

Annual General Meeting Agenda

December 7, 2015, 7:30 pm

Call to order

Approve the agenda

Review and approval of the minutes from the last AGM

- a. (see Appendix 1, page 2)

Report from the Board Chair

Financial Report

- b. 2015 16 financial report (see Appendix 2, page 5).
- c. 2016 year to date and budget update (see Appendix 3, page 9)

Election of the 2017 Board of Directors

Changes to the Society Act and how this affects the club

- d. Proposals to change the bylaws or find alternate way to include youth in governance of the club (see Appendix 4, page 12)

Appendix 1

Capital City Fencers' Club

Annual General Meeting minutes

December 16, 2015, Royal Oak Middle School gymnasium

In attendance: Stacy Chappel, Valerie Latrille, Manon Latrille, Sebastien Latrille, Trevor Morrison, Felix Morrow, Miko Ross, Hudson Showalter, Robert Smith, Ian Tam, Peter Yang, Jed Chapin

Call to order

The meeting was called to order at 7:40 pm with Yang in the Chair.

Welcome and Introductions

Yang welcomed the members and asked for a round of introductions.

Minutes from the last general meeting

Chappel reported she was unable to find the last meeting minutes. She noted the meeting had reviewed financial statements and elected a board of directors.

Report from the president

R. Smith reported the major event of the past year was Escrime Sundae. 2015 saw the expansion of the ice cream to include a “toppings bar”. There was no 2015 Fence-a-thon but hopefully the club will have both events this spring. The club tried fencing in the summer, which did draw out some new members, but most were unable to attend consistently so it was ultimately not possible to cover cost.

He also noted that the passing of Mr. Ho, long time coach for the Victoria fencing club and UVIC club was a significant loss for the local fencing community, including some members of our club who had worked with him closely over the years.

Financial statements

Chappel presented the financial statements for the September 1, 2014- August 31, 2015 fiscal year.

The Club has a deficit of \$854 in the 2014-15 fiscal year, ending the year with \$885 in equity.

Hosting Escrime Sundae was a significant help in raising funds, so tournaments should be a priority for the coming year. She also noted the board last year began planning to apply for a gaming grant in spring 2016.

The club is faring better this year to date as compared to the previous year, largely as a result of dropping the Friday night booking. From September 1 – December 15, 2015, the club has a surplus of \$309.37.

Election of the Board for the coming year

Chappel noted that due to changes in the Society Act, members under 18 are no longer able to run for the board of directors, unless we adjust our bylaws. As it stands now, youth representatives could only serve in an advisory capacity.

Yang opened the floor for nominations.

Stacy Chappel, Rob Smith, Valerie Latrille, Walter Trentin and Anna Smith were nominated.

It was moved and seconded by Ross and Chapin to close nominations.

Ross called the question.

All nominees were elected.

Items submitted by the membership

Motions to change the bylaws

Chappel reported that no motions to change the bylaws were received.

Proposal to share space

Chappel reported that Carol Lewis had proposed the Renaissance fencers group might be interested in sharing space with the fencing club, as a way of sharing costs.

Showalter asked how liability would be handled.

R. Smith said they would need to join the Capital City Fencers Club and take out Fencing Canada memberships in order to be insured.

The members agreed the Board will discuss the option with Lewis and see if an arrangement could be worked out that addresses insurance concerns.

Announcements

Chappel circulated posters promoting the beginner class and asked members to put them up in their favourite café's etc.

Adjournment

The meeting was adjourned at 8:30 pm.

Appendix 2

Capital City Fencers Club Statement of Revenue and Expense

September 1, 2015 - August 31, 2016

| REVENUE | | <i>In kind contributions</i> |
|---------------------------------------|------------------------------------|----------------------------------|
| Membership fees | \$3,430.00 | |
| Beginner Class | \$900.00 | |
| Workshops | \$175.00 | |
| Drop in fees | \$375.00 | |
| Events and fundraisers | | |
| | <i>Tournaments</i> | \$855.00 |
| | <i>Fundraising events</i> | \$-00 |
| | <i>Teaching in schools</i> | \$300.00 |
| Grants and donations | | |
| | <i>In kind contributions</i> | \$3,252.00 |
| Equipment sales/repairs (recoup cost) | \$40.00 | |
| Bank Interest | | |
| | <i>chequing account</i> | \$1.25 |
| | <i>membership share interest</i> | \$0.12 |
| Other | | |
| | <i>Advance membership payments</i> | \$80.00 |
| | <i>Other</i> | \$110.02 |
| TOTAL REVENUE | \$6,266.39 | \$3,252.00 |

