



Annual General Meeting
Wednesday, September 23, 2020 at 6 pm
Via Zoom

ATTENDEES

Alexandra Gunn	Irene Mella	Paula Lindner
Alison Merton	Jasbir Parmar	Pauline Mae Cadaoas
Anahita Destejerdi	Jean Kavanagh	RJ Aquino
Anna Hofmarks	Jennifer Gray-Grant	Sandra Medina
Bharti Vardhan	Jenny Eng-Chan	Sarah Kim
Carmen Correal	Julie Linkletter	Sanjeev Karwal
Daniel Louie	Kulwant Kaur	Satinder Singh
David Bae	Leila Trickey	Sheri Parke
Davy Chiu	Manoranjan Rasiah	Sonja Rietkerk
Diana Taykandy	Maria Alpirez	Stephanie Baufeld
Emily Rees	Maria Nombrado	Stephanie Cynthia
Erik Allas	Melody Wise	Suzanne Liddle
Flamingo Xie	Michelle Buchholz	Tiffany Ouyang
Gillian Der	Patricio Ibarra	Tyler McAlear
Greg Allen	Paul Reid	Yndira Arteaga

MINUTES

1. WELCOME

Greg Allen, CNH Board President, called the meeting to order at 6:05 pm. He welcomed everyone to our first ever virtual Annual General Meeting (AGM) and acknowledged Collingwood Neighbourhood House respects and honours the x^wməθk^wəyəm (Musqueam), skwxwú7mesh (Squamish), and seíílwitulh (Tsleil-Waututh) First Nations, on whose traditional homelands we work and live today.

Greg explained how the process of voting on motions will take place on the online platform, and introduced Tyler McAlear as the online administrator. Greg then introduced the Board members who were present and Sheri Parke, Office Assistant, as the recorder. He mentioned that Erik Allas, our auditor from Tompkins Wozny, would be joining the meeting for the auditor's report at 6:30 .

2. APPROVAL OF THE AGENDA

MOTION: To approve the agenda with a modification to move the Auditor's Report in order to accommodate when the Auditor becomes available to join the meeting and present his report.

Moved by Patricio Ibarra. Seconded by Manoranjan Rasiah. All in favour. Carried.

3. PROPOSED MOTION TO AMEND CNH BYLAWS

As this was our first virtual AGM, we needed to change a few elements of our Bylaws, to accommodate the change to a virtual platform. Greg, on behalf of the Board of Directors, presented to the CNH membership a motion to amend the CNH Bylaws to include the following additional terms as Section IV.E:

E. Virtual Meetings

1. Any general meeting of the Society, including the Annual General Meeting, may be conducted through a virtual meeting platform if the Board of Directors determines, in its discretion, that holding a virtual meeting rather than an in-person meeting is in the best interests of the Society.
2. The foregoing bylaws governing the Society's general meetings, including the Annual General Meeting, shall apply to any general meetings of the Society conducted virtually, with the following exceptions:
 - a. Voting on resolutions at a virtual general meeting shall be conducted through whatever means is deemed feasible by the Board of Directors.
 - b. Voting in elections at a virtual general meeting shall be conducted through whatever means is deemed feasible by the Board of Directors. The Board of Directors shall make best efforts to conduct voting in elections by way of secret ballot, if feasible, unless voting by secret ballot is waived by a vote of 75% or more of the members present.
 - c. In order to facilitate an efficient voting procedure, nominations for the Board of Directors for an election to be held at a virtual general meeting must be submitted in writing to the Board of Directors at least seven (7) days before the date of the virtual general meeting.

MOTION: To approve the amended CNH bylaw to include Virtual Meetings as an addition.

Moved by Stephanie Baufeld. Seconded by Manoranjan Rasiah. All in favour. Carried.

4. APPROVAL OF THE 2019 ANNUAL GENERAL MEETING MINUTES

MOTION: To accept the minutes of the 2019 AGM as presented.

Moved by Rafael (RJ) Aquino. Seconded by Stephanie Baufeld. All in favour. Carried.

