



FILBERG HERITAGE LODGE AND PARK ASSOCIATION  
2018 ANNUAL GENERAL MEETING  
Filberg Heritage Lodge, 61 Filberg Road, Comox, BC  
2pm, Saturday March 30, 2019

**Agenda**

**Mission:** The Filberg Heritage Lodge & Park Association is dedicated to the preservation and stewardship of the Filberg Lodge and Park

**Vision:** A world class heritage park for all to enjoy

**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 all to enjoy.

<b>Call to order, Chair</b>	<b>Audrey Craig</b>
<b>Welcome</b>	<b>Chair</b>
<b>Introductions</b>	<b>Chair</b>
<b>Rules of Meeting, Parliamentarian</b>	<b>Glen Sweetman</b>
<b>Establishment of quorum of members</b>	<b>Glen Sweetman</b>
<b>Approval of Agenda</b>	<b>Chair</b>
<b>Motion:</b> To approve the Filberg Heritage Lodge and Park Association March 30th Annual General Meeting agenda as presented.	
<b>Moved:</b>	<b>Seconded:</b>
<b>Approval of 2018 AGM meeting minutes</b>	<b>Chair</b>
<b>Motion:</b> To accept the 2018 Annual General Meeting minutes as presented	
<b>Moved:</b>	<b>Seconded:</b>
<b>Presentation by Colin Sauer Business Consultant</b>	
<b>Report from President</b>	<b>Audrey Craig</b>
<b>Including report from Restoration &amp; Maintenance</b>	<b>Tom Blackburn</b>
<b>Report from Treasurer</b>	<b>Hollie Shewfelt</b>



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**Report from Accountant**

**Hollie Shewfelt**

**for Cloutier Matthews Chartered Accountants**

**Motions from Treasurer**

1. **Motion:** "that the Cloutier Matthews Company of Chartered Accountants' year ended 2018 Annual Financial Statements be accepted as distributed".

**Moved: Hollie Shewfelt**

**Seconded:**

2. Per the BC Societies Act Part 9 Section 110, the FHLPA is not required to appoint an auditor at an Annual General Meeting. The bylaws of the society state that "the financial accounts of the society shall be reviewed annually by a chartered accountant. The chartered accountant's report will be presented to the society at the annual general meeting." Historically, the review of the accounts has been in the form of a Notice to Reader engagement performed by Cloutier Matthews (formerly Pateman & Company) who have served in this capacity since 1999.

This summer, FHLPA will be issuing a request for quote to local CPA firms for a Notice to Reader engagement for a five-year contract (including the 2019 fiscal year) to review the accounts. A task force will be struck to prepare the request for quote and to review submissions. A decision will be reached in the fall of 2019 and membership will be advised of the final decision.

We would like to thank Cloutier Matthews for their services over the past 20 years and we would welcome doing business with them in the future.

**Motion:** to strike a task force to prepare a request for quote for a Notice to Reader engagement for the fiscal years 2019 - 2023

**Moved: Hollie Shewfelt**

**Seconded:**

**Questions & Answers to the Board**

**Reports (included in package)**

**Filberg Festival Report**

**Susan Lewis**

**Cutting Garden Report**

**Sharon Rouleau/Anne  
Marie Bowen**

**Gift Shop**

**Val Graham**

**New Business**



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**Election of Directors:**

No nominations from the Board this year as all Directors are mid-term in their 3 year terms

**Acknowledgments**

**Chair**

**Adjournment**

**Chair**

**Motion:** to adjourn: To adjourn this meeting at \_ : \_\_ pm

**Moved:**

**Second:**