

**Collingwood Neighbourhood House**  
**Minutes of the Annual General Meeting**  
**Held on Wednesday, June 26, 2013 at 6 pm**

**Location:** Collingwood Neighbourhood House (CNH)  
5288 Joyce Street, Vancouver, B.C.

**Present:** Yee Ching Hoo, Janet Lee, Anita Yu, Kendall Yu, Paula Lindner, Thomas Lindner, Julie Linkletter, Kelvin Tan, Agatha Chong, RJ Aquino, Lucia Chang, Leila Caranto, Joel Caranto, Michael Duff, Jean Kavanagh, Terry Tayler, Steve Schmor, Erik Allas, Do Stier, Ken Gracey, Heidi Ho, Agnes Ho, Virginia Cruz, Joshua Hergesheimer, Kenny Diebel, Joe Remedios, Patricio Ibarra, Winny Wong, Larissa Duff-Grant, Teresa Dalby, Mary Chang, Daniel Louie, Rico Wen, Sharon Brailsford, Muriel Ann Rivard, Leah Chausiku, Natasha Dickson, Cassandra Ly, Anysia Pereira, Gabriella Ramirez, Gwen Lowchoo, Celia Lam, Yu Ping Liang, Dorothy Canham, Pamela Seto, Jimmy Yang, Ron Wyant, Bill McMichael, Anahita Kaviani, Maria Nombrao, Kulwant Kaur, Kiran Verma, Vive Wong, Alison Merton, January Wolodarsky, Sharon Gregson, Karen Wong, Chris Chu, Cindy Ngan, Bless Manalo, Marie Manansala, Crecien Bencio, Nelly Yep, Qasim Ahmadi, Teresa Ha, Jenny Eng-Chan, Aurelia Schmor, Stephanie Lim, Zeena Chopra, Renuka Bhardwaj, Carmen Correal, Mike McLenaghan, Helen Su, Alicia Cagdan, Margaret Wu, Rosanna Costantini, Evelyn Grossmith, Carmina Baltazar, Deepak Chopra, Jennifer Gray-Grant, Matthew Sheena, Emanuela Sheena

Julie Linkletter called the meeting to order at 6:08 pm. She welcomed everyone and then introduced Matthew Sheena, Renfrew-Collingwood Aboriginal Youth C.R.E.W. member, who thanked the Coast Salish Nation as the meeting was taking place on Coast Salish land. She then introduced herself as the CNH Board President, Cindy Ngan as the recording secretary for this Annual General Meeting (AGM) and Erik Allas, our Auditor from Tompkins, Wozny and Miller, to present the Auditor's report.

**1. Approval of the Agenda**

**Motion: To accept the agenda as presented.**

**Moved by Kenny Diebel, seconded by Bill McMichael. Carried.**

**2. Acceptance of 2012 AGM Minutes**

**Motion: To accept the minutes of the 2012 AGM as presented.**

**Moved by Patricio Ibarra, seconded by Paula Lindner. Carried.**

**3. President's and Executive Director's Report**

Jennifer Gray-Grant, CNH Executive Director, gave the President's and Executive Director's Report.

Some of the highlights of the report:

- Earlier this month we officially opened the new Terry Tayler Early Learning and Care Centre. Named after CNH's founding president the new centre adds 37 childcare spaces to Renfrew-Collingwood. CNH also opened a school-age program at Renfrew Elementary School and, this September, will boost the number of spaces at Norquay Elementary from 30 to 58 spaces. Thanks to Sharon Gregson, Director of Child and Family Development Services, for her hard work and dedication during the past year.
- Special thanks to Kulwant Kaur, Director of Operations and other staff participating in the Climate Smart Program which helps organizations to reduce their carbon footprint. Through both the installation of power-smart fixtures and staff behaviour changes CNH has reduced its electrical usage by about 25 percent! It has also boosted recycling and composting efforts.

