



**DRAFT**  
**Minutes of the 16<sup>th</sup> Annual General Meeting**  
**16 Assemblée générale annuelle**

**Gwen Shea Hall**  
**Centre Wakefield La Pêche**

**Thursday, September 22, 2022 / Jeudi, Septembre 22, 2022**

**1. Welcome and opening of the assembly / Bienvenue et ouverture de l'assemblée générale annuelle**

Irene Richardson, President and Hélène Giroux, Vice President, opened the meeting, welcomed all attendees and recognized our acknowledgment that the land on which we gather is unceded territory of Algonquin Anishnaabeg people. Irene introduced the Board members and expressed appreciation for Board members that have stepped down over the course of the year.

**2. Approval of the agenda / Approbation d'ordre du jour**

Two amendments to the agenda were proposed as follows:

Business Arising from the 2021 Minutes

Questions and Answer period added following the President's Report

The agenda as amended was moved by David Park, seconded by Glennis Cohen and approved unanimously.

**3. Approval of the minutes of the 2021 AGM / Approbation du procès verbal AGA 2021**

**The minutes of the 2021 Annual General Meeting were moved by David Park, seconded Hélène Giroux, approved unanimously**

#### **4. Business Arising from Minutes**

An issue was raised regarding volunteers on various Board Committees and ensuring a clearly defined process and communication protocol to ensure membership and community involvement. The membership and community expressed an interest in participating on various Board Committees and would like to support the Board of Directors in delivering its mandate.

#### **5. President's Report / Rapport du Président**

Irene presented the President's Report which included a thank you to our Partner Organizations, our Board Members and Staff, our Membership, our Volunteer Community as well as recognizing our on-going support from the Municipality de La Pêche.

Irene provided an overview of the Activities and Events for 2021/2022, Special Recognition for the 10<sup>th</sup> Anniversary Party, an overview of upcoming events, significant achievements for 2021/22, a summary of various ways to support the Centre and overview of the CWLP team.

Significant achievements included the implementation of the annual membership fee and a partnership with the Ottawa Community Foundation to provide charitable tax receipts.

Irene introduced Laura Birks, the Community Coordinator, and Carolyn Nolan, the General Manager, as the recent additions to the CWLP Team.

#### **6. Questions and Answer Period following President's Report**

Governance – concerns were raised regarding ensuring the Board of Directors is acting in compliance with the governing by-laws, specifically related to Board Membership.

HR – there were concerns regarding HR practices over the past year.

Communication and Membership Engagement – concerns were expressed that there is a disconnect between the Membership and the Board of Directors.

Future Direction – concerns raised over the future direction of the Centre and communication and input from the Community and Membership.

Gratitude – the Membership while highlighting their concerns also expressed recognition and appreciation to the Board for all their efforts.

Irene spoke to the challenges of COVID over the past 2.5 years.

Kathleen Lauder, Chair of the Governance Committee, spoke to the commitment to follow best practices in terms of governance, expressed appreciation to the membership for its patience and

support as we transition from a Working Board to a Governance Board and highlighted the practices followed in the recent recruitment of the General Manager and Community Coordinator.

Hélène Giroux spoke to the concerns re the Future of the Centre Committee, noted that we have secured some grant funding to provide support to move this process forward and ensured that moving forward membership and community engagement is an essential element of the plan.

## **7. Resolutions and By Laws**

A resolution was presented regarding the use of the Wakefield School Gym by Blair Richardson

BE IT RESOLVED THAT:

The schedule for use of the Wakefield school gym by sports groups will not be changed (by the Co-op Administration) except with the cooperation of the sports group holding the booking, and that sports groups will be permitted to book times that are not assigned.

The resolution was moved by Blair Richardson and seconded by Kristen Copeland.

A discussion ensued regarding clarity of the proposed resolution, the lack of a governing policy regarding the use of this space, the expired agreement between the Municipality and the CWLP which provides the CWLP with the ability to manage the space, and recent miscommunications and conflicts due to scheduling.

