

**Annual General Meeting  
Thursday July 18, 2019  
5638 Inlet Ave., Sechelt BC**

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## **Minutes**

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**In Attendance:**

**Members:** 23  
**Guests:** 6  
**Staff:** 22

**1. Call to Order and Adopt Agenda**

Sue Anne Linde, President, called the meeting to order at 4:00 p.m.

Voting cards were handed out to Society members eligible to vote as they entered the room. Any Society member in good standing is eligible to vote. The AGM is conducted according to the society's Constitution and By Laws, as well as Roberts Rules of Order.

**Moved/seconded to adopt the Agenda as circulated**

**Carried**

**2. Minutes of July 12, 2018 Annual General Meeting**

- Sue Anne thanked members, staff, guests and former Board members (Karen Archer, Christine Chandler, Vicki Dobbin and Lydia Drasic) for attending this year's AGM.
- Sue Anne introduced Board members and thanked them for their contributions and dedication.
- She acknowledged the AGM is held on unceded lands of Squamish and Sechelt First Nations.

**Moved/seconded to adopt the minutes of the previous AGM, July 12, 2018**

**Carried**

**3. President's Report, Sue Anne Linde**

- Strategic Planning process was launched three years ago and was presented at the AGM in 2017. We had a vision of an engaged, healthy and thriving Coast. The Leadership Team and Staff have worked diligently to create the structure, training and programming as the stepping stones toward that vision. The Board and SLT convened a Risk Assessment Retreat in which we prioritized the risks that we saw that may have some impact on the Organization in the coming years.
- Labour shortage is a big concern. We are one the Coast's largest employers with 82 sound, many of whom will retire in the next few years. This places heavier workloads on those who must bridge the gaps in between, and that's a risk for all of us.
- Financial security creates one of our primary focuses so we can continue to provide and serve with excellence in programming and pay fair wages to our employees. We have to diversify our funding sources and find innovative ways to create new revenue streams. And we have to ensure that we have the flexibility and sufficient reserves to respond when new community needs arise.
- Succession planning and technology also made our list of key risks in ensuring the vitality and sustainability of this organization. As a Board and as an organization we are employing new ways to mitigate these risks.
- Sue Anne thanked the Board, staff and volunteers for their contributions and in helping to create new transitions for the Coast's most vulnerable people.

#### 4. Executive Director's Report, Catherine Leach

- According to the numbers, somebody in your life at some point may need to use Community Services to get by. That's why Community Services is here to make sure that people in our community who need support have access to those services and those programs when they need them.
- Last year 5,000 people in our community reached out for support and we responded. In addition to all that work that we do for individuals and families, this year also saw real progression in our restructuring. Community Services has been focusing on building a strong and sustainable foundation. A strong infrastructure puts us in the best possible position to provide the best programs in this community to be able to manage risk well and to make sure that we are in compliance with all the legal rules and standards that govern our work (buildings, operations, HR, technology, communications), all the things from which our programs grow.
- This year saw investment in our buildings. We received a significant grant from BC Housing and we were able to put in a new roof on the Arrowhead Clubhouse, put in a new HVAC system at Thyme Second Stage Housing and put in a new playground at Youth Transition House. We replaced washers, dryers and showers and put in a commercial dishwasher at Arrowhead Clubhouse. We replaced our server and updated our technology. We are working on an electronic quality improvement system so that we can better track our impact and tell our story. And we are almost complete in our review of our compensation package and benefit package. We want to be an organization that pays our staff a competitive wage and offers a benefit package that will be meaningful to our staff and families.
- Catherine shared success stories with AGM attendees from Arrowhead Clubhouse Program and from Bellies and Babies Program.
- SCCSS Housing Project: Soft announcement of BC Housing and Redevelopment Project: (See handout information). Hired development consultant and architect, we have a building committee and a Board of volunteers and staff. The first consultation will be held on August 1<sup>st</sup> from 5-8pm at Sechelt Union Band, with staff, participants, volunteers and Coast partners to meet the development team to review concepts from the architect's perspective and participant input. The event is invitation only.
- Catherine thanked the Board, staff and volunteers for all the work done this past year.

#### 5. Auditor's Report, Coast Group Richard Wilson

- Sue Anne introduced Richard Wilson of Coast Group Chartered Accountants to present the year-end audited financial statements.
- Richard presented the year ended March 31, 2019 audited financial statements and offered to answer any general questions that may arise.
- Motion was made to accept the March 31, 2019 financial statements and auditor's report as presented.

**Moved/seconded to accept the auditor's report dated July 11, 2019 on the financial statements of March 31, 2019**

**Carried**

#### 6. Appointment of Auditor for 2019 – 2020

- Motion made to appoint Richard Wilson of Crowe MacKay LLP as auditor of the Sunshine Coast Community Services Society for the year ended March 31, 2020.

**Moved/seconded to appoint Crowe MacKay LLP, Sechelt office, as auditors of the financial statements for year ended March 31, 2020**

**Carried**

#### 7. Nominations Committee Report, Jason Winkler

- Jason thanked members of the Committee, the Board, colleagues and attendees. Reminder that the Board requires a maximum of 10 members.
- We have extended our representational reach from Gibsons and Sechelt to Halfmoon Bay.
- There are currently 4 Board vacancies. Throughout the year two Board vacancy occurred; Sue Lowell and Rosemarie Blenkinsop, who made significant contributions to our society.
- The Nominations Committee presented for a first or two year term: Brian Chipman, Carole Fisher, Susann Richter and Marie Knight; four new candidates to the Board for election for the 2019/20 year who have been vetted according to protocol.

- Proposed slate of Directors for 2019/20:

Current Board members entering the second year of a two year term and planning to continue: Raj Gill and Jan Holt

Current Board members standing for re-election to a second two-year term: Jason Winkler and Penny Stewart.

Current Board members standing for third term first year: Sue Anne Linde and Richard Melville

Retiring Board members: Rosemarie Blenkinsop and Sue Lowell.

This will bring the slate of officers to 10 in compliance with the by-law of 8 to 10 Board members.

**Moved/seconded to accept the Nominations Committee Report**

**Carried**

## **8. Election of Directors**

**Moved/seconded to accept the slate of nominees offered in the Nominations Committee Report and elect by acclamation the following members for a two year term: Sue Anne Linde, Richard Melville, Jason Winkler and Penny Stewart**

**Carried**

## **9. Recognition and Acknowledgements**

- Sue Anne honoured two retiring Board members; Sue Lowell and Rosemarie Blenkinsop.
- Catherine Leach honoured Steve Oka, Client Navigator, for 20 years of service. Denise Woodley honoured Charlene (Char) Schafer, Women's Counselling, for 25 years of service. Denise Woodley honoured Eva Boese, Women's Counselling, for 30 years of service.

## **10. Adjournment**

- Sue Anne closed the meeting and announced the Donor and Volunteer Appreciation Dinner at 5:25 p.m.
- Newly appointed Board members met with Board

**Moved/seconded to adjourn the meeting at 5:25 p.m.**

**Carried**