- CNH also received province-wide recognition with a Nesika Award from the Multicultural Advisory Committee, facilitated through EmbraceBC. The award acknowledged CNH for excellence in cultural diversity. Meanwhile CNH's Family Place also won a provincial award from the BC Association of Family Resource Programs. Thanks to Satinder Singh who runs our Family Place for kids under five years old. Congratulations to Sharon Gregson on winning the Gayle Davies Awards from the Early Childhood Educators of BC.
- Renfrew-Collingwood Aboriginal Youth C.R.E.W. (Culture, Recreation, Education and Work) was under threat of losing its federal government funding. Luckily, the funds were reinstated and increased to \$115,000, up from \$100,000 last year.
- The Vancouver School Board (VSB) changed its decision to remove Adult Basic Education (ABE) Program from CNH after CNH lobbied for the retention of the program.
- CNH has a new website, Facebook and longer online version of annual report for the first time.
- This year we said good-bye to our longest-serving volunteer, Albert Battistoni. At his Celebration of Life, held at CNH, people of all ages spoke and wrote about the difference he'd made in their lives.

Jennifer expressed her appreciation to all the dedicated staff, participants, hundreds of volunteers, including our Board of Directors, who made a difference in people's lives. Julie also thanked the ongoing commitment of staff and volunteers. She encouraged everyone to participate in different programs at CNH.

**Motion: To accept the President's and Executive Director's report as presented.  
Moved by Kelvin Tan, seconded by Muriel Ann Rivard. Carried.**

#### 4. Auditor's Report

Julie Linkletter introduced Erik Allas, the auditor from Tompkins, Wozny, Miller and Company. Erik gave an overview of the financial report. He briefly discussed the Statement of Financial Position and the Statement of Operations highlighting that revenues were \$4,988,311, expenses \$4,975,211 and the excess of revenue over expenses for the year was \$13,100.

A question came from the floor regarding the meaning of deferred grants. Erik explained that we often receive grants up front before it is earned and the expenses related to it incurred. In such cases, these unspent grant funds, which are in the cash account, are also recognized as a deferred grant liability, until it is earned and transferred to grant revenue.

Another question raised was about the membership fee revenue. Erik explained that it's included under program fees on the Statement of Operations. Julie clarified that program fees not only include membership fees but also program, recreation, and child care fees.

Julie thanked Erik for presenting the audited financial report.

**Motion: To accept the audited financial statements as presented by Erik Allas from Tompkins, Wozny, Miller and Company.  
Moved by Joshua Hergesheimer, seconded by Kelvin Tan. Carried.**

#### 5. Appointment of Auditor

Julie introduced Kenny Diebel as the CNH Board's Treasurer. Kenny highlighted the very good working relationship between CNH and Tompkins, Wozny, Miller and Company and asked for a motion to appoint it as our auditor for next year.

**Motion: To appoint Tompkins, Wozny, Miller and Company as our auditor for next year. Moved by Kelvin Tan, seconded by Bill McMichael. Carried.**

## **6. Changes to CNH Constitution and By-Laws**

Julie introduced Paula Lindner as the Board Member who gave an overview of the proposed changes to the CNH Constitution and By-laws.

- CNH last reviewed its Constitution and By-laws in 2004. It's a good practice to review them every three to four years in response to possible changes in government policies or laws or if the society is venturing into emerging areas that should be reflected in the document.
- The Sustainability Committee and the Board of Directors reviewed the constitution with an eye to current and possible future activities conducted by the society. The committee and Board generated questions and possible changes and had these suggestions reviewed by a lawyer.
- Based on legal advice, we only made minor changes to our purpose. We have submitted a request to have prior approval from the Charities Directorate, Canada Revenue Agency (CRA) and are currently waiting for a response. Changes to the bylaws are not a concern of the CRA because it focuses on the society's purpose (Constitution).
- There is one new charitable opportunity that is emerging that we feel is consistent with our purposes and we would like to ensure that our constitutional language is sufficiently clear to allow us to engage in this activity.
- We are proposing changes to the Society's purposes to explicitly enable it to do charitable work outside our neighbourhood to help other communities by sharing our expertise. Our primary purpose remains serving the Collingwood community however this would give us more latitude to share our expertise.

