

Collingwood Neighbourhood House
Minutes of the Annual General Meeting
Held on Wednesday, September 28, 2016 at 6 pm

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

Present: Marlene White, Linda Yap, Peter Yap, Martha Barrones, Daisy Philipps, Hoo Yee Ching, Celia Lam, Chin Chia Yi, Meng Pan Yu, Lie Chuan Chen, Lee Ling Yuk, Xia Cong Chen, Claire Wang, Fred Pan, Joy Hsieh, Mary Chang, Oscar Allueva, Greg Allen, Patricio Ibarra, Sharon Brailsford, Clarita Lisondra, Alice Ngai, Jas Parmar, Kevin Le, Muriel Ann Rivard, Dorothy Can Ham, Daniel Louie, Almira Borondia, Dolores Lentz, Julie Linkletter, Lund Milton, Carmen Correal, Nelly Yep, Priya Singh, Teresa Ha, Anahita Kaviani, Michel McLenaghan, Suzanne Liddle, Jennifer Gray-Grant, Elise Barber, Eda Ertan, Karen Caguioa, Christina Mihyeon Jang, Wilson Chen, Jude Chun, Renato Vasquez, Rey Tan, Tony dela Vega, Bless Manalo, Zeena Chopra, Kulwant Kaur, Jenny Peng, Lisa Pan, Alexandra Gunn, Eric Allas, Vive Wong, Agnes Chan, January Wolodarsky, Maryam Jalili, Marie Manansala, Alison Merton, Esther Basabose, Yndira Arteaga, Ana Kazulin, Teresita Nidua, Juanito Dellava, Cindy Chisholm, Cassandra Ly, Marcela Mancilla-Fuller

1. Welcome

Patricio called the meeting to order at 6.05 pm. He welcomed everyone to the meeting on behalf of the Board of Directors and expressed his gratitude to the Coast Salish Nations, specifically the x^wməθk^wəyəm (Musqueam), skwxwú7mesh (Squamish), and selíłwitulh (Tsleil-Waututh) First Nations, on whose traditional lands we are meeting.

He then introduced himself as the CNH Board President, Zeena Chopra as the recorder and Erik Allas, our auditor from Tompkins, Wozny and Miller, who will be presenting the Auditor's report.

2. Approval of the Agenda

Motion: To accept the agenda as presented.

Moved by Alexandra Gunn, seconded by Julie Linkletter. All in favour. Carried.

3. Acceptance of 2015 AGM Minutes

Motion: To accept the minutes of the 2015 AGM as presented.

Moved by Julie Linkletter, seconded by Jenny Peng. All in favour. Carried.

4. Presidents and Executive Director's Report

Patricio invited Jennifer Gray-Grant, CNH Executive Director to present the President's and Executive Director's report.

Jennifer started her report by appreciating and thanking the volunteers. CNH has 164 staff (Full-time, Part-time and casuals), thousands of participants and 400 volunteers who contributed 29,015 hours of work last year.

Some of the highlights of her report were:

- Strategic plan – The Board put in an enormous amount of time to come up with a Strategic plan for the organization. The plan highlights the eight important strategies:

- Promote a work environment that embraces communication, self-care, personal development and manageable workloads.
- Continue to develop our practice of intercultural, asset-based community development and share our stories.
- Convene an inclusive, neighbourhood-wide approach to improving the social and cultural infrastructure in Renfrew-Collingwood.
- Expand resident access to affordable childcare.
- Promote a healthy built and natural environment in our neighbourhood.
- Strengthen capacity of those who are sometimes labelled as vulnerable, isolated, or disengaged so they can share their gifts, and contribute to a sense of belonging in Renfrew-Collingwood.
- Expand our capacity to seek stable revenues that increase our independence and sustain CNH's work.
- Integrate physical and digital spaces and programming opportunities across all of our sites.

The strategic plan was passed last October and the Board and organization are working on implementation of these strategies.

