



**FILBERG HERITAGE LODGE AND PARK ASSOCIATION
2017 ANNUAL GENERAL MEETING
Filberg Heritage Lodge, 61 Filberg Road, Comox, BC
2pm, Saturday March 25, 2017
Minutes**

Mission: *The Filberg Heritage Lodge and Parks Association is dedicated to the funding, preservation and management of the lodge and park, where all are welcome to enjoy this historic setting.*

Vision: *Engage our communities*

Key Message: *The Filberg Heritage Lodge and Park Association (FHLPA) is a non-profit organization established in 1979, which has the responsibility of maintaining and restoring the heritage lodge and outbuildings in the park. All moneys raised by the FHLPA from membership sales, donations, special events and year round fundraising are used for this purpose and for the operational costs associated with managing the Filberg Park for the community to enjoy.*

Board Members in attendance: Mo MacKendrick, Carolyn Benninger, Allan Morrison, Kevin Moore, Sharon Rouleau, Tom Blackburn, Russ Arnott for Maureen Swift
Regrets: Idelle Wheatley, Kathleen Bell, Maureen Swift, Carol Anderson, Mark Allan

Call to order

Meeting was called to order at 2pm by Mo MacKendrick, Chair

Welcome

Mo MacKendrick, outgoing President, thanked everyone for their continued support, and attending the AGM.

She also took a moment to acknowledge Cynthia Davies, Board member, who passed away in December.

Introduction

Mo MacKendrick introduced the Filberg Staff: Eden Lindsay-Bodie, Executive Administrator; Joe Julien, Facility Manager; Susan Lewis Filberg Festival Producer, Brooklyn Galloway, Marketing and Special Events Coordinator.

Then she introduced the Board Directors; Russ Arnot (Town of Comox council representative), Kevin Moore, Carolyn Benninger, Allan Morrison, Sharon Rouleau, Tom Blackburn and Hollie Shewfelt, and Glen Sweetman, Parliamentarian and Pauline Battle, Recording Secretary.

Rules of Meeting

Glen Sweetman

This Annual General Meeting of the members of the Filberg Heritage Lodge and Park Association will be carried out in accordance with its By-Laws and Constitution.

At least 14 days' notice has been given for this meeting through the use of local media, membership newsletter and through emails.

Establishment of quorum of members

With 22 members present, a quorum was declared.

Glen Sweetman

Approval of Agenda

Motion: To accept the 2017 AGM agenda as presented;

Moved: Allan Morrison , Sharon Rouleau

Carried

Approval of 2016 AGM meeting minutes

Motion: To accept the minutes of the 2016 AGM as presented;

Moved: Val Graham, Tom Blackburn

Carried

Report from President; Mo MacKendrick
attached

Report from Treasurer; Carolyn Benninger
attached

Report from Accountant; Carolyn Benninger for Cloutier Matthews Chartered Accountants
attached

Carolyn Benninger stated that all information in the year-end report is clear and there are no errors.

Motions from Treasurer

1. **Motion:** “that the Cloutier Matthews Company of Chartered Accountants’ year ended 2016 Annual Financial Statements be accepted as distributed”.

Moved: Carolyn Benninger, Val Graham

Carried

2. **Motion:** “that the Cloutier Matthews Company of Chartered Accountants be retained to perform the 2017 Annual Financial Statements.

Moved: Carolyn Benninger, Kevin Moore,

Carried

Motions Arising

1. **Motion:** “That the 2018 membership fees be increased by \$5.00 for each category.”

Moved: Carolyn Benninger, Allan Morrison

Carried

2. **Motion:** That the FHLPA Constitution, para 14.g, be amended to read: “Members of the Board of Directors will serve a 3-year term with the option of standing for a second 3-year term, for a total of 6 years of service to the Board.”

Tom Blackburn moved the following amendment to this motion: to remove “for a total of six years”.

The amended motion will read: “That the FHLPA Constitution, para 14.g, be amended to read: “Members of the Board of Directors will serve a 3-year term with the option of standing for a second 3-year term.”