Paula read through the CNH Constitution and By-laws and suggested revisions:

### **Constitution**

- 2.1 To find ways of making more efficient use of existing community facilities and resources through sharing of these and making them accessible to all members of our neighbourhood and **other communities, including internationally.**

*(Removed "surrounding communities" and replaced with "other communities, including internationally." Reason for change: provides more latitude to do educational work throughout Canada and internationally)*

- 2.4 To plan and work with community services, neighbourhood houses, churches, schools, civic departments, provincial and federal ministries, **funders, supporters,** business and other appropriate bodies for meeting the social, educational, cultural, recreational needs of our neighbourhood and **other communities, including internationally.**

*(Removed "the United Way of the Lower Mainland" and added "funders, supporters." Reason for change: too specific to name just one funder. Added "other communities, including internationally". Reason for change: be consistent with 2.1)*

- 2.8 To publicize the services of the Society as a non-profit, non-political and non-religious organization to enable the raising of money through **fee for service,** subscriptions, membership, donations, gifts and testaments for the carrying out of the said objects.

***(Added fee for service. Reason for change: is one way we meet our fiscal responsibilities)***

## **By-Laws**

### **II. MEMBERSHIP**

- A. A person supporting the objectives of the Society and residing or working within or abutting the Collingwood boundaries shall be a member, senior member, supporting member, sustaining member, youth, **family or lifetime** member upon payment of the appropriate membership fee.

***(Added "family or lifetime". Reason for change: Updated based on categories of membership)***

- B. A person living outside the Collingwood boundaries but supporting the objectives of the Society shall become a member, senior member, supporting member, sustaining member, youth, **family, or lifetime** member upon payment of the appropriate fee and upon consent of the Board of Directors.

***(Added "family or lifetime". Reason for change: Updated based on categories of membership)***

- I. Youth membership in the Society shall be open to:

1. Any person **24** years of age or under, supporting the objectives of the Society and residing or working or abutting the Collingwood boundaries, Or

***(Changed from 18 to 24. Reason for change: Youth requested we define the age at 24)***

2. Any person **24** years or under, supporting the objectives of the Society, living outside of the Collingwood boundaries upon consent of the Board of Directors.

***(Changed from 18 to 24. Reason for change: Youth requested we define the age at 24)***

- N. All members are in good standing except a member who has failed to pay his **or her** current annual membership fee or any other subscription or debt due and owing by him to the Society and he is not in good standing so long as the debt remains unpaid.

***(Added "or her". Reason for change: Gender sensitive and in keeping with the by-law language elsewhere in the document)***

### **III MEETINGS**

#### **C. Quorum**

3. If quorum is not reached, the Annual General Meeting or general meeting will be re-scheduled within three (3) months

***(Added: If quorum is not reached, the Annual General Meeting or general meeting will be re-scheduled within three (3) months. Reason for change: Wanted to make commitment to hold the meeting if it could not be held due to lack of quorum)***

## D. Voting

### 3. Elections

- d. There shall be **thirteen (13)** elected Board Members unless otherwise decided at an Annual General Meeting. Board members will be elected for a three (3) year term. One third of the Board positions will be elected annually to provide Board continuity.

***(Change from twelve (12) to thirteen (13). Reason for change: to be consistent with article IV. B and current practice)***

- f. The Youth representative will be elected by a majority vote at an annual meeting of the youth members aged 12 to **24** or the Board will appoint youth members and will serve a two-year term.

***(Changed from 18 to 24. Reason for change: Youth requested we define the age at 24)***

- g. The Board of Directors will elect the Executive **on or before the September Board meeting proceeding the June AGM**. Officers will be elected in the following order: President, First Vice-President, Second Vice-President, Treasurer and Secretary.

