

# Capital City Fencers' Club

## Annual General Meeting Minutes

December 7, 2022 (7:30 pm)

Present: Robert Smith, Anna Smith, Robin Huenicke, Noelle Chang Zhelka, Símon Taapken, Stacy Chappel, Lawrence Barss, Ethan Hudye, Sagan Brisebois, Jace Boudewyn, Jaydon Vo

Regrets: Isaac Carter-Hughes, Trevor Morrison

### Welcome

L. Barss welcomed the members and convened the meeting at 7:45 pm.

A brief overview of meeting process was given for members new to AGMs.

### Approval of agenda

*MOTION: RESOLVED to approve the agenda was with the addition of "Announcements" as the final item*

*M/S A. Smith/ N Chang Zhelka*

*CARRIED*

### President's report

R. Smith reported that the club had held Sunday clinics and raised new funds through grants.

### Financial Report

#### 2022 Year End statement

[see appendix 1]

S. Chappel presented the financial report for the 2022 fiscal year, and the YTD financials for the 2023 fiscal year.

She noted that grants for the 2022 fiscal year were received in August 2021, so one can see a substantial surplus in the 2021 year end, and a deficit in 2022.

She noted the club anticipates it will have less than \$1000 in the bank at the end of the 2023 fiscal year, unless grant applications are successful that cover both Spring and Fall 2023 activities.

Major changes to the finances were:

- The return of beginner classes and many members as COVID restrictions were lifted meant a return in some revenue streams
- Grant funding for the Girls Clinic and COVID recovery, which supported Sunday clinics and introduced 35 youth to fencing, or to advanced fencing skills, including some attending today

- A shift to additional paid coaching under COVID has meant the formalization of payroll. In 2022 for the first time BCHC has paid more than \$500 in a year, resulting in a requirement under the Income Tax Act to collect and remit payroll deductions. This creates some work but is good news for several reasons:
  - o We have been able to pay coaches more, and more regularly
  - o Coaches are now covered under WCB while working, and the hours are EI and CPP eligible
  - o The cost to the club for EI and CPP is minimal

*MOTION: RESOLVED to accept the financial report*

*M/S A. Smith/ R. Smith*

*CARRIED*

### Fee schedule proposals

Chappel reported the BOARD had submitted a proposal to the agenda for members to consider an increase in fees and some new fees and expense reimbursement **as of September 2023** as follows:

- Increase the \$40 monthly membership fee from \$40 to \$50/month
- Increase the drop in fee from \$10 to \$12.50
- Creating a HEMA class fee of \$75
- Increase gas rebate for volunteer tournament travel reimbursement to be by receipt of refilling vs. \$50 flat rate

Chappel noted that the motivation is partly cash flow, so encouraging advance payment and increasing membership is the goal. The club has always aimed to be low-barrier and financially accessible, and also wants to support regulars who drop in due to work schedules.

The members had a lengthy discussion of these options.

*MOTION: RESOLVED to amend the club fees at September 2023 as follows:*

- *Increase the \$40 monthly membership fee from \$40 to \$50/month*
- *Offer an annual membership (10 months) for \$400, with an option to pay in two \$200 installments*
- *Increase the one-time drop-in fee from \$10 to \$15*
- *Provide a drop-in punch card option at \$125 for 10 visits*
- *Creating a HEMA class fee of \$75*
- *Increase gas rebate for volunteer tournament travel reimbursement to be by receipt of refilling vs. \$50 flat rate*

*M/S S. Taapken/L. Barss*

*CARRIED*

## Election of the Board of Directors

Members of the 2022 board of directors were thanked for their service.

### President

Robert Smith was nominated to serve as club president

RESOLVED to elect Robert Smith to serve as club President in 2023

M/S S. Chappel/ R. Huenicke

CARRIED

### Vice president

Isaac Carter-Hughes was nominated to serve as Vice President

RESOLVED to elect Isaac Carter-Hughes to serve as club Vice-President in 2023

M/S S. Chappel/ J. Vo

CARRIED

### Treasurer

Stacy Chappel was nominated to serve as Treasurer

RESOLVED to elect Stacy Chappel to serve as club Treasurer in 2023

M/S R. Smith/ N. Chang Zhelka

CARRIED

### Board members at large

Noelle Chang Zhelka was nominated to serve as member at large

Anna Smith was nominated to serve as member at large

Trevor Morrison was nominated to serve as member at large

RESOLVED to elect Noelle Chang Zhelka, Anna Smith, and Trevor Morrison to serve as Members at Large in 2023

M/S S. Chappel/ L. Barss

CARRIED

### Youth rep(s) (elected by youth only)

Lawrence Barss was elected by youth members present to serve as the board youth rep by the youth members present.

## Appreciation

Volunteers were thanked for their efforts.

