

MINUTES OF THE ANNUAL GENERAL MEETING – Year of 2016

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Beaver Point Community Hall Association (BPCA)

March 18, 2017 . . . 11:00 am - 1:00 pm

Beaver Point Hall

1.0 Call to Order:

President Wendy Rosier called the meeting to order at 11.09 am. She introduced the Executive, Board of Directors, welcomed the new board members Naomi Jason ,Greg Clayton and Mark Stevens and thanked those in attendance.

Those present were Wendy Rosier, Elizabeth Zook, Noni Fogarty, Kristin Baliski, Steve Smith, Naomi Jason and Mark Stevens. Community member in attendance was Ron Watts.

2.0 Approval of the Agenda:

**It was moved that the Agenda be approved as Presented
CARRIED**

3.0 Approval of Minutes from AGM year of 2015

It was moved (EZook/KBaliski) that the Minutes of the AGM of Year 2015 be accepted as presented.

CARRIED

4.0 President's Annual Report:

President Rosier gave her report, which is attached to these minutes and thanked board member Grace Fitzpatrick for her contribution to the Hall. The President's Report was accepted as presented by acclimation.

5.0 Booker Report:

Booker Kristin Baliski reported that The hall has been used for many community events over the past year.

In 2016 the hall has been used for eight weddings, 10 music shows.

also used for: adult and kid birthday parties, salsa classes, felting, dance and nia workshops

Memorials, search and rescue tracking exercises, local emergency pod group meeting, salt spring forum meetings and little red School house uses it as an indoor classroom.

It's also used for weekly on going Chi gong classes Monday, Tuesdays and Sunday's, singing groups Wednesdays evenings, boomer fit Monday mornings and Dance Temple Thursday evenings.

The first week of December is booked for the Beaver Point Hall Christmas craft fair which was our main fundraiser for the Hall this passed year.

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All renters pay a damage deposit of the same amount as the rental fee. If the hall is left in the same condition it was found the damage deposit is returned within a week after rental. All renters are required to sign a rental agreement before they get the key. The key is picked up in my mailbox at 160 McLennan Drive and dropped off there when they are done.

Pricing has remained the same for the past year, \$1100 for weddings, \$450 for dance shows, weekly rentals \$10 per hour for the back room, to rent a whole hall is \$25 per hour including kitchen.

Bookers Report was accepted as presented by acclaim.

6.0 Treasurer's Annual Report:

December 31, 2016 Financial Statements.

Treasurer Noni Fogarty presented the financial statement which consisted of a Balance Sheet (Assets, Liabilities, Income & Expenses) for the year ending December 31, 2016, a six year analysis of the Christmas Craft Fairs (2011 – 2016) for clarification and the Budget (all are attached to these Minutes.) Treasurer's Report in full is attached - pg 6.

The bank account as of Dec31, 2016 was \$7,743.50

Budget 2017

It was noted that this budget was only our second budget and that last year's Actuals were skewed because of the Roof

It was moved (EZook/MStevens) that the Financial Statement and Budget be accepted as presented. CARRIED

7.0 Appointment of the 2017 Accountant

Motion: (WRosier/KBaliski) to appoint Jim Fogarty as the Year End Accountant. With the understanding that Jim is not a CGA he is willing to supervise our unaudited Year End statements and filings.

CARRIED

8.0 Open Discussion – Questions/Ideas/Suggestions from the floor:

1. E Zook asked about our community no charge events – Memorial Services, POD meetings SARs Training – the possibility of either asking for a donation or putting out a donation jar to help bring up our revenue.

2. Ron Watts said that a friend of his – Jim Meadows – is involved in the film festival and would love to bring his AV equipment to the Hall to create a film event for the hall and Ron offered to help.

3. Ron also noted and Kristin confirmed how helpful the creation of the Website Calendar had been for scheduling events. Making it easier to plan an event for an event coordinator and that it took pressure off the Booker to have to be answering text/emails/phone before an event date was picked.

4. Figure out exactly what it costs to run/maintain the hall. K Baliski, E Zook and perhaps G Clayton will pull all operational invoices together to figure out how much income we need to make to balance those costs and they adjust our rental rates or other charges to cover that.

5. Cleaning charges – investigate Fulford Hall's method to see if it might apply to us.

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6. Fundraising: Distribute fundraising between a Fundraising Coordinator and a Grants Coordinator.

7. Community Communications: Set up an Ideas page on the website where community members can contribute ideas,
Set up and publish a Quarterly, Bi-annual or Annual Newsletter.

8. Define key roles for operating the Hall and assign.

9. Identify and prioritize Maintenance Projects

10. Setting up a contingency fund account to fund future maintenance projects like the floors, soffit/fascia and gutters or unexpected repairs.