***(Removed “at the first Board meeting following the Annual General Meeting” and replaced with “on or before the September Board meeting proceeding the June AGM.” Reason for the change: Often the Board needs time to get to know the Board members before electing the Executive)***

## IV. BOARD OF DIRECTORS

- D. **Each Director shall attend monthly Board meetings and, to the best of his or her ability, will serve on at least one of the committees of the Society**

***Replaced “Each Director shall serve on at least one of the Committees of the Society with “Each Director shall attend monthly Board meetings and, to the best of his or her ability, will serve on at least one of the committees of the Society.”***

***Reason for change: Time commitments can limit a Board member’s involvement on a committee and this was written at a time when we had several committees.***

- K. Honorary Directors

Honorary Directors may be appointed by 75% vote of the Board of Directors to any individual whom the Board feels can help enhance the interests of the Society. Honorary Directors are non-voting members of the Board. Appointment as an honorary Director entitles him/her to voting privileges **at general meetings** and membership fee being waived.

***(Added “at general meetings”. Reason for change: Intent was general meetings and not Board meetings so cleaned up the description)***

L. Youth Representative

The Youth Representative shall be a voting member of the Board of Directors. He/she shall be elected by youth members of the Society who are aged between 12 to **24** or be appointed by the Board of Directors in the absence of elections.

***(Changed from 18 to 24. Reason for change: Youth requested we define the age at 24)***

V. EXECUTIVE

TREASURER

5.4 To develop financial management policy and procedures for Board approval. This should include **legal accounting practices and** procedures, monthly and yearly reporting to Board, Budget development procedures, authority for decision making.

***Removed “AccPac” and replaced with “legal accounting practices and”. Reason for change: To remove specifics about the financial management program. Interest is to have legal accounting practices.***

A member raised questions on Constitution Section 2.1 why we removed “surrounding communities” and replaced with “other communities, including internationally”. Jennifer explained that we have been getting a lot of requests nationally and internationally for our expertise especially in the area of intercultural development. We are open to sharing our knowledge outside Renfrew-Collingwood.

This member also asked if there is additional cost to serve internationally. Jennifer explained that we would access to additional revenue through this social enterprise. Kenny Diebel, a Board Member, further explained that about five years ago, CNH experienced federal and provincial government funding cuts. We formed a Sustainability Committee to look at ways to generate more revenue. One way has been to share our expertise on intercultural development.

A staff requested more specific wording and clarification around Constitution Section 2.1 and 2.4. A member also suggested adding a clause to the constitution that we still maintain our focus locally but do not want to limit ourselves locally and would like to broaden our latitude.

Paula explained that we would like to keep the Constitution changes minimal. Jennifer clarified that the Board members, senior management and the lawyer have all reviewed the Constitutional changes and we hesitated to make changes tonight without consulting our lawyer. Jennifer expressed appreciation for all the feedback and suggestions.

**Motion: To accept the proposed changes to the CNH Constitution and By-laws as presented to the members, providing they meet Canada Revenue Agency (CRA) approval and language adjustments are consistent with the intent. If these conditions are not fully met, the issues will be brought back to the full membership.**

**Moved by Jean Kavanagh, seconded by Terry Tayler. Opposed by two members. Carried.**

## 7. Thanks to Departing Board Members

On behalf of CNH and the Renfrew-Collingwood neighbourhood, Board Member Joshua Hergesheimer thanked Kenny Diebel for his nine years of service on the CNH Board, including five years as Treasurer. Kenny has done outstanding work in overseeing CNH's financials. He has chaired the Sustainability Committee since 2007 and worked closely with the Committee on many different projects to raise more revenues for CNH and ensure we are more sustainable. He has demonstrated hard work, dedication and a vision that has helped to improve the quality of life for Renfrew-Collingwood residents. Joshua presented Kenny with a small gift.

Joshua asked everybody to give Kenny a round of applause.

## 8. Nomination and Election of New Board Members

Julie Linkletter, President, introduced the remaining Board members, explained the nominations process and introduced the Board nominees.

