



Annual General Meeting 2019

MINUTES OF MEETING

DATE: June 24, 2019
TIME: 6:30 p.m.
PLACE: Red Willow Community Church Hall
 15 Corriveau Avenue, St. Albert

Meeting Documents were found at

<https://www.pickleballstalbert.ca/membership/members/membership-meetings>

- a) Minutes of Annual General Meeting May 16, 2018
- b) Minutes of General Meeting January 25, 2019
- c) Annual Board Report (*includes Committee and Team Reports*)
- d) Strategic Plan 2019-2022
- e) Annual Plan 2019-2020
- f) Annual Events Plan 2019-2020
- g) Nominating Committee Report with Nominees and Bios
- h) Financial Statements (year ending April 30, 2019)
- i) Auditor Report
- j) Proposed Budget 2019-2020
- k) Bylaw Change Recommendations
- l) Rationale for Bylaw Recommendations

Agenda Item	Discussion, Motions & Resolutions
1. Welcome and Call to Order	<p>On behalf of the SAPC Board of Directors, Eileen McClean, President, welcomed everyone to the 2019 SAPC AGM and called the meeting to order. The Secretary confirmed that the meeting met quorum requirements as set in the Bylaws.</p> <p>Eileen introduced the current SAPC Board: Gary Marcellus (Vice-President), Ray Keroack (Treasurer), Candace Morgan (Secretary), and Director-at-Large Claude Michaud. Directors-at-Large Carolyn Ross and Douwe Spriensma were unable to attend as they were away on holidays.</p> <p>Eileen reminded members that all documents had been posted and members were to review and download or print any preferred documents prior to the meeting.</p> <p>Members were informed that there was no need to address agenda items 10 and 11 as there was no additional board business and no member business submissions received.</p>
2. Approval of Minutes of	Eileen asked for a motion to approve the minutes of the May 16, 2018 AGM.

AGM of May 16, 2018	Carol Peabody moved to approve the minutes of the May 16, 2018 AGM. Ted Trenchard seconded the motion. There was no discussion; Motion was carried.
3. Approval of Minutes of General Meeting January 25, 2019	Eileen asked for a motion to approve the minutes of the January 25, 2019 General Meeting. Cassey Campbell moved to approve the minutes of the January 25, 2019 General Meeting. Gary Marcellus seconded the motion. There was no discussion; Motion was carried.
4. Annual Board Report	Eileen presented the Annual Board Report and asked if there were any questions. There were no questions.
5. Financial Statements for year ending April 30, 2019	<p>Ray, Treasurer, presented the Financial Statements. Ray noted:</p> <ul style="list-style-type: none"> ● The club saw a slight profit again last year, making \$6,000 on total revenues of \$174,000 (3.4% net profit) ● Our biggest revenue item was a \$125,000 grant from the provincial government for the development of the Alpine Courts, which was turned over to the City as required ● Our next biggest revenue generator was indoor play, which generated \$36,540, followed by membership sales ● Our largest expenses, after the grant payment, were \$20,176 for indoor play venue rentals and \$5,863 for equipment and play supplies (including a leaf blower, nets, and balls for organized play) ● We adopted a new accounting system in September and moved from reporting revenue and expenses on a cash basis to a basis more consistent with generally accepted accounting principles, aka GAAP. Basically, this means we now recognize revenue on our statements, such as membership revenue, in the period it applies rather than in the period it is received. It also means we routinely track our liabilities, such as prepaid membership and prepaid indoor play – these are stickers sold but not yet used ● Our club now has net assets of \$40,653, which is \$6,087 or about 15% higher than at the end of last year ● Two other changes implemented this year were improved financial reporting and an adjusted budget. Specifically: <ul style="list-style-type: none"> ○ The board now gets a detailed monthly ledger sheet showing all revenue and expenses, a monthly income statement, and a monthly balance sheet. ○ The budget was adjusted in September primarily to reflect the sales of stickers for indoor play and the change to GAAP accounting. ● As the financial statements showed, we came in very close to this adjusted budget. <p>There were no questions from the floor on the Report.</p>
6. Auditor Report	<p>Eileen invited Lawrence Taylor, as the lead auditor (CPA), to present the Auditor Review.</p> <p>Lawrence provided a brief overview of the auditor’s final report. He stated he and Jim Runyon found all financial and administrative records to be in top form. The few minor recommendations to improve reporting were noted by the Treasurer and implemented right away.</p> <p>There were no questions of the audit team. Eileen thanked Lawrence and Jim Runyon for stepping up and doing a great job for us.</p>
7. Election and Appointment of Directors and Officers	<p>Eileen invited Mike Bowen to present the Nominating Committee Report and to lead the nominations and elections of directors and officers.</p> <p>Mike led the presentation with some background information on the Nominating Committee:</p> <ul style="list-style-type: none"> ● The committee was formed in April and was comprised of Mike and John Sandmeon.

