

## **Filberg Heritage Lodge and Park Association (FHLPA)**

### **ANNUAL GENERAL MEETING MINUTES – FOR THE YEAR ENDING December 31, 2022**

**Held at Filberg Lodge Park on March 25, 2023**

**Mission: The Filberg Heritage Lodge and 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 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 monies raised by FHLPA from membership sales, donations, gift shop, special events and year-round fundraising is used for this purpose, and the operational costs associated with managing Filberg Park.**

#### **MINUTES OF MEETING**

Vice-Chair of the Board, Cheryl Edmunson brought the meeting to order at 1:03 pm and thanked all in attendance for their hard work, support, and dedication over the past year. Cheryl introduced the current board members Audrey Craig (Chair), Hollie Shewfelt (Treasurer), Carol Anderson, Norma Dean, John Mang, Melanie Whittall, Peter Crawford; Executive Director, Linda Thomas; Town of Comox Representative, Councilor Maureen Swift; Anne Marie Bowen, Gift Shop; Sharon Rouleaux and Anne Marie Bowen, cutting garden.

Cheryl confirmed that adequate notice of the AGM had been given to active members and that a quorum (12 active members) had been established, as evidenced by the sign-in sheets with the following members (in addition to those listed directly above) in attendance: Alexandra Bissinger, Anne Judson, Deborah Rusch, Diana Lake, Eva-Marie Trebell, Jeanne Gusman, Joy Bosse, Judith Marriott, Joanna Ross, Maggie Fish, Maria Kennedy, Colin Wright, Maria Raeli, Myrna Holman, Pat Bourgault, Raymond Morin, and Sharon Paterson.

#### **Approval of Agenda**

**MOTION:** With the addition of a motion to amend the date of Annual General Meeting by the Treasurer, "to approve as amended the FHLPA AGM agenda dated March 25, 2023"

Moved: Deb Rusch      Second: Melanie Whittall      Motion Carried

#### **Approval of the AGM Minutes dated May 7, 2022**

**MOTION:** "That the minutes of May 7, 2022, be adopted as written"

Moved: Deb Rusch      Second: Sharon Rouleaux      Motion Carried

**Chair's Report** – Cheryl gave an overview of her written submission highlighting how successful the gift shop was in 2022 with the board being eternally grateful. The cutting garden had another good year as did our rental program as we emerge from the Pandemic. Cheryl mentioned the return of a very



successful summer Festival. Some other highlights included the installation of a fire suppression system in the Lodge due largely to Councilor Swift.

**Treasurer's Report** – Hollie advised this is the end of her second three year term and how she is going to miss her work on the board. Our summer festival was a financial success and stated amazingly the gift shop grossed \$65,000 a 21% increase over the prior year. She closed with a sincere thank you to everyone and what a pleasure it has been for her to serve on the board. No questions from floor  
MOTION: "That the financial statements for the year ended December 31, 2022 by Cloutier, Matthews, be accepted as distributed"

Moved: Deb Rusch      Second: Melanie Whittall      Motion Carried

MOTION: "that the firm of Cloutier, Matthews be appointed for 2023 to provide FHLPA with a Compilation Engagement Report

Moved: Deb Rusch      Second: Melanie Whittall      Motion Carried

MOTION: "Due to the time restraints felt by our accounting team, that we move our AGM from March of every year to May of every year. Our bylaws will be amended."

Moved: Norma Dean      Second: Maria Kennedy      Motion Carried

**Written reports submitted by:**

Restoration and Maintenance – in the absence of Tom Blackburn, overview given by Linda Thomas

Gift Shop – overview given by Anne Marie Bowen

Cutting Garden – overview given by Anne Marie Bowen and Sharon Rouleaux

**New Business**

Heartfelt goodbyes were extended to Carol Anderson, Hollie Shewfelt and Tom Blackburn by Cheryl as their time on the board has come to a conclusion. A small token of appreciation was given.

**Election of Board members:**

Cheryl reminded those in attendance that as per our bylaws a director search committee was struck in September 2022 comprised of two board members and two non-board members. The names vetted and submitted for approval are Judith Marriott and Alexandra Bissinger

MOTION: "That Judith Marriott be accepted as a Director of FHLPA commencing March 25, 2023, for a renewable 3-year term"

Moved: Audrey Craig      Second: Diana Lake      Motion Carried

MOTION: "That Alexandra Bissinger be accepted as a Director of FHLPA commencing March 25, 2023, for a renewable 3-year term"

Moved: John Mang      Second: Norma Dean      Motion Carried


**Special Presentations:**

Councilor Maureen Swift was our guest speaker and reiterated the close relationship and collaboration between FHLPA and the Town. Maureen has been the Town's liaison since 2011 and has witnessed our relationship flourish. She mentioned such successes as the installation of the fire suppression system, alteration of the Heritage requirements for our arbour renovations and highlighted the solid relationship between Tryna the lead gardener and Linda. She advised that in the upcoming budget money has been set aside to review and investigate the retaining wall and driveway.

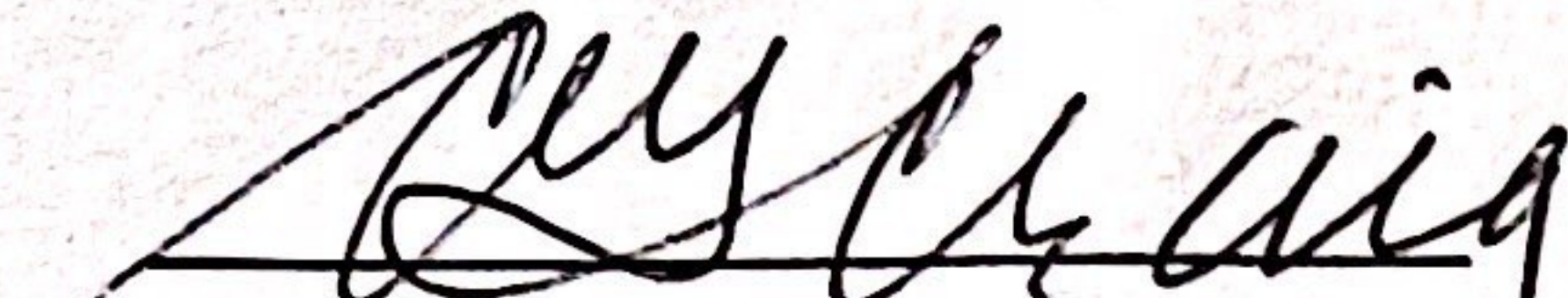
Honorary Life Membership – This is a board driven award not necessarily given every year – we must have the right individual. The Board of Directors of FHLPA is thrilled to bestow this recognition to the amazing Anne Marie Bowen



Meeting was adjourned by the Vice-chair at 1:44 pm

  
Cheryl Edmunson, Vice Chair

Date Mar 31/23

  
Audrey Craig, Chair

Date March 31, 2023