| EXPENSES | | <i>In kind contributions</i> |
|-------------------------------|---|----------------------------------|
| Rent | | |
| | <i>Rent related to previous year</i> | \$180.14 |
| | <i>Regular rent</i> | \$4,225.20 |
| | <i>Workshop rent</i> | \$178.50 |
| | <i>Tournament rent</i> | \$672.00 |
| | | \$672.00 |
| Supplies, Equipment, Software | | |
| | <i>equipment purchase</i> | \$-00 |
| | <i>tournament software license</i> | |
| | <i>Supplies - tournaments</i> | |
| | <i>Prizes</i> | |
| | <i>Office supplies</i> | \$22.07 |
| Promotions | | |
| | <i>Posters and print advertising</i> | \$5.00 |
| | <i>Website hosting & updates (in kind)</i> | |
| Wages and benefits | | |
| | <i>Instruction - beginner classes (less membership)</i> | \$800.00 |
| | <i>Instruction - advanced and school workshops</i> | \$400.00 |
| | <i>Guest instructors travel cost reimbursement</i> | |
| | <i>Armoury (less membership)</i> | \$1,750.00 |
| Legal and insurance | | |
| | <i>Legal (Society Filing)</i> | \$25.00 |
| | <i>Tournament sanctioning (Canadian Fencing Federation)</i> | \$112.50 |
| | <i>Club insurance (BC Fencing Association)</i> | \$65.00 |
| Bank fees | \$6.00 | |
| TOTAL EXPENSES | \$5,861.41 | \$3,252.00 |
| BALANCE | \$404.98 | \$-00 |

Capital City Fencers Club

Comparative Balance Sheet

Aug 31, 2016

| | August-31-16 | August-31-15 |
|--|-------------------|-------------------|
| Chequing Account | | |
| Opening Balance | \$995.66 | \$1,850.25 |
| Deposits | \$6,265.02 | \$6,769.78 |
| Expenses related to previous year | -\$180.14 | |
| Cheques Cashed/Expenses | -\$5,681.27 | -\$7,625.56 |
| Interest | \$1.25 | \$1.19 |
| Total cash in chequing account | \$1,400.52 | \$995.66 |
| Gaming Account | | |
| Opening balance | \$-00 | |
| Interest | \$-00 | |
| Total cash in gaming account | \$-00 | |
| Membership account | | |
| Opening balance | \$5.00 | |
| Interest | \$0.12 | |
| Total Cash in membership account | \$5.12 | |
| Received, not deposited | \$-00 | \$70.00 |
| Total Receivables | \$-00 | \$70.00 |
| TOTAL ASSETS | \$1,405.64 | \$1,065.66 |
| LIABILITIES | | |
| Liabilities | | |
| Deferred revenue (prepaid membership) | \$80.00 | \$180.14 |
| Outstanding cheques - chequing account | \$-00 | \$- |
| TOTAL LIABILITIES | \$80.00 | \$180.14 |
| EQUITY | \$1,325.64 | \$885.52 |
| TOTAL LIABILITIES & EQUITY | \$1,405.64 | \$1,065.66 |

Capital City Fencers Club

Change in financial position

August 31

| | |
|-------------------------------------|------------|
| Opening Balance (September 1, 2015) | \$1,000.66 |
| Surplus | \$404.98 |
| <hr/> | |
| Closing balance (August 31, 2016) | \$1,405.64 |

Appendix 3

Capital City Fencers Club Statement of Revenue and Expense

September 1 - Nov 30, 2016

| REVENUE | Year to date actuals | In kind | 2016-17 Budget | In-kind budgeted |
|---------------------------------------|-------------------------|---------|-------------------|---------------------|
| Membership fees | \$1,560.00 | | \$4,280 | |
| Beginner Class | \$780.00 | | \$660 | |
| refunds | -\$60.00 | | -\$180 | |
| Workshops | \$35.00 | | \$100 | |
| Drop in fees | \$200.00 | | \$625 | |
| Events and fundraisers | | | | |
| Tournaments | \$-00 | | \$900 | |
| Fundraising events | \$-00 | | \$-00 | |
| Teaching in schools | \$-00 | | \$300 | |
| Grants | | | | |
| BG Gaming | \$-00 | | \$3,700 | |
| ViaSport Sport Development | | | \$2,000 | |
| Volunteers and donations | | | | |
| In kind contributions | | | | \$4,827 |
| Equipment sales/repairs (recoup cost) | \$-00 | | | |
| Bank Interest | | | \$2 | |
| chequing account | \$0.63 | | | |
| gaming grant account interest | 0.58 | | | |
| membership share interest | \$-00 | | | |
| Other | | | | |
| Other | \$-00 | | | |
| TOTAL REVENUE | \$2,516.21 | | \$12,387 | \$4,827 |