- Annex: The new space for Collingwood Neighbourhood House is set to open sometime in early 2018. The space is worth \$5 million and CNH will lease it from the City at \$1 per year.
- Fundraising: The Board is working on a fundraising plan for the annex; it will roll out the plan shortly.
- C.R.E.W.: The funding for the C.R.E.W. program has been restored. Jennifer thanked the Board for supporting the program and the Director and the Coordinator for keeping it running even with funding cuts.
- Neighbourhood densification: The City has passed the Joyce Street area plan and with the high rises (Wall Centre) coming on Boundary and Vanness, and the proposed Westbank tower at Joyce and Vanness, the densification in this area is increasing which means extra pressure on service providers. The CNH Board, areas service providers, local businesses and the Joyce Area Residents Association are working on this issue.
- School Closure: Adrian Dix, MLA and the CNH Board are working on this issue as well.
- Settlement Services: Settlement services offer English classes as well as individualized settlement support. Many of the Syrian refugees that arrived this year came to the 2400 Motel in our neighbourhood. CNH stepped up in a major way to help and engage the refugees and community members.
- New *Societies Act*: The new *Societies Act* will come into effect this November and to be compliant with the legislation the Board has prepared a list of changes to the CNH Constitution and By-laws that members will vote on later in the agenda.

Jennifer ended the report with thanks to Mike McLenaghan for his contributions to CNH and the neighbourhood during his 21 years of service here.

**Motion: To accept the President's and Executive Director's report as presented.
Moved by Alexandra Gunn seconded by Jenny Peng. All in favour. Carried.**

5. Auditor's Report

Patricio introduced Erik Allas, the auditor from Tompkins, Wozny, Miller and Company. Erik gave an overview of the CNH financial report. He briefly discussed the Statement of Financial Position and the Statement of Operations highlighting that revenues were \$5,893,239 while

expenses were \$5,876,304 and the excess of revenue over expenses for the year was \$16,935. The Balance Sheet shows that the assets are \$1,738,442 while the liabilities are at \$1,148,748 leaving the total net assets at \$589,694.

Patricio thanked Erik for presenting the audited financial report.

Motion: To accept the audited financial statements as at March 31, 2016 as presented by Erik Allas from Tompkins, Wozny, Miller and Company.

Moved by Daniel Louie, seconded by Ann Rivard. All in favour. Carried.

6. Appointment of Auditor

CNH Board Treasurer, Daniel Louie highlighted the good working relationship between CNH and Tompkins, Wozny, Miller and Company and asked for a motion to appoint them as our auditor for 2016-2017.

Motion: To appoint Tompkins, Wozny, Miller and Company as our auditor for 2016-2017.

Moved by Julie Linkletter, seconded by Almira Borondia. All in favour. Carried.”

7. Changes to the Constitution and By-laws

Patricio invited Oscar to present the Board’s proposed changes to CNH’s Constitution and By-laws. The Board organized a committee to review CNH’s current Constitution and By-Laws against the required and possible changes under the new *Societies Act*. Oscar took several workshops on the new *Societies Act* so he felt capable to outline the necessary and possible changes to the CNH Constitution and By-Laws. The committee reported back to the Board, which reviewed the suggested changes and voted to bring the changes to the members for a vote in a special resolution at the AGM. The proposed changes bring our Constitution and By-Laws into compliance with the new *Societies Act*. Oscar explained that if the special resolution passes, the changes to our Constitution and By-Laws will become effective on November 28. The changes will be filed with the BC Registry after the *Act* comes into force on November 28: until then, the current Constitution and by-Laws will continue to be in effect. To pass a special resolution, three quarters of the members in attendance must vote in favour of the changes to the Constitution and By-laws.

The highlights of the changes are:

- All unalterable provisions are removed from the constitution in the new Act and hence CNH has moved all unalterable provisions from its constitution to its bylaws.
- The number of youth positions has been reduced from two to one.
- Additional qualifications for the Directors and Executive Director in order to ensure that all Directors and the Executive Director are qualified to act in the best interests of the society. The Directors and Executive Director must sign in a form confirming that they are qualified to act as a Director or Executive Director and are not an undischarged bankrupt or convicted of fraud etc. The form will be signed by all existing Board Directors, new Directors and the Executive Director of the society. This protects the society against problems arising from lack of competency.
- Reducing the quorum of Board meetings from five to four Directors.
- Stronger and improved conflict of interest rules.

And other changes in order to comply with the new act.

