



2018

ANNUAL GENERAL

MEETING

April 25, 2018

AGENDA

2018 Annual General Meeting
Wednesday, April 25, 2018 – 1:00pm

- Meeting called to order
- Declaration of Quorum
- Members and Guests Welcomed
- Introductions
 - ❖ Office Staff, Board and Special Guests
- Moment of silence for deceased members
- Approval of Agenda for 2018 AGM
- Minutes of March 2017 AGM
- REPORTS:
 - ❖ President
 - ❖ Treasurer
 - ❖ Executive Director
 - ❖ Other
- Presentation of audited financial statements for Year End December 31, 2017
- Appointment of Auditor for 2018
- Special Resolution: Presentation of new Bylaws for approval
- Presentation of Volunteer of the Year Award
- Recognition of retiring Board members
- Nomination Committee/Election New Board Members
- New Business
- Meeting adjourned

Minutes of 2017 Annual General Meeting
Held Wednesday, March 29, 2017 at 1:00pm

1. Meeting called to order
2. Declaration of Quorum
3. Doreen Dyer welcomed guests and introduced Board/Staff members.
4. Moment of silence for deceased members.
5. FCSS Presentation – Elizabeth Schnitzler, FCSS City of Calgary
6. Governance Board Presentation – Heather Gibbons, NPC City of Calgary
7. **Motion to approve Agenda for 2017 AGM as presented - carried**
8. **Motion to approve Minutes of March 2016 AGM as presented - carried**
9. REPORTS:
 - a. **Motion to approve President’s Report by Doreen Dyer - carried**
 - b. **Motion to approve Treasurer’s Report by Hilda Townsend - carried**
 - c. **Motion to approve Executive Director’s Report by Janet Lymer - carried**
10. **Motion to approve Year End December 31, 2016 audited financial statements presented by Sandra Evans - carried**
11. **Motion to approve MNP LLP Auditor for 2017 - carried**
12. Nomination Committee/Election New Board Members
 - a. **Maureen Benning re-elected to 2nd 3 year term**
 - b. **Georgia Jacques and Brenda Barclay were acclaimed as new Board members for a 3-year term.**
13. Recognition of retiring board members – Pat Brindley recognized for her service on the board for the past 6 years.
14. Special Guests:
 - a. Ron Liepert, MP
 - b. Brian Malkinson, MLA
15. Alma Anderson Volunteer of the Year Award presented to June Crowe and Donna Snyder in recognition of their outstanding contributions as volunteers to the organization.
16. No new business presented
17. Meeting adjourned

2017 BOARD OF DIRECTORS

NAME	TITLE	END OF TERM
◆ Jean Langdon	President	March 31, 2018 (2 nd term)
◆ Georgia Jacques	Treasurer	March 31, 2020 (1 st term)
◆ Linda Doornbos	Secretary	April 30, 2019 (1 st term)
◆ Doreen Dyer	Past President	
◆ Wayne Naylor	Director	March 31, 2018 (1 st term)
◆ Maureen Benning	Director	March 31, 2020 (2 nd term)
◆ Maureen Furze	Director	March 31, 2018 (2 nd term)
◆ Dan Pyper	Director	April 30, 2019 (1 st term)
◆ Stephanie Krueger	Director	April 25, 2018
◆ Gail Martin	Director	March 31, 2018 (1 st term)
◆ Lorraine Bowes	Director	April 25, 2018
◆ Brenda Barclay	Director	

2017 STAFF

◆ John Yannitsos	Executive Director
◆ Kayla Totten	Program Coordinator/Outreach Coordinator
◆ Donnell Iosifelis	Office Manager
◆ Brad Keen	Facility Support
◆ Victoria (Tori) Schmeiler	Summer Student – 2017 plus part time office
◆ Sandra Evans, Basenji Solutions	Accounting Consultant

PRESIDENT'S REPORT 2018

I want to thank our members for all you do for Bow Cliff. You join our classes, attend our various events and volunteer in various capacities to make Bow Cliff Seniors a successful organization in the community.