Moved: Tom Blackburn, Carolyn Benninger

Carried

1 member was opposed

Filberg Festival Report (attached)

Susan Lewis

Special Events Report (attached)

Brooklyn Galloway

New Business - none

Honourary Life Members Induction

Mo MacKendrick

Joanna Ross

Jo was raised in Comox, just a stone's throw from the Filberg Lodge. Former publisher of the Comox Valley Record she and her family have been involved with the Filberg Heritage Lodge and Park Association in some form or another since its inception in 1979. Volunteer, Committee Chair, Board Director and advocate, Jo's hard work and dedication make a lasting impression on everyone around her.

Glen Sweetman

Glen is a retired member of the Canadian Armed Forces having served 31 plus years as an electronics technician. He has volunteered in many capacities within the Comox Valley including; the computer workshop at St. Joe's ECU, on the executive council at 888 RCAF Wing, as VP of the senior's golf association for Vancouver Island North, as the senior's golf course representative for Glacier Greens, and as a representative for the Canadian Volunteer Income Tax Program. Since 2002, he has been an active volunteer, a Board member and Board Treasurer for the Filberg Heritage Lodge and Park Association as well as being Resident Manager during part of that time. He is dedicated and reliable, if you have any questions about the Lodge or the property he's your man, he has a wealth of knowledge that he is always willing to share.

Mo thanked both for their service and dedication in all that they have done and continue to do for the FHLPA.

Election of Directors: Glen Sweetman

- Valerie Porteous – Nominee
- Carol Anderson – Nominee
- Wendy East – Nominee
- Hollie Shewfelt – Nominee

Glen Sweetman thanked the nominations committee, Maureen Swift, Sharon Rouleau and Mo MacKendrick, and introduced the nominees.

There are four Board members who will not be renewing their term: Mo MacKendrick, Allan Morrison, Carolyn Benninger and Kathleen Bell. Sharon Rouleau is resigning.

Motion: To accept the new board members as presented

Moved: Carolyn Benninger, Norma Dean

Carried

Acknowledgments

The Town of Comox has reappointed Maureen Swift as their non-voting representative on the Board. Mo MacKendrick thanked Board members Kathleen Bell, Carolyn Benninger, Allan Morrison, and Sharon Rouleau for their service.

Eden thanked the out- going Board members for their support, the new Board members for their commitment, and the remaining Board members for their continued support and passion.

Adjournment 2:56 pm

Moved: Val Graham

Carried

President's Report AGM 2017

Reflecting about the past year, we should take a moment to acknowledge Cynthia Davies. She is missed by all of us. Her dedication and service to this Association were only surpassed by her passion for the Lodge and Park. The Board has dedicated our annual bursary provided to a Highland Secondary School student in her name.

Sharon Rouleau is resigning after serving for five years. Kathleen Bell has chosen not to run for a second term. There are three directors leaving the Board who have finished their terms: Carolyn Benninger, Allan Morrison, and myself.

Our success can continue to be measured by our gains including:

- the Gift Shop contributed more than \$25,000 in 2016, with a total of more than \$126, 000 over the past 6 years,
- Brooklyn Galloway was contracted to coordinate Fundraising/Special Events,
- the continuation of restorations with a new roof on the Joe's cottage,
- new plumbing fixtures etc., in the Boathouse washrooms,
- new water lines to the Lodge and the upper washrooms, installed by the Town of Comox,
- our revenue for operations including the Festival, Park and Lodge rentals, the Gift Shop, Grants received and membership sales, continues to sustain us.

Our Strategic Plan with its strong vision, mission and clearly defined goals provide direction for our future planning, thus insuring our dynamic legacy grows.

None of this would happen without the commitment of our volunteers, the support of our community, our staff, our contractors, the generosity of our sponsors and the grants we receive. The support this Association is provided each year by the Town of Comox continues to insure our mandate can be fulfilled.

Thank you to each and every one of you for making these past six years so exciting. It has been a true pleasure to serve as your President.

