

# Annual General Meeting minutes

December 10, 2018, 8 pm

Royal Oak Middle School gym

**Present:** Robert Smith, Orion Stone-McNeil, Trevor Morrison, Isaac Carter-Hughes, Lawrence Barss, Francis Barss, Connor Starling, Joseph Barss, Stacy Chappel

**Regrets:** Miko Ross

## Call to order

Meeting called to order at 8:12 pm with Smith in the chair

## Agenda

*The agenda was approved by consent.*

## Report from the president

Smith gave an update on the activities of the club. New programs in 2017-18 included financial and volunteer support for youth travelling to out-of-town tournaments and the beginner's Invitational event. 200 youth were introduced to the sport through the school outreach program.

## Minutes

*The minutes from the December 2017 Annual General Meeting were approved by consent*

## Financial

### Review of previous year's financial statements

Chappel reported the club had finished the year with a small surplus. Yonas Sedak's widow gave the club a bequest of \$2,000 in his memory. Yonas was a club founder. The funds are earmarked to support youth funding, and one task for the board in the coming year will be to establish terms of reference for the Yonas Sedak Fund, and determine how the fund will be expanded or replenished. (Appendix 1, page 3)

### Year to date financial statements

Statements for September 1 – October 31, 2018 were presented. (Appendix 2, page 5)

Chappel reported the club received an increase to the gaming grant for the current year. Gaming grant funding has enabled us to fund outreach to schools, rent the gym for the Beginner's Invitational, and subsidize travel costs for youth attending out of town tournaments.

The club will continue to track volunteer time and expenses carefully for grant reporting.

### Fee schedule

Chappel reported the board increased the number of passenger reimbursements to cover the costs of two volunteer adults to attend events with children. This ensures that youth have two adults present during the trip, and supports the

attendance of coaches to support the fencers at the event. This year the board proposes adding a reimbursement to gas, as some parents and coaches took three or four trips to Vancouver last year, and the gas cost can add up.

*RESOLVED to approve the following fee and payment schedule:*

*Fee schedule:*

<i>Beginners class:</i>	<i>\$60.00</i>
<i>Monthly membership</i>	<i>\$40.00</i>
<i>Drop in fee</i>	<i>\$10 (some special events half price)</i>
<i>Weekend workshop</i>	<i>free for CCFC and UVIC members</i>

*Membership fee waivers:*

*Beginner class instructors*  
*Club armory/president*

*Instructor payment:*

<i>Workshops:</i>	<i>\$40/hour of instruction</i>
<i>In school classes:</i>	<i>\$40/hour of instruction</i>

*Travel reimbursement policy:*

*With pre-approval, and while funds are available, the club will reimburse the following per vehicle with multiple youth attending: out of town tournament*

- the ferry fare expense for driver and vehicle*
- Up to one additional adult ferry fare per vehicle for volunteer, with preference given to coach*
- \$50 gas reimbursement for driver(s)*

*M/S/Carried*

## Elections

Nominations for the CCFC Board were opened. There was a brief discussion of Board of Directors duties

*The following members were elected to serve on the CCFC board*

- Robert Smith*
- Stacy Chappel*
- Isaac Carter-Hughes*
- Trevor Morrison*
- Joseph Barss (youth rep)*

## Adjournment

The meeting adjourned at 8:45 pm.

