

Pacific Heights Community Association

ANNUAL GENERAL MEETING, October 7 2020 @ 7:15PM

Video Conference / Streaming / Shaw center (in person)

In Attendance: (Video / in person)

Daryl Campbell , Nairn Neiser , Nikita King , David Godwin , Devyn Gregorie ,

Others, _Jan Cunningham___, _Brad Redekop___,

1.

2. Meeting Called to order: @ ___7:23___ PM

3. Attendance

4. Adopt Agenda

Motion to adopt agenda: _Daryl___; 2nd: _Nikita___; All in Favour .

5. Adopt Minutes from October 2019 Annual General Meeting

Motion to adopt minutes: _Devyn___; 2nd: _Nairn___; All in Favour

6. Business arising from October - 2019 AGM minutes

- No new business

7. President's Report

- No president, no report

8. Correspondence

- No Correspondence

9. City Councillors Report (Ward 3)— Election Year (no report)

10. Treasurer's Report

- Presentation of 2018/19 reviewed Financial Statement

Motion to accept __Nairn___; 2nd: __Nikita___; All in Favour .

- Presentation of 2019/2020 reviewed Financial Statement

- Motion to table 2019/2020 reviewed Financial statement

Motion to Table _Nairn___; 2nd: _Nikita___; All in Favour .

- Presentation of 2019/2020 - Treasurer financial statement Review

Motion to accept _Devyn___; 2nd: _Nikita___; All in Favour

Presentation of 2020/2021 Budget

- o Motion to accept Budget _Daryl___; 2nd: _Nikita___; All in Favour .

Motion to waive Annual Audit in lieu of an Annual Review _Daryl___; 2nd: _Nairn___;
All in Favour .

Motion to appoint Financial Reviewer for 2020/2021 __Nairn___; 2nd: _Daryl___;
(in lieu of Audit)

- o Financial Reviewer ___Tara Quick___
All in Favour .

11. Community Consultant Report— David Godwin

12. Task Force Leaders Reports

Lester B. Pearson – Vacant

Father Vachon – Vacant

Newsletter – Some penetration into neighbourhood with electronic distribution.

Schools prefer electronic submission.

Social Events – Most social events went over well, strong halloween, but weak movie night, proceed on encouraging more participation.

Rink — Maintenance continues to be an minor issue, some work needed on upkeep to ensure facility will continue to be useable for years to come.

Indoor Programs— strong participation even tho Covid is causing issues

Soccer— Vacant

Volunteer— Vacant

Citizens on Patrol— Vacant

Webmaster— Try and ensure items are up to date to keep community informed.

13. Motion to approve the reports of the Leaders/Directors

1st _Daryl _; 2nd: _Nikita __; All in Favour .

14. New Business

Constitution and By-Laws

o (listed at end of minutes - attached page) Changes to Bylaws.

Move by_ Nikita_, Seconded By: __Davyn_, Motions Carried

Elections

EXECUTIVE.

President odd years

o - Currently Vacant

Secretary odd years

o Currently Vacant

1st Member at Large odd years - Devyn Gregorie

Indoor Programming – Nikita King

Rink & Equipment – Nairn Neiser (Director), Daryl Campbell, (Officer)

Appointment of Taskforce Leaders (2 year Term)

Lester B Pearson Liaison – Vacant

Volunteer Coordinator—Vacant

Citizens on Patrol coordinator—Vacant

Webmaster—Vacant

School Liaison GSCS – Vacant

Soccer – Vacant

15. Adjournment @ ___8:19___ PM

Important Dates to Remember: **NEXT Executive meeting** __ (Oct 2020 executive meeting proceeds **AGM** , **November Executive meeting** __ Nov 18- 2020_ Location (t.b.d) + Virtual__

1. Bylaw 3.0 Board of Directors:

That Bylaw 3.0.1 be replaced in whole with the following;

The business of the Association shall be managed by the Board of Directors duly elected for a two year term from the membership of the Association and shall consist of not less than 5 or more than 10 directors on a rotation basis.