| EXPENSES | Year to date actuals | In kind | 2016-17 Budget | In-kind budgeted |
|---|---------------------------------|----------------|---------------------------|-----------------------------|
| Rent | | | | |
| Rent related to previous year | \$-00 | | | |
| Regular rent | \$1,482.60 | | \$4,322 | |
| Workshop rent | \$105.00 | | \$525 | |
| Tournament rent | \$-00 | | \$800 | \$777 |
| Supplies, Equipment, Software | | | | |
| equipment purchase | \$-00 | | \$3,048 | |
| tournament software license | | | \$100 | |
| Supplies - tournaments | | | \$100 | |
| Prizes | | | \$100 | \$1,760 |
| Office supplies | \$-00 | | \$54 | |
| Promotions | | | | |
| Posters and print advertising | | \$4.00 | \$-00 | \$-00 |
| Website hosting & updates (in kind) | | | | \$240 |
| Wages and benefits | | | | |
| Instruction - beginner classes | | | | \$800 |
| workshop instruction | \$200.00 | \$200.00 | \$1,000 | |
| School workshop instruction | | | \$1,800 | |
| Guest instructors travel cost reimbursement | | | \$-00 | |
| Armoury | | -\$25.00 | | \$1,250 |
| Legal and insurance | | | | |
| Legal (Society Filing) | | | \$25 | |
| Tournament sanctioning (Canadian Fencing Federation) | \$-00 | | \$228 | |
| Club insurance (BC Fencing Association) | \$65.00 | | \$65 | |
| Bank fees | \$-00 | | | |
| TOTAL EXPENSES | \$1,852.60 | | \$12,166 | \$4,827 |
| BALANCE | \$663.61 | | \$220 | \$-00 |

Capital City Fencers Club

Balance Sheet

At October 31, 2016

| | |
|---|--------------------|
| ASSETS | |
| <i>Chequing Account</i> | |
| <i>Opening Balance</i> | \$1,400.52 |
| <i>Deposits - chequing</i> | \$2,750.00 |
| <i>Cheques Cashed/Expenses</i> | -\$325.00 |
| <i>Interest</i> | \$0.63 |
| Total cash on hand | \$3,826.15 |
| <i>Gaming Account</i> | |
| <i>Opening balance</i> | \$0.00 |
| <i>Deposits - gaming grant account</i> | \$3,700.00 |
| <i>Expenses - gaming grant account</i> | -\$1,587.60 |
| <i>Interest</i> | \$0.58 |
| Total cash in gaming account (restricted) | \$2,112.98 |
| <i>Membership account</i> | |
| <i>Opening balance</i> | \$5.12 |
| <i>interest</i> | \$0.00 |
| Total Cash in membership account | \$5.12 |
| <i>Receivables</i> | |
| <i>Received, not deposited</i> | \$40.00 |
| Total Receivables | \$40.00 |
| TOTAL ASSETS | \$5,984.25 |
| LIABILITIES | |
| <i>Liabilities</i> | |
| <i>Deferred revenue (prepaid membership)</i> | \$0.00 |
| <i>Outstanding cheques - chequing account</i> | \$60.00 |
| TOTAL LIABILITIES | \$60.00 |
| <i>Equity</i> | |
| <i>Equity</i> | \$5,924.25 |
| TOTAL EQUITY | \$5,924.25 |
| TOTAL LIABILITIES & EQUITY | \$5,984.25 |
| Balance | \$0.00 |

Appendix 4

How to include youth in our club governance?

Recent BC Society Act changes restrict minors from serving on society boards of directors. Previously we had elected a youth delegate to the board which had been positive.

The new regulations make it possible to add youth who are 16-17 years to the board, as long as they do not make up the majority of board members.

The Board suggests we consider possible options:

- Create a youth advisory group of some kind to advise the board and assist with club activities. The advantages of this is that members of the advisory would not share the legal liability for the club that board members do. Additionally, there would be no reason to restrict the age, making the opportunity open to more young members; OR
- Change the bylaws to allow a youth member. This would restrict the seat to a member who is 16 or 17 years old, due to Society Act Regulations. The benefit of this is it requires less coordination as the youth member would attend the board meetings we are already having; OR
- Create a youth advisory group, which is then represented by one member who is 16-17, who is elected to the Board. Best of both worlds?