## Announcements

First day of fencing in 2023 is: January 4, 2023

Beginners Invitational is booked for: February 18

*We will be inviting all beginners to compete, and asking all youth who are not beginner to run the event.*

Escrime Sundae is booked for: April 8

## Adjournment

Motion: *RESOLVED to adjourn the meeting and start fencing!*

*M/S A Smith/ .S Brisebois*

*The meeting adjourned at 8:20 pm*

## APPENDIX 1 – 2022 Financial Statements

### Capital City Fencers' Club Profit and Loss Comparison September 2021 - August 2022

	Operating	Gaming	Yonas Sedak	Membership	TOTAL	
					Sep. 2021 - Aug. 2022	Sep. 2020 - Aug. 2021 (PY)
INCOME						
Beginner Fee						
Equipment Purchase	\$ 660.00				\$ 660.00	0.00
Equipment Rental Admin Fee	\$ 3,792.11				\$ 3,792.11	0.00
Grant Revenues(Note 1)	\$ 100.00				\$ 100.00	100.00
Membership Fees	\$ -				\$ -	16,930.00
Bank charge refund	\$ 2,935.00				\$ 2,935.00	1,535.00
Tournament fees						
Uncategorized Income	\$ 1.01				\$ 1.01	0.00
	\$ 770.00				\$ 770.00	0.00
					\$ -	0.50
Total Income	\$ 8,258.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,258.12	\$ 18,565.50
COST OF GOODS SOLD						
Cost of Goods Sold	\$ 2,511.54				\$ 2,511.54	0.00
Total Cost of Goods Sold	\$ 2,511.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,511.54	\$ 0.00
GROSS PROFIT	\$ 5,746.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,746.58	\$ 18,565.50
EXPENSES						
Advertising					\$ -	80.71
Bank charges	\$ 17.00				\$ 17.00	10.00
Coach Honoraria	\$ 651.00	\$ 120.00			\$ 771.00	2,000.00
Legal and professional fees	\$ 40.00				\$ 40.00	105.00
Payroll Expenses					\$ -	0.00
Taxes	\$ 17.03				\$ 17.03	0.00
Wages	\$ 1,274.98				\$ 1,274.98	0.00
Total Payroll Expenses	\$ 1,292.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,292.01	\$ 0.00
QuickBooks Payments Fees	\$ 1.41				\$ 1.41	0.00
Referee Honorarium	\$ 350.00				\$ 350.00	0.00
Rent or lease payments	\$ 2,362.80	\$ 8,836.20			\$ 11,199.00	3,643.90
Shipping and delivery expense	\$ 26.90				\$ 26.90	0.00
Supplies (tournament)	\$ 125.56				\$ 125.56	44.78
Uncategorized Expense	\$ 1.01				\$ 1.01	0.00
Total Expenses	\$ 4,867.69	\$ 8,956.20	\$ 0.00	\$ 0.00	\$ 13,823.89	\$ 5,884.39
OTHER INCOME						
Other Ordinary Income				\$ 0.12	\$ 0.12	0.12
Total Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.12	\$ 0.12	\$ 0.12
PROFIT	\$ 8,956.20	\$ 0.00	\$ 0.12	\$ 8,077.19	\$ 12,681.23	\$ 878.89

Sunday, Dec. 04, 2022 08:49:05 p.m. GMT-8 - Accrual Basis

(Note 1) Grants received in 2021 FY for both 2021 and 2022 fiscal years. See 2021 Grant Revenues

## Capital City Fencers' Club Balance Sheet Comparison

As of August 31, 2022

	Total	
	As of Aug. 31, 2022	As of Aug. 31, 2021 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
Gaming Fund Account	-53.62	8,902.58
Membership Shares	5.84	5.72
Operating Fund	5,849.64	7,823.66
Yonas Fund Account	637.46	637.46
Undeposited Funds	0.00	0.00
Total Cash and Cash Equivalent	\$ 6,439.32	\$ 17,369.42
Club Equipment	2,929.15	0.00
Inventory Asset	129.26	0.00
Uncategorized Asset	96.50	0.00
Total Current Assets	\$ 9,594.23	\$ 17,369.42
Total Assets	\$ 9,594.23	\$ 17,369.42
Liabilities and Equity		
Liabilities		
Current Liabilities		
Equipment Deposit	997.00	775.00
Payroll Liabilities	0.00	0.00
Federal Taxes	0.00	0.00
Total Payroll Liabilities	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 997.00	\$ 775.00
Total Liabilities	\$ 997.00	\$ 775.00
Equity		
Opening Balance Equity	3,913.19	3,913.19
Retained Earnings	12,681.23	0.00
Profit for the year	-7,997.19	12,681.23
Total Equity	\$ 8,597.23	\$ 16,594.42
Total Liabilities and Equity	\$ 9,594.23	\$ 17,369.42

## Capital City Fencers' Club Transaction Report

September 2020 - August 2021

Date	Transaction Type	#	Name	Memo/Description	Account	Split	Amount	Balance
22/09/2020	Deposit		Province of BC - Gaming	Pre-Authorized PROVINCE OF B.C	Grant Revenues	Gaming Fund Account	3,780.00	3,780.00
05/05/2021	Deposit		Province of BC - Gaming	Pre-Authorized PROVINCE OF B.C	Grant Revenues	Gaming Fund Account	7,150.00	10,930.00
06/06/2021	Deposit		KidsSport	ATM Deposit Coast Capital Cu Victoria BC	Grant Revenues	Operating Fund	1,000.00	11,930.00
12/08/2021	Deposit		ViaSport	Pre-Authorized VIASPORT BRITIS	Grant Revenues	Operating Fund	5,000.00	16,930.00

TOTAL

\$ 16,930.00