9.0 Election of the 2017 of Directors

With the following board members present and in agreement to run for a one year term

Kristin Baliski, Noni Fogarty, Wendy Rosier, Elizabeth Zook, Naomi Jason, Steve Smith and Mark Stevens

For the members absent President Rosier was asked if they were all in agreement to run for a one year term and she replied in the affirmative.

Greg Clayton, David Buttigieg, Justine Wilkie, Julie Sweetham and Dave Beck,

The slate of nominees was then elected by acclamation.

10.0 Closing Remarks, Adjournment:

President Rosier thanked everyone for coming and their contributions to this meeting and the Hall.

There being no further business the meeting adjourned at 12:20 PM

Recorded and Transcribed by
Wendy Rosier, President

PRESIDENT'S REPORT

Beaver Point Community Hall Association, AGM for the year of 2016
March 18, 2017

Welcome to the Beaver Point Community Hall Association's Annual General Meeting.

I am Wendy Rosier, current President and I would like to introduce the other members of the board they are, Elizabeth Zook (Vice President), Noni Fogarty (Treasurer) and as Members At Large; Dave Beck, David Buttigieg, Justine Wilkie, Kristin Baliski & Steve Smith

And To Welcome: Greg Claton and Naomi Jason to the board as Members at Large

I want to thank the board for their service to the Hall and to the community.

Volunteering is by its very nature, its own reward, but volunteering for your community takes volunteering to the next level...

I really enjoy working with this great group of dedicated and creative people! A huge thank you to everyone who has ever served at the Hall and everyone who has ever helped out in any way. Without you we would not have been able to accomplish what we have. You deserve a standing ovation! Thank you!

Early in 2015 we discovered that Hall needed a new roof. So for most of 2016 our focus and energy was the raising of funds and accomplishing the replacing the roof before the rain started in the fall.

THE ROOF REPLACEMENT PROJECT

1. Step One – Project scope and estimate:

Here we had to figure out what was needed, what would be the best option and what could we afford. Colin Drummond stepped up to the plate and with board members Steve Smith and Elizabeth Zook came up with an estimate of what it would cost to do everything we needed – Replacing all the roofs and adding fascia and gutters – this came to a hair under \$60K (\$59K and change)

2. Step Two – Funding:

Grants: Having received our charitable status late in December 2015 we were able to apply for grant funding so we applied to the SSI Foundation for \$60K and were awarded a \$15K Matching funds grant

Crowd Funding: Now we needed to raise another \$15K ourselves, so we added a Donation tab to our web page – so donors could contribute via PayPal – advertised it through the Exchange the Driftwood and Harry Burtons network (Thanks Harry!) and Talked it up. Through the crowdfunding and In-Kind donations we raised \$13.3K we topped the remaining \$1.7L from the CCF 15 fundraiser

3. Step Three – Work Done:

On August 18th Rene Valcourt (who generously agreed to do ¾ of the roof - the parts that were leaking - for \$30K) began the project. He and his crew did an awesome job, completing right on time to spite the fact that we found the roof we were replacing had been put on top of old cedar shakes and these had to be removed as well as the old metal roof before the new roofing could be put on. This added another \$8K to the project.

Bookings went well this year – thanks to Booker Extraordinaire Kristin Baliski but I won't spoil her report by going into detail (see attached)

The Christmas Craft Fair was as usual, our major fundraiser and it went exceedingly well, with our Grosses for the Kitchen and Vendors equal to or exceeding last year. Our Expenses however were higher as we had to replace some equipment so our Net was \$627 less at \$9520.00. This year, for the first time, the three Halls who hold craft fairs on the first weekend in December (BPH, Fulford & Mahon) got together and advertised in the Times colonist. It was hard to tell if it was successful but it gorged a start of a bond between us that we hope will continue.

Furnace: A week after the Christmas Craft Fair our ancient duel fuel furnace started the first of its death throws. Kristin manages to find someone to come out on a Sunday and get us back up but it was very apparent that it had very little time left so that became the challenge for 2017.

We achieved the goals we set for ourselves in 2016. From the perspective of December 31st 2016, the major challenge of 2017 will be the funding and replacement of the furnace. I truly hope to be able to report to you next year that we met that challenge and any other that may arise successfully.

Thank You for your time and support
Wendy Rosier
President, Beaver Point Community Hall Association

TREASURER'S REPORT FOR YEAR 2016

2016 was an extraordinary year requiring extraordinary expenditures.

We began the year with \$23,175 in the bank account, a nice surplus which had been growing in the last few years, and had taken a jump with increased rentals in 2015.

The usual expenses were fairly predictable, with labour being the most costly. Generally speaking, the trend has been that more of the hall's income has been dispersed in the community, paying subcontractors to do work that used to be done by volunteers. At the same time, the building has been kept very clean and the grounds very well maintained.

The rental income was down a bit, but still quite good at \$20,500. Our main fundraiser for the year, the Christmas Craft Fair, did well, grossing almost \$13,000 and netting after expenses \$8,500.