5. PRESIDENT AND EXECUTIVE DIRECTOR'S REPORT

Greg invited Jennifer Gray-Grant, CNH Executive Director, to present the President and Executive Director's report. Jennifer began by reminding everyone that this report is largely pre-COVID-19, based on the fiscal year ending March 31, 2020. Some of the highlights from the past year at CNH included:

- RISE Community Health Centre (CHC) at Collingwood Neighbourhood House:
 - The CHC is funded by the Provincial Ministry of Health, embedded in CNH, and started with a small clinic space at CNH's Joyce Street location. It provides services to people who experience barriers to participation in the health care system.
 - The full clinic opened in June in the new space located at Joyce Street and Crowley Ave.
- Seniors – We purchased a new Seniors Shuttle Bus, with funding from the Ministry of Health. Rainbow Roundtable program for LGBTQ2S+ Seniors program was introduced, and we hosted a very successful Seniors Christmas lunch.
- Settlement – With funding from the federal government, settlement services continue to help newcomers get settled. We also offer English classes, along with child care during English classes.
- Homeless outreach continues, and rent supplements for those struggling to pay for housing are available. Outreach continues at two local Temporary Modular Housing (TMH) sites (including the new site at Vanness Avenue near Nanaimo street), the Kingsway Continental and throughout the neighbourhood.

- Child Care – Staff continue to advocate for the \$10aDay child care program. A new hot lunch program was introduced for our child care sites.
- Annex – Arts and Culture focus – Various Arts events were developed and offered.
 - A dance pilot, where dance groups could access the Annex at no or low fees, was offered and became extremely popular.
 - Preschool, kitchen and art studio remained busy and also available to rent, providing added income for the CNH.
- Youth – C.R.E.W., the Indigenous youth program, participated in the annual Pulling Together Journey, which took place on Tla’amin Territory (Powell River).
- Youth Centre on Friday nights has been extremely popular and numbers continue to grow.
- Operations includes reception, custodial, administration, accounting, volunteer and communications staff who all continue to work hard behind the scenes to keep CNH running so smoothly.
- COVID-19 – Starting in mid-March, in an instant, staff had to pivot and they did so quickly and efficiently. They were amazing! Many staff began to work from home; we had to quickly familiarize ourselves with the Canada Emergency Wage Subsidy and, in the short-term, CNH provided staff with full pay and benefits whether they were able to work or not.
 - Recreation and youth staff began offering services and classes online.
 - A friendly phone calling program was quickly set up, and the need for this service grew instantly. A food hamper program was developed and continues to provide for families and individuals who struggle with job loss and poverty. A grocery shopping program for seniors to keep them safe at home was created. This program also still continues.
 - Child care staff during COVID began recording themselves reading storybooks to share on social media in a successful effort to stay connected with their children in their programs.
 - CNH developed a COVID-19 Safety Plan which continues to evolve to ensure everyone’s safety.

Along with the staff, Jennifer also recognized the Board, especially Board Chair, Greg Allen. Extra Board meetings to discuss urgent COVID-related matters had to be called where Board members were asked to make critical decisions. Jennifer recalls reaching out to Greg almost daily and she thanked Greg for his unwavering commitment to CNH, while juggling work and a young family during COVID. Jennifer warmly thanked staff, the Board and participants during these extraordinarily unprecedented times. They all came together during an unprecedented time to respond and reach out fulfilling CNH’s mandate to support our neighbourhood.

6. AUDITOR’S REPORT

Greg introduced Erik Allas, the auditor from Tompkins Wozny. Erik gave an overview of the CNH financial report. He explained that the auditor looks for risks of material misstatement in the financial statements. He noted that for a second year in a row, there were no concerns from the audit and the Audit Findings Letter had no recommendations for improvement; he said this speaks to the quality of the records and the importance CNH gives to its financial reporting. Tompkins Wozny was able to provide its qualified opinion that the financial statements present fairly the financial position of the Society as at March 31, 2020. He thanked Jennifer and Kulwant and the Accounting staff and the Board for supporting the audit process.

Erik discussed the Statement of Financial Position and the Statement of Operations highlighting that revenues were \$7,855,797 while expenses were \$7,460,188. The surplus for the year was \$395,609, mostly as result of some pre-payments for the next fiscal, increased rentals and interest. The balance sheet (Statement of Financial Position) showed that the assets were \$3,656,201 while the liabilities were at \$2,440,305 leaving the total net assets at \$1,215,896. Erik stated that this is a very strong financial position.

Erik explained that the two largest revenue streams were program fees and grants. The largest component of expenses was salaries and benefits.

Erik also indicated that what is not shown in the expenses is the significant volunteer time contributed: 37,550 hours, which is equivalent to over 19 full-time staff.

