

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

Minutes

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.

2:02 pm

Call to order, Chair

Audrey Craig

Welcome

Chair

Audrey Craig welcomed everyone to the 2019 AGM. Great attendance on a beautiful day!

Introductions

Chair

Audrey Craig introduced the Filberg Staff: Eden Lindsay-Bodie, Executive Administrator; Joe Julien, Facility Manager. She also introduced Susan Lewis Filberg Festival Producer and Val Graham Gift Shop Coordinator.

Board Directors; Maureen Swift (Town of Comox Representative), Norma Dean, Kevin Moore, Tom Blackburn, and Hollie Shewfelt (Treasurer), and Glen Sweetman, Parliamentarian.

Regrets from Carol Anderson who is away.

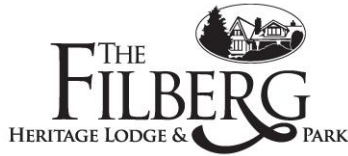
Valerie Porteous was absent

Rules of Meeting, Parliamentarian

Glen Sweetman

a. This meeting is an Annual General Meeting of the members of the Filberg Heritage Lodge and Park Association and as such will be carried out in accordance with its Constitution.

b. I've ascertained that at least 14 days' notice has been given for this meeting through the use of local media, a membership newsletter and through the use of emails.



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Establishment of quorum of members Glen Sweetman

Counting at least 40+ members present, I declare a quorum (only 12 required) has been achieved.

Approval of Agenda Chair

Motion: To accept the 2019 Annual General Meeting Agenda as presented

Moved: Val Graham Seconded: Pauline battle **Carried**

Approval of 2018 AGM meeting minutes Chair

Motion: to accept the minutes of the 2018 Annual General Meeting as presented

Moved: Sandy Grad **Seconded:** Liz Stubbs **Carried**

Colin Sauer business management consultant PowerPoint presentation about Governance planning and training

Questions:

- None

Report from Chair (attached) Audrey Craig

Audrey also presented a PowerPoint slide show which is available on the Filberg website.

Report from Treasurer (attached) Hollie Shewfelt

Report from Accountant (attached) Hollie Shewfelt

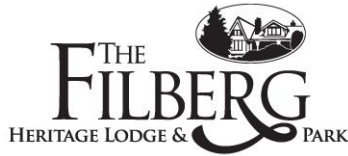
for Cloutier Matthews Chartered Accountants

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:** Mo MacKendrick **Carried**

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



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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: Kevin Moore

Carried

Questions to the Board:

Allan Morrison: Question regarding the Pavilion project: The project was passed by the board twice, where does this project stand now?

Response Audrey Craig: The Board's focus on is the preservation and maintenance of structures in the Park so no new contracts or capital projects will be undertaken for the foreseeable future. The motions to accept the project have been rescinded.

Allan Morrison: Where do we stand with Comox Rotary, who had indicated a desire to be involved with the pavilion project?

Response Audrey Craig: We have met with John North of Comox Rotary and will be meeting with Cale Lacasse of Lacasse Construction to discuss the cancellation of the project, and assure them that the Association has a desire to continue our relationships with them.

Filberg Festival Report (attached)

Susan Lewis

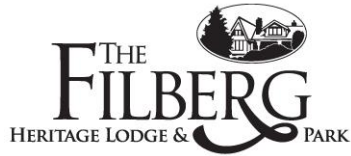
Festival Question from Allan Morrison: Will the Filberg Festival contract go to tender for 2020?

Response Audrey Craig: Yes, it will as it has been 9 years since it has gone to tender and it is the Board's responsibility to makes sure that this happens regularly.

Cutting Garden Report (attached)

Sharon Rouleau/Anne
Marie Bowen

Gift Shop Report (attached)



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New Business

Election of Directors:

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

Acknowledgments

Chair

Thank you Glen for acting as Parliamentarian.

Adjournment

Chair

Motion to adjourn: To adjourn this meeting at 3:08 pm

Moved: Audrey Craig **Second:** Allan Morrison

Carried