What would we do without our volunteers who help us for our Wednesday lunches, bingos, jam sessions, greeting cards, office work and in many other ways. For example, what about the one who is our prime bottle gathering person or the number of volunteers who came at 7:00 am to ensure that everything would be just right for Doreen Dyer's Celebration of Life?

Our Board of Directors meet monthly. Our Bylaw committee met several other times to review and revise the existing bylaws. In addition, the Board members join the many other volunteers in different capacities. The Board at times has had to make difficult decisions to ensure that Bow Cliff Seniors is a viable and successful organization - I thank you!

Since we met a year ago for our 2017 Annual General Meeting there have been several changes within Bow Cliff. We are now established in our new building, we have had our challenges, but we continue to attract new members and offer a variety of programs and broadening our scope of practice into the greater community. It was new to us to be in a new building occupied by not only ourselves but another group the Calgary Lawn Bowling Club. We have reached a very amicable working agreement and are looking forward to volunteering when they host their tournament later this year. We have a signed agreement with the Lawn Bowlers and both groups have signed the License of Occupation/Lease with the City of Calgary. Our organizations jointly look forward to sharing the benefits of our programs and facilities with the community for many years to come.

How was all this achieved? By the work of a number of people. It is in this regard that I would like to focus on three remarkable people who provided the leadership to achieve these results.

Firstly, Doreen Dyer our President and Past President was part of the committee that finalized the new building. Did we get all we wanted? Not completely! However, once negotiations were over and we moved into our new building and although there were some perceived challenges, it was time to move forward, enjoy our new building and find ways to improve the facility to meet our needs. I think the most significant trait Doreen promoted was a positive attitude which permeated the association.

The second person was Heather Gibbons our (NPC) Neighbourhood Partnership Coordinator who influenced a successful year with the signing of an agreement between Bow Cliff Seniors and the Lawn Bowling Club and the signing of the License of Occupation /Lease with the City of Calgary. These were challenging times, a new building, we were no longer the sole occupants but shared the facility with the Lawn Bowling Club. In addition, there were other challenges such as flooding, power outages, vandalism as well as structural challenges both inside and outside of the building, lowered ceilings and windows requiring coverings. Regardless of the issue Heather was able to provide us with the information on how to proceed or who to contact to allow us to continue to meet our mandate. As well Heather attended our Board meetings providing a written monthly report to support our function as a Governance Board and to identify programs and events that were important for us to be aware of or attend. In addition, she assisted reviewing the bylaws which were then presented to Board for approval. We were just one of the groups she worked with in the community but was greatly appreciated by the Board as evidenced by a round of applause from the entire Board at the first meeting back from her vacation.

The third person to be aware of is our Executive Director, John Yannitsos. When our previous Executive Director left it was the Board's decision to assign a new Executive Director. The Board unanimously supported John Yannitsos as the interim Executive Director and then as a full time appointment. John had served on other

Boards and came from the corporate world. This was his first opportunity to be Executive Director of a charitable organization. As I previously mentioned there were many challenges to the organization from building issues to challenges within the administrative system. As well as attending to these challenges it was John's responsibility to ensure fiscal management as well as program planning and development, staff recruitment and supervision, implementation and execution of Board policy, statistical and licensing responsibilities, and oversee facility management and community relations. What a task! However, John undertook it all! He has achieved a good working relationship with the Lawn Bowlers as well as the Executive Directors of other community organizations. To ensure that we have all the required documents John is working with volunteer Sandy Jackson, to develop a top of the line record management system. John is undertaking a variety of fund raising activities from fun Casinos to bottle collections to clothing sales as well as grant applications meeting the requirements of legislative licensing and the management of finances to the satisfaction of our funders and auditors. As well John had the two musical groups invited to play at the Music Centre. In addition to ensure that he is available to the members he regularly attends the Wednesday lunches. He encourages members to join the various programs and he is open to new ideas for programs or fund raising activities. John is well liked and respected internally and in the community.

Thank you to John and his staff and to all the members for making Bow Cliff Seniors a great organization in which to be a member.

Jean Langdon

President

TREASURER'S REPORT 2017

The Audited Financial Statements for Bow Cliff Seniors are available for your review at the Centre or on our website for the year ending December 31, 2017. The Statements were prepared using the Canadian accounting standards for not-for-profit organizations and were audited by MNP, the external auditors appointed by the Members.