## Appendix 1

Capital City Fencers' Club							
Statement of Revenue and Expense							
September 1, 2017 - August 31, 2018							
	<i>in-kind donations</i>	Regular fund YTD Actuals	Yonas Sedak Fund	Gaming Fund YTD Actuals	Total YTD Actuals	2017-18 Budget*	YTD vs budget
REVENUE							
Fees							
Membership fees		\$ 3,625.00			\$ 3,625.00	\$ 4,500.00	81%
Beginner Class		\$ 1,260.00			\$ 1,260.00	\$ 900.00	140%
Drop-in fees		\$ 485.96			\$ 485.96	\$ 670.00	73%
Events and fundraisers							
T-shirt sales		\$ -			\$ -	\$ 140.00	0%
Tournament registration		\$ 1,466.77			\$ 1,466.77	\$ 1,200.00	122%
school workshops					\$ -	\$ 300.00	0%
Grants							
Gaming grant				\$ 3,150.00	\$ 3,150.00	\$ 3,150.00	100%
Viasport				\$ -	\$ -	\$ -	
Volunteers and donations					\$ -		
Cash donations			\$ 2,000.00		\$ 2,000.00		
In kind contributions	\$ 2,540.00				\$ -		
Equipment & repairs							
Equipment sales (recoup cost)					\$ -	\$ -	
Bank Interest							
chequing account		\$ 3.41	\$ 0.12		\$ 3.53		
gaming grant account interest				\$ 0.41	\$ 0.41		
membership share interest					\$ -		
Other							
Other		\$ 48.38			\$ 48.38		
TOTAL REVENUE	\$ 2,540.00	\$ 6,889.52	\$ 2,000.12	\$ 3,150.41	\$ 12,040.05	\$ 10,860.00	111%
	<i>in-kind donations</i>	Regular fund	Yonas Sedak Fund	Gaming Fund	Total	2017-18 Budget*	YTD
EXPENSES							
Rent							
Regular rent		\$ 2,252.44		\$ 3,000.40	\$ 5,252.84	\$ 4,948.31	106%
workshop rent		\$ 336.00			\$ 336.00	\$ 1,008.00	33%
Tournament rent	\$ 650.00	\$ 297.18			\$ 297.18	\$ 650.00	46%
Supplies, Equipment, Software							
equipment purchase		\$ 58.15		\$ -	\$ 58.15	\$ 885.00	7%
Tournament supplies		\$ 118.13			\$ 118.13	\$ 50.00	236%
Tournament prizes		\$ 232.68		\$ -	\$ 232.68	\$ 40.00	582%
Office supplies		\$ -		\$ -	\$ -	\$ 50.00	0%
Travel costs							
Travel to youth tournaments		\$ 1,050.20		\$ -	\$ 1,050.20	\$ 1,000.00	105%
Promotions							
Posters and print advertising		\$ -		\$ -	\$ -	\$ 50.00	0%
club t-hirts		\$ -		\$ -	\$ -	\$ 140.00	0%
Wages and benefits							
Instruction - beginner classes					\$ -		
tournament refereeing		\$ 450.00			\$ 450.00	\$ -	
workshop instruction		.		\$ -	\$ -	\$ 800.00	0%
School workshop instruction		\$ 1,000.00		\$ -	\$ 1,000.00	\$ 800.00	125%
Volunteer contribution	\$ 1,890.00						
Legal and insurance							
Legal (Society Filing)		\$ 40.00		\$ -	\$ 40.00	\$ 15.00	267%
Insurance/BCFA Fees		\$ 227.60		\$ 150.00	\$ 377.60	\$ 215.00	176%
Bank fees							
over/short		\$ -					
bank fees		\$ 17.00		\$ -	\$ 17.00	\$ 6.00	283%
TOTAL EXPENSES	\$ 2,540.00	\$ 6,079.38	\$ -	\$ 3,150.40	\$ 9,229.78	\$ 10,657.31	87%
Net	\$ -	\$ 810.14	\$ 2,000.12	\$ 0.01	\$ 2,810.27	\$ 202.69	1386%
* budget as revised after gaming grant result							