The Membership voted on the proposed resolution, In favour 47, Not in favour 11, motioned carried.

### **By- Laws**

An outstanding item was presented regarding a potential change to our by- laws as an issue that arose from the previous AGM.

Currently, per our by-laws the Board has 2 non-elected positions – 1 representing the Municipality do Le Peche and 1 representing our supporting partners (Library, Theatre Wakefield, The Wakefield Youth Association and Wakefield Recreation Association).

There was a concern raised by a member at the previous AGM to as to whether these Board Members should hold Board Executive positions.

The Board will present recommendations at the next AGM.

## **8. Treasurer's Report / Rapport de la Trésorière**

Carolyn Nolan, Secretary, presented the financial statements on behalf of the Treasurer, Kolleen Gibson for 2021-22.

Highlights included a strong cash position at year ended of 232K and a surplus of 60K.

A brief question and answer period ensued.

## **9. Approval of the 2021-2022 Financial Statements**

BE IT RESOLVED THAT:

The audited financial statements for the fiscal year ending March 31, 2022 prepared by Prins, Parker and Lebano as presented at the Annual General Meeting of the Centre Communautaire Wakefield La Pêche Coop de Solidarité on September 22, 2022 are hereby approved.

The motion was moved by David Park, seconded by Glennis Cohen and passed unanimously.

## **10. Presentation of the budget for 2022-2023**

Carolyn Nolan, Secretary, presented the financial statements on behalf of the Treasurer, Kolleen Gibson for 2022-2023.

## **11. Appointment of the Independent Accountants / Nomination des Comptables Indépendants**

The members were presented with the following resolution to appoint the independent accountants for the 2022-2023 fiscal year.

BE IT RESOLVED THAT:

Prins, Parker and Lebano are hereby appointed as independent accountants to conduct the Review Engagement of the Financial Statements of the Centre Communautaire Wakefield La Pêche Coop de Solidarité for the fiscal year 2022-2023.

The motion was moved by Ruth Salmon and seconded by Ilse Tunsen.

## **12. Election of new directors / Élection des nouveaux administrateurs**

Kathleen Lauder presented information related to the Board Composition and provided an update of Members that will be leaving the Board (Irene Richardson, Kolleen Gibson, and Carolyn Nolan) and members that will be continuing (Hélène Giroux, Vicki Carlan, Kathleen Lauder) and a member seeking re-election (Chris Harris).

A question was raised related to Carly's Board position and her short-term employment contract over the summer. The question related to proper governance and compliance with our by-laws.

Nominations received from the floor included:

Peter Gillies was nominated by Lucie Bazinet and seconded by Chris Corcoran.

David Park was nominated by Peter Gillies and seconded by Phil Cohen.

Carly Woods was nominated by Ruth Salmon and seconded by Marilyn Smith.

Lindsay Farley was nominated by Carly Woods and seconded by Karen Bays.

Chris Harris was nominated by Karen Bays and seconded by Lindsay Farley.

The New Board will be

Vicki Carlan

Hélène Giroux

Kathleen Lauder

David Park

Carly Woods

Lindsay Farley

Chris Harris

Peter Gillies

Pam Ross (MLP representative)

Andrea Rowe (Support Partner representative)

### **13. Questions and Discussion**

Concerns were once again raised regarding communication and a disconnect between the Board and the Membership. A suggestion was made that the Board and Membership meet more frequently, and that the Board nurture this relationship in the future.

### **14. Tribute to Irene Richardson**

Hélène presented a tribute to Irene for all her efforts in her role on the Board over the last 3 years and acknowledged her significant accomplishments and tireless efforts over this period.

Irene received a standing ovation from the Membership.

### **15. Closing of the assembly / Clôture de l'assemblée**

The meeting adjourned at 9:05 p.m., moved by Archie Smith, seconded by Peter Hale.