Respectfully submitted

Mo MacKendrick

Treasurer's Report AGM 2017

Repairs and maintenance continued in 2016, but at a reduced pace, in part as most major restorations were completed in the previous years. The Facility Manager's cottage roof was repaired and re-shingled (with most supplies purchased in the previous year) along with necessary removal of asbestos. Due to budget and cash-flow concerns, renovations to the outdoor seating area of the Summer Kitchen and the replacement of the Cutting Garden fence were postponed until 2017. This allowed us to positively improve our bank balance.

The FHLPA again did not have to withdraw from our reserve contingency funds in 2016 as the Association was able to cover the reduced scope of repairs and maintenance, as well as operating costs from funds raised from the Festival, Gift Shop sales (\$30K), the highly successful Christmas event and Apple Press Party juice sales, as well as sales of memberships. The Festival continues to face stiff local competition on the BC Day long weekend, and reduced attendance impacted the results.

Other significant sources of revenue continue to be property rentals (\$26K), grants received from the Comox Valley Community Foundation (CVCF) and Fortis BC (\$5K each for stage lighting), the Canadian Western Bank and Remax Ocean Pacific, as well as our annual proportional share of funds received from the CVCF.

I, along with my fellow Board members, would like to acknowledge and thank the numerous local businesses and organizations that have made donations of goods and services throughout the year, along with the overwhelming support and hard work of our staff members and, of course, the many volunteers who continued to support our various activities and ensure the continued success of the FHLPA.

The FHLPA contracts an independent accounting firm each year to provide the membership with the annual report, which has been distributed. This report is not an audit, but it a Balance Sheet with Statements of Income and Retained Earnings up to 31 December 2016.

Respectfully submitted
Carolyn Benninger

Gift Shop Report AGM 2017

2016, our sixth year of operation in the Filberg Gift Shop, has once again been very successful with many donations and many new customers finding treasures among the donations.

We continue to have a staff of dedicated volunteers both in the Lodge and in the Gift Shop sharing their ideas and truly we would not be able to stay open without them. Thanks you all for sharing your time, talent and treasure in this amazing facility.

I would be remiss in not thanking Mo MacKendrick and the Filberg Board for their never-ending support. I feel fortunate in being able to work with such people.

Respectfully submitted,

Val Graham

FHLPA Committee Reports – AGM 2017

Maintenance and Restoration– Tom Blackburn, Kevin Moore and Allan Morrison

- Installation of new cedar shingle roof on Facility Manager’s cottage,
- Instrumental in organizing new water lines installed by the Town within the grounds including hook-up to buildings,
- Advancing the proposed construction of the approved Pavilion for the Summer Kitchen.
- A contract for rebuilding the cutting garden fence was awarded, with replacement slated for September 2017.

Membership

- Memberships sold were average with about 900 members
- Memberships are now being sold from November 15th to March 15th
- On Line sales are proving increasingly popular, but new software is needed.

Garden – Sharon Rouleau

- Continuation of the management and maintenance of the Liz Stubbs Cutting Garden with the help from a dedicated group of garden volunteers.
- Flowers from the cutting garden are used to create floral arrangements for the Lodge, Special Events, and the Festival. Small bouquets are sold through the gift shop during the summer months.
- The cutting garden will be receiving a major structural renovation this fall which will include a new fence, gate and enriched soil for the raised beds.
- Continued to liaise with Teri Karsin, our Town of Comox gardener

Negotiations/Operations – Idelle Wheatley

- Served as Team Leader with Jo Ross managing the CD booth at the Filberg Festival
- Assisted in staff assessments with the HR Committee
- Provide expertise when required for operations and procedures

Finance – Carolyn

- Prepared and submitted the FHLPA 2017 budget to the Town of Comox
- Managed finances and investments of the Association
- Instrumental in making the decision to change investment advisors

Communications – Mark Allan

- Authored the written content for the 4 story boards on the Chicken Barn
- Assisted with marketing and communication as needed

Grants received in 2016

Comox Valley Community Foundation - \$5000 matching grant lights for the stage

Fortis BC Warm Hearts Foundation - \$5000 Lights for stage

Fortis BC Warm Hearts Foundation - \$300 towards 2017 Easter Bunny Trail Event

We would like to acknowledge and thank all of our 2016 Community Partners for their continued support