### Remaining Board Members

1. Julie Linkletter
2. Jean Kavanagh
3. Rafael (RJ) Aquino
4. Oscar Allueva
5. Joshua Hergesheimer
6. Paula Lindner
7. Abigail Pelaez
8. Cassandra Ly
9. Rico Wen

### Nominations Process

- Annually, the CNH Nominations Committee reviews the collective backgrounds and skill sets of the Board Members. With the current Board in mind and possible gaps we need to fill, the Nomination Committee recruits for the Board.
- Board members are recruited through advertising. A notice is sent out to all CNH Directors, Coordinators and programs, posters are put up around CNH and at satellite programs and an advertisement is placed in the *Renfrew-Collingwood Community News*.
- Julie read through the information on the nominations poster. Nominations were to be submitted to the Board via the Executive Director by May 1, 2013.
- The Nominations Committee reviewed the nominees and then presented its recommended slate to the Board. The Board then reviewed the biographies and voted on the slate.
- Julie mentioned that the Nominations Committee received a few nominations in advance. She asked everyone to refer to the Board Nominees page which was placed on the chair. She read through the bios of the following Board Nominees.

### Board Nominees

1. Patricio Ibarra
2. Muriel Ann Rivard
3. Daniel Louie
4. Natasha Dickson
5. Anysia Pereira

Julie opened the nomination from the floor three times. There was one self-nomination from the floor. Julie then asked three times if there was a voting member to nominate this self-nominated member. Since there was no response from the floor, Julie declared nominations closed and declared the above five Board Nominees be accepted by acclamation.

**Motion: To elect the nominees as presented.**

**Moved by Ken Gracey, Seconded by Kelvin Tan. Opposed by one member. Carried.**

## **9. Staff and Contractor Recognition**

Jean Kavanagh, a Board Member, thanked long-term staff and contractors, on behalf of CNH's Board of Directors, for all their hard work, dedication and commitment. Kulwant Kaur, Director of Operations, and Michael McLenaghan, Director of Community Services, assisted in the presentation of a gift of appreciation to the staff and contractors.

The following staff and contractors with over 5, 10 and 15 years of service were called to the front and presented with a small gift:

### **Over 15 Years**

Aurelia Schmor  
Nelly Yep  
Carla Mountali  
Maria Nombrado  
Bless Manalo  
Renuka Bhardwaj  
Walda Gorn  
Thomas Wong  
Julie Cheng

### **Over 10 Years**

Annette Clark  
Sanjeev Karwal  
Rania Hatzioannou

### **Over 5 Years**

Cari Davis Chan  
Elisa Casilla  
Tao Huang  
Zeena Chopra  
Karen Wong  
Jyotsna Patel  
Eve Poon  
Kiran Verma  
Alicia Cagdan  
Sheri Parke  
Rosanne Lambert  
Herbert Kwan  
Lisa Symons  
Marcia Wakarchuk-Jones

## **10. CNH Community Vision Award**

Cassandra Ly presented the CNH Community Vision Award. The award is given each year to a Grade 12 student from Windermere Secondary School. The student chosen each year to receive the \$500 award is someone who will further the mission of CNH by entering into a diploma program for Early Childhood Education, Community Services or Community Development and who has a connection to CNH and/or has volunteered in the Renfrew-Collingwood community. This year's award went to Terry Cheng.

Terry Cheng was chosen to receive this year's CNH Community Vision Award for his efforts in the Spread the Paint program. He has been with this program over the past year and has led a small group of students in raising awareness of graffiti vandalism. Terry will be pursuing a business degree at Simon Fraser University this fall. Congratulations Terry!

## **11. Any Other Business**

There was no other business.

## **12. Meeting Adjourn**

**Motion: To adjourn the meeting. Moved by Patricio Ibarra. Seconded by Kelvin Tan.**

Meeting adjourned at 7:30 pm.

### **Lucky Draw**

Kenny Diebel led the lucky draw; 10 attendees won either a CNH gift certificate or umbrella.

Julie Linkletter invited everyone to stay for a light meal.