Motion: To approve the changes to the Collingwood Neighbourhood House Society Constitution and By-laws as presented to become effective when filed with the Registrar no earlier than November 28, 2016.

Moved by Alexandra, seconded by Jenny Peng. Approved by more than $\frac{3}{4}$ voting members. None opposed. No abstentions. Carried.

8. Thanks to the Board

Patricio announced the names of departing members for this year. The departing board members are:

Cassandra Ly
Oscar Allueva
Julie Linkletter
Patricio Ibarra

Patricio highlighted the contributions of Cassandra, Oscar and Julie to the CNH Board and the Collingwood community and thanked them by presenting bouquets of flowers and gifts of appreciation.

Julie acknowledged the incredible work of Patricio Ibarra on the Board for the last nine years. She started by thanking Waldo Brino who introduced Patricio to the Board. In addition to his experience as a parent whose child was in the Collingwood childcare program, Patricio also brought his experience through his paid work with the BC government. Julie also mentioned and commended his role in the executive director hiring process.

Julie presented a bouquet and gifts of appreciation to Patricio.

9. Nomination and Election of New Board Members

Patricio introduced Jenny Peng, a member of the Board Development Committee who described the process of coming up with the list of nominees and also introduced the remaining Board members and board nominees whose terms are up for renewal.

Nominations Process

- Annually, the CNH Board Development Committee reviews the collective backgrounds and skill sets of all Board Directors. With the current Board in mind and possible gaps we need to fill, the Board Development 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 CNH satellite sites and an advertisement is placed in the *Renfrew-Collingwood Community News*.
- The Board Development Committee reviewed the nominees and then presented its recommended slate to the Board. The Board then reviewed the biographies and voted on the slate.

Remaining Board Members

1. Rafael (RJ) Aquino
2. Paula Lindner
3. Jean Kavanagh
4. Alexandra Gunn

5. Jenny Peng
6. Joshua Hergesheimer
7. Patricio Ibarra

Board Nominees

For a three-year term:

- (Muriel) Ann Rivard
- Daniel Louie
- Natasha Dickson
- Greg Allen

For a two-year term:

- Almira Borondia
- Jas Parmar

Jenny read the brief bios of the Board Nominees and called for nominations from the floor three times. Since there were no nominations from the floor, Jenny declared nominations closed and declared the above six Board Nominees be accepted as CNH Board Directors by acclamation.

Motion: To elect the nominees as presented.

Moved by Julie Linkletter, seconded by Alexandra Gunn. All in favour. Carried.

10. Staff and Contractor Recognition

Julie Linkletter, Past President, Kulwant Kaur, Director of Operations and January Wolodarsky, Director of Community Development thanked long-term staff and contractors for all their hard work, dedication and commitment. Board Directors Alexandra and Julie presented a gift of appreciation to the long-serving staff and contractors.

The following staff and contractors with over 5, 10 and 20 years of service were called to the front and presented with a gift:

Over 20 Years

Teresa Ha

Reynato Tan

Ana Kazulin

Over 10 Years

Nicole Rousselle

Karen Caguioa

Grace Gaita

Maryam Jalili Rasti

Antonio dela Vega

Derrick Chiang

Over 5 Years

Anahita Kaviani Destjerdi

Ana Valle

Asif Ali Hassan

Lilian Chin

Kerry Porth

Daniela Todorova-Chomakova

Marcela Mancilla-Fuller
Suming Celine Chen
Emilia Szubska

Chanel Ly

11. CNH Community Vision Award

Board Director Alexandra Gunn presented the CNH Community Vision Award. The award is given each year to a Grade 12 student from Windermere Secondary School.

The award this year went to Kevin Ka-Wing Le who is pursuing a career in Education. Alexandra read the brief bio of Kevin Le and presented a plaque and certificate to him.

12. Any Other Business

There was no other business.

13. Meeting Adjourn

Motion: To adjourn the meeting. Moved by Ann Rivard, seconded by Almira.

Meeting adjourned at 7:20 pm.

14. Lucky Draw

Board Directors Ann Rivard, Almira Borondia and Kulwant led the lucky draw; 10 attendees won CNH T-shirts

Patricio invited everyone to stay for a light meal.