began by declaring all offices vacant. She then called for nominations from the floor for the following positions.

President- Lynn Munday nominated Brian Munday. He accepted the nomination.

Vice President- Brian Morrison nominated Trudy Eggleton. She accepted the nomination

Secretary- Brian Morrison nominated Jan Shute. She accepted the nomination

Treasurer- Lori Chrabaszcz nominated Brad Chrabaszcz. He accepted the nomination.

- Directors - Lynn Munday nominated Jaime Murphy. She accepted the position.
- Jackie Plooy nominated Becky Leblanc. She accepted the position.
 - Jaime Murphy nominated Jared Giffin. He accepted via email.

Nominations for all positions were called for a second and third time.
No further nominations were forthcoming.

MOTION: Jackie Plooy moved to accept by acclamation the slate of nominees as presented above. Second by Lori Chrabaszcz. Carried

ACTION: Since one of our appointed auditors has accepted the position of treasurer, we will now need a second auditor. An email is to be sent to all parents asking for someone willing to audit our financial statements year ending August 2019. Tabled

Meeting Adjourned at 20:06h.