Easter Bunny Trail	Filberg Festival
John's Your Independent Grocer	Thrifty Foods
Comox Valley Record	CTV Vancouver Island
Comox Recreation	Comox Valley Record
Summer Concerts	Shaw
Sure Print Vancouver Island Inc.	88.5 FM The Beach
Long and McQuade	99.9 FM The Lounge
Westerly Hotel – Best Western	97.3 FM The Eagle
Comox Valley Record	WestJet
98.9 FM The Goat	Canadian Western Bank
99.7 FM 2Day Hits	Remax Ocean Pacific
Relay Rentals	All in One Party Shop
USED.ca	Coast Environmental
Apple Press Party	Ambassador Shuttle Service
Lush Valley	PAW Pacific Audio Works
Pressing Matters	99.9 FM The Lounge
Comox Valley Record	Pro Reg
98.9 FM The Goat	Water Pure & Simple
Sure Print Vancouver Island Inc.	Harbour Air Seaplanes
Christmas at the Lodge	SOCAN
Relay Rentals	
Comox Valley Record	
Sure Print Vancouver Island Inc.	

2017 FHLPA Events

Heritage Week Open Houses– Feb. 19 & 22

Lodge and Gift Shop open - April 1st

Easter Bunny Trail – April 15 & 16

Summer Kitchen opens – May 12, (Mother's Day May 14th)

LIVE! In Filberg Park: Thursday July 27 - **Jesse Roper**, Friday Aug. 4 - **Delhi 2 Dublin** (Filberg Festival

Friday Night Concert), Thursday Aug. 24 - **Ashley MacIsaac**

Volunteer Orientation and Appreciation – July 31

Filberg Festival - August 4 –7

Apple Press Party – September 23

Light up the Park - Nov. 24 to Jan. 2

Christmas in the Lodge – Nov. 25 & 26

Watch our website for all the details; www.filberg.com

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Glen Sweetman

Glen is a retired member of the Canadian Armed Forces having served 31 plus years as an electronics technician. He has volunteered in many capacities within the Comox Valley including; the computer workshop at St. Joe's ECU, on the executive council at 888 RCAF Wing, as VP of the senior's golf association for Vancouver Island North, as the senior's golf course representative for Glacier Greens, and as a representative for the Canadian Volunteer Income Tax Program. Since 2002, he has been an active volunteer, a Board member and Board Treasurer for the Filberg Heritage Lodge and Park Association as well as being Resident Manager during part of that time. He is dedicated and reliable, if you have any questions about the Lodge or the property he's your man, he has a wealth of knowledge that he is always willing to share.

Nominees for FHLPA Board of Directors from the Nominations Committee

Valerie Porteous

Valerie moved to the Comox Valley in 2002, retired from corporate life and acquired a local business in 2013. Her volunteer experiences include the Comox Valley Shellfish Festival, and a 3-year term as Parade Marshal for Nautical Days. She served as President of the Comox Business in Action Society in 2013 and still is a Director on that Board. She is also Executive Secretary on the Comox Valley Community Foundation Board. An active member of St. John the Divine, she also volunteers for many church events.

Carol Anderson

Carol moved to the Comox Valley 11 years ago. In that time, she has been very involved in the community, Comox's 75th celebration, the Senior Games, current board member of Glacier View Lodge, as a member of her strata council and Beta Sigma Phi. She has been a volunteer with the Filberg Heritage Lodge and Park for 10 years.

Wendy East

Wendy moved to Comox 4 years ago from Ucluelet after retiring from a 40-year career in nursing. Previously she was a board member of the Pacific Rim Hospice Society and the Pacific Rim Whale Festival. She has volunteered with the FHLPA for the past 3 years.

Hollie Shewfelt

Hollie's family settled in the Comox Valley almost 100 years ago. She and her family have lived in Comox for the last 17 years. She currently works at St. Joseph's General Hospital and in partnership with Glacier View Lodge Society, Cumberland Regional Hospital Laundry Society and Comox Valley Healthcare Foundation. She specializes in public sector and not-for-profit financial reporting.