What made the year extraordinary was of course the new roof. The Valcourts gave us a good price at \$30,000 and donated almost \$3,500 to cover the taxes. An unforeseen expense was an additional \$8,000 to tear off the old shakes.

We were able to raise \$13,000 in donations and received a grant from the Salt Spring Foundation for \$15,000 for a total of \$28,000. But we were a bit short of the \$38,000 and had to cover that \$10,000 shortfall from our surplus.

Despite that unusual cost we ended the year with a balance of almost \$8,000. Although we lost that cushion we had, I'm sure we can build up the surplus again with new volunteers and new fundraising ideas.

BEAVER POINT COMMUNITY HALL ASSOCIATION

BALANCE SHEET
December 31, 2016
(unaudited)

ASSETS

CURRENT

| | |
|------|-----------------|
| Bank | <u>\$ 7,743</u> |
|------|-----------------|

LIABILITIES

MEMBERS' SURPLUS

| | | |
|-----------------------------|-----------------|-----------------|
| Balance @ December 31, 2015 | \$ 22,552 | |
| Less deficit for the year | <u>(14,809)</u> | <u>\$ 7,743</u> |

INCOME AND EXPENSE

For the year ending December 31, 2016
(unaudited)

INCOME

| | | |
|---------------------------|-----------|-----------|
| Hall rental | \$ 20,526 | |
| Salt Spring Foundation | 15,000 | |
| Donations - receipted | 13,308 | |
| Donations - non-receipted | 787 | |
| Fundraising | 12,978 | |
| Interest | <u>13</u> | \$ 62,612 |

EXPENSE

| | | |
|-----------------------|-----------|---------------|
| Roof repair | 41,433 | |
| Maintenance & repairs | 15,549 | |
| Fundraising expense | 4,915 | |
| Utilities | 4,821 | |
| Booking fee | 4,206 | |
| Insurance | 4,130 | |
| Advertising | 999 | |
| Supplies | 923 | |
| Bank charges | 226 | |
| Fees | 132 | |
| WCB | <u>87</u> | <u>77,421</u> |

| | |
|----------------------|--------------------|
| DEFICIT FOR THE YEAR | <u>\$ (14,809)</u> |
|----------------------|--------------------|

| BEAVER POINT COMMUNITY HALL ASSOCIATION | | | | |
|---|----|------------------------------|-------------------|-------------------|
| January 1 - December 31, 2016 | | | | |
| 2016 GENERAL LEDGER | | | | |
| | | Balances | Journal | T B |
| | | 15-12-31 | 16-12-31 | 16-12-31 |
| ASSETS | | | | |
| | Dr | ISCU #6064 Deposits | 69,205.14 | |
| | Cr | ISCU #6064 Disbursements | -84,014.02 | |
| | | Balance | 22,552.38 | 7,743.50 |
| | Dr | Paypal Depsits | 7,495.26 | |
| | Cr | Paypal Disbursements | -7,495.26 | |
| | | Balance | | 0.00 |
| LIABILITIES | | | | |
| | | Member's surplus | -22,552.38 | -22,552.38 |
| INCOME | | | | |
| | | Rentals | -20,526.61 | -20,526.61 |
| | | Grant SS Foundation | -15,000.00 | -15,000.00 |
| | | Donations - receipted | -13,307.65 | -13,307.65 |
| | | Donations - non-receipted | -786.88 | -786.88 |
| | | Christmas Craft Fair | -12,978.17 | -12,978.17 |
| | | Interest | -13.13 | -13.13 |
| | | Total Income | -62,612.44 | -62,612.44 |
| EXPENSE | | | | |
| | | Booking 20% | 4,205.82 | 4,205.82 |
| | | Cleaning wages | 11,932.10 | 11,932.10 |
| | | Cleaning supplies | 768.03 | 768.03 |
| | | Outdoor labour | 1,732.36 | 1,732.36 |
| | | Outdoor materials | 175.00 | 175.00 |
| | | Hydro | 1,173.91 | 1,173.91 |
| | | Oil | 2,919.84 | 2,919.84 |
| | | Propane | 127.91 | 127.91 |
| | | Insurance | 4,130.00 | 4,130.00 |
| | | Maintenance & repairs labour | 1,709.61 | 1,709.61 |
| | | Roof repair | 41,432.65 | 41,432.65 |
| | | Supplies | 155.47 | 155.47 |
| | | Advertising | 999.16 | 999.16 |
| | | Telephone | 600.00 | 600.00 |
| | | Fundraising - Craft Fair | 4,914.65 | 4,914.65 |
| | | WCB | 87.21 | 87.21 |
| | | Bank charges | 225.65 | 225.65 |
| | | Fees | 131.95 | 131.95 |
| | | Total expense | 77,421.32 | 77,421.32 |
| NET INCOME (LOSS) | | | -14,808.88 | -14,808.88 |
| BALANCING LINE | | 0.00 | 0.00 | 0.00 |