ODD YEARS	EVEN YEARS
President	Vice President
Secretary	Director of Finance
Director at Large (1)	Director of Social Programming
Indoor Programming	Director at Large (2)
Rink / Equipment Co-ordinator	

That Bylaw 3.04 Task Force Leaders replace the task force chart following "The Task Forces may consist of the following position appointed on the rotating basis", with.

ODD YEARS	EVEN YEARS
Web Master	Newsletter
Soccer Co-ordinator	School Liaison GSCS Division
Citizen on Patrol	
School Liaison SPS Division	

2. Bylaw 6.0 Meetings


a. The Annual General Meeting shall be held in October or November of each year.

Motion: Move to add the following Bylaw 6.a.1 .

6.a.1.

Meetings May be held in person or for the purpose of this bylaw and section 122 of the Act. "Held at the place", includes holding a meeting of members and or the general population of the corporation, by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

Appendix - _____

	POLICIES & PROCEDURES TITLE: Electronic Meetings
Pacific Heights Community Association	DATE Enacted: Oct 7, 2020 DATE Revised _____ DATE Effective: <u>Oct 7,2020</u>

Purpose

To ensure all members of the _Pacific Heights _ Community Association (herein called the Association) are informed on the need and advantages of holding electronic meetings from time to time to provide access, information and participation and to conduct Association business in a timely manner. This policy and procedures are intended to provide guidance for the Association when holding and participating in these meetings.

Policy

This policy provides for the holding of electronic meetings of the Members, Board of Directors and all iterations of Committees of the Association.

Where in person meeting are unavailable or impractical, electronic meeting format(s) may be used to hold meetings of the Association to conduct business of all types, subject to due notice requirements for any such meeting being met (or waived by 2/3 majority consent in special circumstances).

Where ever possible, all participants should have access to the necessary equipment for participation. A right of membership is to participate, therefore the technology used should be accessible to all members to be included in the meeting.

All rules pertaining to in-person participation at a meeting are maintained such as meeting attendance, quorum, minutes, pre-meeting packages, confidentiality, in-camera sessions, etc.

An individual's meeting space for should be private to maintain the conversation only by meet participants.

At no time will meeting participants record any portion of the meeting, including chat messages. The only exception to this is by the Corporate Secretary or other approve officer for the purpose of minute taking. All recordings must be destroyed once official minutes are approved. Chat messages should be kept open to all.

Procedures

1. The Chair of the meeting shall be the President or their designate.
2. Any technology employed will enable every participant to hear or be heard by all other participants at the meeting.
3. Attendance will be taken and duly recorded to recognize all in attendance. Participants must notify the Chair of their entry or exit of the meeting for quorum purposes.
4. To avoid undue disruption and support seamless dialogue and debate, all participants will keep their microphones on mute unless speaking.
5. Participants will identify themselves to the Chair for permission to speak, and recording purposes for the minute taker. They shall also note the end of their speaking.
6. Wherever possible, a resolution (Motion) coming forward should be prepared ahead of the meeting including the person moving and seconding the motion, and forwarded to the Chair of the meeting. Prior to the vote the Chair shall read each motion and indicate who is moving and seconding the motion.
7. Voting at electronic meetings shall be carried out as follows, to ensure accurate records.
 - a. When motion is called, opposition to the motion is called first.
 - b. If no opposition is noted the motion carries.
 - c. If there is opposition, a roll-call vote is held, and the chair will announce the number of votes cast in favor or against the motion. The Chair shall cast their vote last.
 - d. When the technology does not allow for those votes requiring secret ballot, a confidential method should be in place between meeting participants and the scrutineer(s) to facilitate secret votes. The results shall be reported in the meeting minutes and made available to meeting participants upon request. (e.g. For a secret ballot vote the person to person chat message in the Zoom meeting could be used as a confidential means of balloting).
8. The Chair and or designate shall closed and close the meeting portal immediately after the meeting is declared adjourned.