	<ul style="list-style-type: none"> • They were notified of the upcoming vacant officer positions and were directed to the on-line material needed for the process. • The Committee invited members to submit their name for the vacant positions via the newsletter as well as through personal contact. Nominees, along with their bios, were added to a summary report which was posted on the website. <p>The following directors have one more year in their tenure and the incumbents have agreed to maintain their positions as follows:</p> <ul style="list-style-type: none"> • President – Eileen McClean • Vice President – Gary Marcellus • Director at Large – Claude Michaud <p>The following positions and nominees were presented along with a call for additional nominations from the floor. No additional nominations were received from the floor and all positions were filled through acclamation with a majority show of hands:</p> <ul style="list-style-type: none"> • Secretary – Douwe Spriensma (confirmed by acclamation) • Treasurer – Ray Keroack (confirmed by acclamation) • Membership and Volunteer Director – Tamas Virag (confirmed by acclamation) • Auditor – Lawrence Taylor (confirmed by acclamation) • Ombudsperson – Melanie Malchuk (confirmed by acclamation) • Nominating Committee – Mike Bowen, John Sandmoen, Candace Morgan (all three were confirmed by acclamation) <p>For the Communications Director position, the Nominating Committee did not receive any nominations prior to the meeting. Candace spoke to the position and Mike asked the floor for nominations and received none. The Board will appoint a member, following the AGM, as per the Bylaws.</p> <p>Mike moved the meeting back to the chair.</p> <p>Eileen asked for a motion to install the newly elected Officers and Directors.</p> <p>Dave Barton moved to install the newly elected Officers and Directors who will take over their position responsibilities following the AGM Carol Peabody seconded the motion. There was no discussion; Motion was carried.</p> <p>Eileen thanked Mike and John for stepping up and doing a great job for the club and also congratulated our new directors and officers as we look forward to working with them.</p>
<p>8. Proposed Budget 2019-2022</p>	<p>Eileen asked Ray Keroack, Treasurer, to present the Proposed Budget for 2019-2020.</p> <p>Ray highlighted the following:</p> <ul style="list-style-type: none"> • The proposed operating and capital budget for this year were included as page 3 of the financial statements and proposed budget document provided on our web-site. • Our budgeted income and expenses are similar to last years, with three main exceptions. <ul style="list-style-type: none"> ○ We don't have a \$125,000 facility development grant this year. ○ We will recognize a full year's worth of membership revenue this year, conservatively projecting this at \$18,000 for 600 members. ○ We will have significantly higher rent to pay for indoor play, as Red Willow is significantly increasing their hourly rate and we are anticipating more play times at North Point.

	<ul style="list-style-type: none"> • Overall we are projecting a profit of \$4,000, which is 5.9% of the \$68,000 revenue projected. • Note that this budget holds our membership fee at \$30 and indoor play charges at \$3 per sticker. The major assumption here is that we fill all our key volunteer positions and don't yet need to hire staff to handle some of our club's administration. • The second major assumption is that our information technology costs stay at the current ridiculously low level. It is inevitable that this cost will rise significantly, as soon as we determine we've outgrown the current low level of support we get with this system, but hopefully that day is at least a year away. <p>Eileen asked for a motion to approve the proposed budget.</p> <p>Val Gartner moved to approve the proposed budget as presented for 2019-2020. Valerie Smith seconded the motion.</p> <p>Questions (Q&A):</p> <ul style="list-style-type: none"> • Q: Will the current annual membership of \$30 per annum sustain the club? A: At this time, the budget is a projection and the board will assess the financial situation on a regular basis and inform the members of any major changes. • Q: A couple of members asked if the Board could look into running a 'Casino' for fundraising. A: The Board has reviewed this in the past and it was determined the club was not eligible. • Q: What are other club annual memberships? A: \$40-\$50 • Q: Do we pay for schools? A: yes we pay for Sturgeon; other schools are courtesy of the City. • Q: Will the city start to charge for outside courts in the future? A: The agreement is for this year only. Tennis courts are not being charged at this time either, however other sports do get charged a fee. The City will provide notice in the event there is an impending charge. <p>There was no further discussion; Motion was carried.</p>
9. Bylaw Change Recommendations	<p>Ray Keroack presented the board-recommended Bylaw changes, by article, and asked for any questions or differing recommendations. None were received.</p> <p>Eileen asked for a motion to approve the Bylaw Changes. Carol Peabody moved to approve the Bylaw Changes as presented. Trish Fry seconded the motion. There was no discussion; Motion is carried.</p>
10. Additional Board Business	<p>There was no additional Board business.</p>
11. Submitted Member Business and Resolutions	<p>The Board did not receive any member submissions.</p>
12. Adjournment	<p>Eileen thanked the members for taking the time to come out to the AGM. She reinforced the importance to continue with the great strides our club has made this past year and that our members understand that more members stepping up to volunteer makes lighter work for many of us. We have moved in the direction of working smarter, but some areas still see us working hard. We ask that you consider stepping up!</p> <p>Meeting adjourned at 7:22 p.m.</p>