2017 was a year of financial growth for our organization but also included some operational challenges to overcome. Cash flow remained stable throughout 2017 and we anticipate this trend to continue through 2018.

Our organization is dependent on significant support from many municipal, provincial and federal grants, as well as individual and community donations and successful programming. Over 50% of our 2017 annual revenues came from various government support programs. We continued receiving FCSS funding of \$100,500 during 2017 with a similar commitment for 2018. In August 2017, we received \$64,719 of casino funds. We also received \$14,920 in a New Horizons grant for new programming initiatives.

In 2017 we completed our first full year in our facility and we are better able to anticipate and budget more appropriately for operational and maintenance costs in the future.

As a governance Board, we are committed to maintaining sustainable funding and programs for our membership. We are appreciative and grateful for the continued support of our members, partners, funders, donors and our community and look forward to a successful 2018.

It has been a pleasure to serve as your Treasurer.

Sincerely,

Georgia Jacques

EXECUTIVE DIRECTOR'S REPORT

2017 was our first full year in our new building. Outside of a few growing pains, we have settled in nicely into our new facility and we are starting to see significant benefits for our programming as well as fundraising capabilities.

Grant and casino funding continues to be the biggest support for our organization, which allows us to offer programs and services to our members at the most cost-effective rate possible. Without the municipal, provincial and federal support we would not be able to offer the variety and quality of programming that we are proud to offer. We are most grateful to all the organizations that fund and support us, especially FCSS and AGLC which provide over 50% of our funding.

Our membership has grown significantly throughout 2017 with a total of 507 members. Our goal is to increase our membership annually by 5%.

We had a successful year of programming and with the help of a \$14,000 New Horizons grant from the Federal government we were able to introduce a few new classes such as Pickle Ball, Urban Poling and our first evening class Dance to be Fit. Bridge, Bingo and our Wednesday Lunch programs continue to remain very popular.

One of the most memorable events of the year for our organization was the October 1 performances by the Rhythm Kats and Harmonica Tableau at the National Music Centre-Studio Bell. It was an incredible musical display at an incredible facility. With the generous support of the NMC we were also able to record the performances and post on YouTube so that everyone had the chance to share this moment with family and friends.

We held our first ever Bow Cliff Seniors Fun Casino in October and everyone had a great time and we were able to raise over \$3000. Due to popular demand we plan on making this an annual fundraising event and together with our Garage, Art, Clothing and Christmas Craft sales, we hope to be able to establish a sustainable funding model to help support our programs.

I want to thank our joint facility partners, the Calgary Lawn Bowling Club, for their support and we look forward to introducing a dedicated regular weekly time for our members to enjoy lawn bowling. I also want to thank the Hellenic Seniors for hosting a wonderful lunch for our members last fall.

Our organization is blessed to have incredible staff and volunteers (too numerous to mention by name) so I just wanted to say how thankful we are for your continued support and generosity of time.

Thank you to our Councillor Evan Wooley, MLA Brian Malkinson and MP Ron Liepert and their staff for their continued support and a special thanks to Heather Gibbons, our NPC from the City of Calgary for her leadership and for keeping us on track and compliant.

On behalf of Donnell, Kayla, Tori, Brad and myself, we want to thank our Board and Executive for their faith and trust in us and we look forward to a successful 2018.

Sincerely,

John Yannitsos

**BOW CLIFF SENIORS
ELECTION SLATE FOR 2018**

Lorraine Bowes

Stephanie Krueger

Eugene Wasylchuk

Wayne Naylor

Gail Martin

In Memorium 2017

**The years may wipe out many things,
But this they'll wipe out never,
The memory of those happy days
Which we have spent together,
For all you did for us, you did your best,
May God grant eternal rest.**

Edna Charchuk

Rita Dowling

Bernice Dunsmoor

Doreen Dyer

June Flewelling

Sarah "Cissie" Hetherington

Norman Holmes

Donna Larsen

Thelma McDonald

Harold Moffat

Dorothy Motherwell

Berthe Richard

Inez Shaver

Evelyn Trussler

Christina Watson