# Capital City Fencers' Club

Balance sheet

August-31-18

	Regular Fund	Gaming Fund	Yonas Sedak Fund	ISCU Membership	Total
<b>ASSETS</b>					
Cash assets					
<i>Chequing Account</i>	\$ 2,969.18	\$ 5,500.07	\$ 2,000.12	\$ 5.36	\$ 10,474.73
<i>Received not deposited</i>	\$ 220.00	\$ -			\$ 220.00
Total cash assets	\$ 3,189.18	\$ 5,500.07	\$ 2,000.12	\$ 5.36	\$ 10,694.73
Receivables					
Receivables	\$ -	\$ -		\$ -	\$ -
Total Receivables	\$ -	\$ -		\$ -	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 3,189.18</b>	<b>\$ 5,500.07</b>	<b>\$ 2,000.12</b>	<b>\$ 5.36</b>	<b>\$ 10,694.73</b>
<b>LIABILITIES</b>					
Liabilities					
Amount allocated to next fiscal year	\$ -	\$ 5,500.00		\$ -	\$ 5,500.00
Outstanding cheques - chequing account	\$ -	\$ -		\$ -	\$ -
Total Liabilities	\$ -	\$ 5,500.00		\$ -	\$ 5,500.00
<b>EQUITY</b>					
Equity					
Equity	\$ 3,189.18	\$ 0.07	\$ 2,000.12	\$ 5.36	\$ 5,194.73
Total Equity	\$ 3,189.18	\$ 0.07	\$ 2,000.12	\$ 5.36	\$ 5,194.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 3,189.18</b>	<b>\$ 5,500.07</b>	<b>\$ 2,000.12</b>	<b>\$ 5.36</b>	<b>\$ 10,694.73</b>

## Appendix 2

Capital City Fencers' Club							
Statement of Revenue and Expense							
September 1, 2018 - October 31, 2018							
	Regular fund YTD Actuals	Gaming Fund YTD Actuals	Yonas Sedak Fund	Total YTD Actuals	Amended 2018-19 Budget*	YTD vs budget	Projection
<b>REVENUE</b>							
<i>Fees</i>							
Membership fees	\$ 760			\$ 760	\$ 4,400	17%	\$ 4,200.00
Beginner Class	\$ 300			\$ 300	\$ 780	38%	\$ 700.00
Drop-in fees	\$ 130			\$ 130	\$ 650	20%	\$ 950.00
<i>Events and fundraisers</i>							
T-shirt sales	\$ -			\$ -	\$ 150	0%	\$ 150.00
Tournament registration				\$ -	\$ 1,800	0%	\$ 1,800.00
<i>Grants</i>							
Gaming grant*		\$ 5,500		\$ 5,500	\$ 5,500	100%	\$ 5,500.00
							\$ -
<i>Equipment &amp; repairs</i>				\$ -			
Equipment sales (recoup cost)				\$ -	\$ -		
<i>Bank Interest</i>							
chequing account	\$ 0		\$ 0	\$ 1	\$ 3		\$ 2.50
gaming grant account interest		\$ 1		\$ 1	\$ 1		\$ 1.00
membership share interest				\$ -	\$ -		\$ -
<i>Other</i>							
	\$ -				\$ 220		
<b>TOTAL REVENUE</b>	<b>\$ 1,190</b>	<b>\$ 5,501</b>	<b>\$ 0</b>	<b>\$ 6,692</b>	<b>\$ 13,504</b>	<b>50%</b>	<b>\$ 13,304</b>
	Regular fund YTD Actuals	Gaming Fund YTD Actuals	Yonas Sedak Fund YTD Actuals	Total YTD Actuals	2018-19 Budget*	YTD vs budget	Projection
<b>EXPENSES</b>							
<i>Rent</i>							
Regular rent	\$ -	\$ 2,018		\$ 2,018	\$ 5,094	40%	\$ 5,093.56
workshop rent	\$ -	\$ 231		\$ 231	\$ 963	24%	\$ 963.00
Tournament rent	\$ -	\$ 265		\$ 265	\$ 926	29%	\$ 926.10
<i>Supplies, Equipment, Software</i>							
equipment purchase	\$ -	\$ -		\$ -	\$ 1,155	0%	\$ 930.00
Tournament expenses	\$ 75	\$ -		\$ 75	\$ 300	25%	\$ 300.00
Tournament prizes	\$ -	\$ -		\$ -	\$ 200	0%	\$ 200.00
Office supplies				\$ -	\$ -		\$ 25.00
<i>Travel costs</i>							
Travel to youth tournaments	\$ 184	\$ -		\$ 184	\$ 1,200	15%	\$ 1,200.00
<i>Promotions</i>							
Posters and print advertising	\$ -	\$ -		\$ -	\$ 50	0%	\$ 50.00
club t-hirts	\$ -	\$ -		\$ -	\$ 150	0%	\$ 150.00
<i>Wages and benefits</i>							
tournament refereeing	\$ -			\$ -	\$ 1,200		\$ 1,200.00
workshop instruction	\$ -	\$ -		\$ -	\$ 800	0%	\$ 800.00
School workshop instruction	\$ -	\$ -		\$ -	\$ 800	0%	\$ 800.00
				\$ -			\$ -
<i>Legal and insurance</i>							
Legal (Society Filing)	\$ -	\$ -		\$ -	\$ 60	0%	\$ 60.00
Tournament sanctioning				\$ -	\$ 75		\$ 75.00
Insurance/BCFA Fees	\$ 65	\$ 225		\$ 290	\$ 515	56%	\$ 515.00
<i>Bank fees</i>							
overshort	\$ -			\$ -	\$ 5		\$ 5.34
bank fees	\$ 11	\$ -		\$ 11	\$ 11	100%	\$ 10.50
<b>TOTAL EXPENSES</b>	<b>\$ 335</b>	<b>\$ 2,738</b>	<b>\$ -</b>	<b>\$ 3,073</b>	<b>\$ 13,504</b>	<b>23%</b>	<b>\$ 13,304</b>
<b>Net</b>	<b>\$ 856</b>	<b>\$ 2,763</b>	<b>\$ 0</b>	<b>\$ 3,619</b>	<b>\$ -</b>		<b>\$ -</b>
*budget updated to reflect actual gaming grant received							