| CHRISTMAS CRAFT FAIR BREAKDOWN 2011 - 2016 | | | | | | |
|--|-----------------|-----------------|-----------------|------------------|------------------|-----------------|
| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
| KITCHEN | | | | | | |
| Income | | | | | | |
| Donations | | | | | | 500.00 |
| Friday Night | | | | | | |
| Front | | 1,283.00 | 1,755.60 | 1,984.10 | | 1,307.00 |
| Back | | 979.00 | 1,044.00 | 1,299.25 | | 1,487.75 |
| Friday Total | 2,885.90 | 2,262.00 | 2,799.60 | 3,283.35 | 2,494.40 | 2,794.75 |
| Saturday | 1,800.55 | 1,750.00 | 1,276.70 | 1,939.95 | 1,645.00 | 1,748.75 |
| Sunday | 1,492.00 | 1,491.00 | 1,112.85 | 1,472.85 | 1,339.00 | 1,814.15 |
| Gross Income | 6,178.45 | 5,503.00 | 5,189.15 | 6,696.15 | 5,478.40 | 6,857.65 |
| Expenses | | | | | | |
| Food | 1,936.58 | | 2,110.30 | 1,807.81 | 700.67 | 1,882.83 |
| Supplies | 110.59 | 383.51 | | | 1,126.92 | 891.46 |
| Garbage | | | | | | 42.50 |
| Commissions / Honorariums | 866.25 | 3,852.00 | 1,148.00 | | | 900.00 |
| Total | 2,913.42 | 4,235.51 | 3,258.30 | 1,807.81 | 1,827.59 | 3,716.79 |
| KITCHEN NET | 3,265.03 | 1,267.49 | 1,930.85 | 4,888.34 | 3,650.81 | 3,140.86 |
| VENDOR INCOME | | | | | | |
| Table Fees | | | | 945.00 | 545.00 | 550.00 |
| Security | | | | | | 130.00 |
| Commissions | 3,908.55 | 3,902.25 | 3,307.00 | 4,597.90 | 4,948.75 | 4,295.00 |
| Door | 1,244.00 | 1,297.00 | 722.22 | 1,908.30 | 1,360.20 | 1,645.40 |
| Gross Income | 5,152.55 | 5,199.25 | 4,029.22 | 7,451.20 | 6,853.95 | 6,620.40 |
| Expenses | | | | | | |
| Advertising | 201.60 | | | 521.95 | 357.77 | 973.44 |
| Security | | | | | | 100.00 |
| Supplies | 254.40 | 32.47 | 485.95 | 110.35 | | 177.40 |
| Commissions | 781.71 | 799.00 | 1,000.00 | | | |
| Total | 1,237.71 | 831.47 | 1,485.95 | 632.30 | 357.77 | 1,250.84 |
| VENDOR NET | 3,914.84 | 4,367.78 | 2,543.27 | 6,818.90 | 6,496.18 | 5,369.56 |
| TOTAL NET | 7,179.87 | 5,635.27 | 4,474.12 | 11,707.24 | 10,146.99 | 8,510.42 |

Beaver Point Community Hall Association Budget 2017

| | APPROVED Budget 2016 | ACTUAL 2016 | APPROVED Budget 2017 |
|-------------------------|-------------------------|----------------|-------------------------|
| INCOME | | | |
| Hall Rental | 28,000 | 20,526 | 24,000 |
| Fundraising | | | |
| Christmas Craft Fair | 12,000 | 12,978 | 12,000 |
| Grants -asked | 60,000 | 15,000 | |
| Received | | | |
| Donations-Receipted | | 13,308 | 5,500 |
| | | | SSi |
| Donations-Non-Receipted | | 787 | Wellness |
| Intrest | | 13 | 500 |
| | 40,000 | 62,612 | 42,012 |
| EXPENSES | | | |
| Special Repairs: | | | |
| Roof | | 41,433 | Furnace |
| Maintenance & repairs | 15,500 | 15,549 | 5,500 |
| Booking fee | 5,600 | 4,206 | 15,800 |
| Utilities | 4,500 | 4,821 | 4,800 |
| Insurance | 4,100 | 4,130 | 4,900 |
| Supplies | 3,500 | 923 | 4,104 |
| Advertising | 1,000 | 999 | 1,600 |
| Fundraising CCF Expns | 900 | 4,915 | 1,000 |
| WCB | 150 | 87 | 3,000 |
| Bank Charges | | 226 | 135 |
| Fees | 100 | 132 | 226 |
| | 35,350 | 77,289 | 41,165 |
| SURPLUS/DEFICIT | 4,650 | -14,677 | 847 |