MOTION: To accept the audited financial statements as at March 31, 2020 as presented by Erik Allas from Tompkins Wozny.

Moved by Jean Kavanagh. Seconded by Manoranjan Rasiah. All in favour. Carried.

7. APPOINTMENT OF AUDITOR

CNH Board Treasurer Rafael (RJ) Aquino highlighted the very good working relationship between CNH and Tompkins Wozny and asked for a motion to appoint them as our auditor for 2020-2021.

MOTION: To appoint Tompkins Wozny as our auditor for 2020-2021.

Moved by Manoranjan Rasiah. Seconded by Daniel Louie. All in favour. Carried.

8. THANK YOU TO THE DEPARTING BOARD MEMBERS

Greg expressed thanks to the departing Board member: Jean Kavanagh. Greg highlighted the contributions of Jean to the CNH Board and the Collingwood community, who had served on the Board for nine years. Jean was sent a gift of appreciation for her service.

9. NOMINATION AND ELECTION OF NEW BOARD MEMBERS

Board Director Davy Chiu introduced the Board members midway through their terms and therefore not up for election this year:

1. Daniel Louie
2. Davy Chiu
3. Greg Allen
4. Jasbir K. Parmar
5. Manoranjan Rasiah
6. Paula Lindner
7. Rafael (RJ) Aquino

Davy presented the process for nomination and election of Board members. He then presented the 2020 Board nominees:

1. Alexandra Gunn
2. Jenny Peng
3. Leila Alyssa Trickey
4. Stephanie Baufeld
5. Michelle Buchholz

Alexandra, Jenny, Leila and Stephanie were standing for three-year terms; Michelle was standing for a two-year term.

Board Director Daniel Louie read the bios of the 2020-21 Board nominees. Greg explained that the Board had called through the membership for any further nominations to be made by September 17, 2020 at 5 pm. We did not receive any further nominations. Therefore, as we have called for nominations for open Director

positions prior to the meeting, there would be no nominations from the floor. Greg declared nominations closed and the nominees accepted by acclamation.

MOTION: To elect the nominees as presented.

Moved by Davy Chiu. Seconded by Manoranjan Rasiah. All in favour. Carried.

10. STAFF AND CONTRACTOR RECOGNITION

This year, we honoured staff who had reached the milestones of 5, 10, 15, 20, 25 and, for the first time in CNH's history, 30 years of service and dedication to the neighbourhood house. Greg read out the names of staff and contractors who had reached milestones of 5, 10, 15 and 20 years. Those who had reached milestones of 25 and 30-years were recognized by their supervisors, who spoke individually about each of the staff being recognized.

5 years: Akberet Beyene, Andrea Noel, David Le, Eda Ertan, Harpreet Gill, Hong (Joy) Yang, Lianjie (Jenny) Shen, Nhan Lu, Nic Galdamez, Sandra Medina, Suzanne Liddle, Verna Smith, Wen Jing (Mandy) Fang

10 years: Bharti Vardhan, Crecien Bencio, Jennifer Gray-Grant, Nazima Rahiman, Tiffany Ouyang, Valeria Mancilla

15 years: Elizabeth Ramos

20 years: Carmen E. Correal Martinez, Cheryl Hallman, Lucinda Donaldson, Maria Alpirez, Mary Hoang, Paul Reid, Ram Kaur Dhatt

25 years: Alison Merton, Diana Taykandy

30 Years: Satinder Kaur Singh

11. CNH COMMUNITY VISION AWARD

Board Director Manoranjan Rasiah introduced the CNH Community Vision Award, an annual award given to a Grade 12 student from Windermere Secondary School who will further the mission of Collingwood Neighbourhood House by entering into a post-secondary program for Early Child Education, Community Services or Community Development. The student chosen each year receives an award for \$500.

This year's award recipient is Pauline Mae Cadaoas. Pauline has been involved with Collingwood Neighbourhood House since she was a child, when she was in gymnastics and art classes. She has also volunteered at many Collingwood events. Pauline has been accepted into Capilano University's Early Childhood Care and Education Program, starting this Fall 2020. RJ read Pauline's brief bio.

12. ANY OTHER BUSINESS

None.

13. ADJOURNMENT

MOTION: To adjourn the meeting.

Moved by Daniel Louie. Seconded by Julie Linkletter. All in favour. Carried.

The meeting was adjourned at 7:08 pm.