# Capital City Fencers' Club

Balance sheet

October-31-18

	Regular Fund	Gaming Fund	Yonas Sedak Fund	ISCU Membership	Total
<b>ASSETS</b>					
Cash assets					
<i>Chequing Account</i>	\$ 3,449.15	\$ 5,500.99	\$ 2,000.45	\$ 5.36	\$ 10,955.95
<i>Deposited and related to prevopis uear</i>	\$ 220.00	\$ -			\$ 220.00
Total cash assets	\$ 3,669.15	\$ 5,500.99	\$ 2,000.45	\$ 5.36	\$ 11,175.95
Receivables					
Receivables	\$ -	\$ -		\$ -	\$ -
Total Receivables	\$ -	\$ -		\$ -	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 3,669.15</b>	<b>\$ 5,500.99</b>	<b>\$ 2,000.45</b>	<b>\$ 5.36</b>	<b>\$ 11,175.95</b>
<b>LIABILITIES</b>					
Liabilities					
Amount allocated to next fiscal year	\$ -	\$ -		\$ -	\$ -
Outstanding cheques - chequing account	\$ 324.00	\$ 2,738.18		\$ -	\$ 3,062.18
Total Liabilities	\$ 324.00	\$ 2,738.18		\$ -	\$ 3,062.18
<b>EQUITY</b>					
Equity					
Equity	\$ 3,345.15	\$ 2,762.81	\$ 2,000.45	\$ 5.36	\$ 8,113.77
Total Equity	\$ 3,345.15	\$ 2,762.81	\$ 2,000.45	\$ 5.36	\$ 8,113.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 3,669.15</b>	<b>\$ 5,500.99</b>	<b>\$ 2,000.45</b>	<b>\$ 5.36</b>	<b>\$ 11,175.95</b>