

Annual General Meeting Agenda – Wednesday November 29, 2023

Location:

North Peace Gymnastics – Multi Purpose Room

And Zoom – Video Conference

Time:

6:00pm



Other details:

In-person attendance or electronic participation – Zoom

Present- Sara Carroll, Melissa Fast, Amy Schubert, Stacey Moore, Astra Fraser, Sarah MacDougall, Nicole Stark, Annette Antoniak

Zoom- Jessica DiTomaso

Staff- Chantelle Yates

Absent- Lisa Jewel

#	Item	Who	Action Required	Document
	Welcome	Sarah MacDougall		
1	Call to order- 6:00pm 1.1 Establishment of quorum (Max. number of current board members and may include members in good standing-Total required 8) -Round table introductions -Quorum made	Sarah MacDougall		
2	Land Acknowledgement	Chantelle Yates		
3	Agenda 3.1 Additions to agenda -None 3.2 To approve the 2023 NPGA AGM agenda	Sarah MacDougall	3.2 Motion- all in favour, none opposed	Circulated Agenda
4	Meeting Minutes 4.1 To approve the November 15, 2022 AGM minutes	Sarah MacDougall	4.1 Motion- all in favour, none opposed	Circulated Minutes
5	NPGA Annual Report 5.1 To review the 2022/2023 annual report -comments as per circulated report - no further questions or comments	Chantelle Yates		Circulated

Annual General Meeting Agenda – Wednesday November 29, 2023

<p>6</p>	<p>NPGA Financial Report 6.1 To accept the 2021/2022 unaudited Financial Report Recognize Chantelle’s planning and budgeting and the positive impact on the financials.</p> <p>August 31, 2022- in the past have reviewed these reports as a board</p> <ul style="list-style-type: none"> · Also included in the financial report package is the Statement of Operations (more commonly referred to as the Income Statement). This report shows a deficiency of revenue over expenses of \$41,255.00. This deficiency is naturally also reflected in the statement of changes in net assets, as would be expected. · There are also a number of notes included in the financial report package: <ul style="list-style-type: none"> o Note 1: simply a blurb regarding financial reporting, this is a standard inclusion in financial reports. o Note 2: Schedule of Gaming Revenue & Expenses – the total gaming revenue for the year was \$38,144.00. Total Gaming Expenses for the year (bank fees & rent) were \$22,257.00. Leaving an excess of revenue over expenses (gaming) of \$15,887.00 o Note 3: Reconciliation of the Gaming Fund – the excess of revenue over expenses reflected in note 2, along with the deferred contribution for the fiscal year 2021-2022 is housed under restricted cash which totalled \$30,140.00 at year end. o Note 4: Net assets included in the aforementioned financial reports includes an internally restricted fund of \$165,000.00 to be used towards purchase of a new floor & top bonded foam. This internally restricted fund is in place until August 2024. 	<p>Astra Fraser</p>	<p>6.1 Motion- all in favour, none opposed</p>	<p>6.1 Circulated Financials</p>

Annual General Meeting Agenda – Wednesday November 29, 2023

<p>Astra notes on par with what should be expected. Feels confident with accepting financial report.</p> <p>Chantelle noted- normally we wouldn't carry gaming amount but because the COVID rules we could carry that amount forward.</p> <p>Deficiency in this year- everything we put in depreciates. It wasn't a deficiency in funds but in the assets.</p> <p>Long term assets- equipment – down by 50 % value. We have had most equipment for 6-8 years. Lease improvements are almost up. Possibly 10 year amortization period- Chantelle to follow up regarding this.</p> <p>6.2 To review the 2022/2023 Financials Monthly financial reports- all reports up until June 2023 have been approved in previous board meetings No major notes for July/August Astra would recommend approval. Year end budget- as pf August 31, 2023</p> <p>Projected General Revenue for the Fiscal Year 2022-23: \$434,873.35</p> <p>Projected Gaming Revenue for the Fiscal Year 2022-23: \$ 37,500.00</p> <p>Total Projected Combined Revenue: \$472,373.00</p> <p>Actual Revenue at year end was \$568,286.00, this reflects an overage of \$95,913.00 (16%) on projected revenue for 2022-23</p> <p>Projected General Expenses for the Fiscal Year 2022-23: \$430,350.00</p> <p>Projected Gaming Expenses for the Fiscal Year 2022-23: \$ 35,000.00</p> <p>Total Projected Combined Expenses: \$465,350.00</p>	<p>Astra Fraser</p>		<p>Circulated</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------	--	-------------------

Annual General Meeting Agenda – Wednesday November 29, 2023

<p>Actual Expenses at year end was \$481,901.88, this reflects an overage of \$16,554.88 (4%) on projected expenses for 2022-23</p> <p>Notes on expenses:</p> <ul style="list-style-type: none"> o Note 1: The awards line item is showing as \$0.00 of the \$500.00 projected amount realized. These costs are currently mixed in with the office/program expenses. o Note 2: \$215.22 of the Meals & Entertainment expense amount was paid by ViaSport Grant o Note 3: Rent expense of \$100,472.09 includes property tax amount of \$18,205.21. o Note 4: Under wages there was a \$2000.00 grant received for the coaches continuing education for a trip to Cranbrook. <p>We apply for property grant exemption- we are now required to pay for the property taxes then we got it reimbursed. Not the full amount. The amount getting reimbursed is going down every year because in the past when city paid the extra provincial taxes were being covered. Approximately 2 more years left of the slow increase in the amount we pay. Even though we rent we pay property taxes, utilities and expenses. Wages \$2000 grant for the trip to Cranbrook.</p> <p>10 year lease- due for renegotiation at 5 years. Sterling Management managed the property for the first 5 years. Because of covid we just did the renegotiation 4 years left on the lease At the renegotiation we are not using Sterling management Rent increase but the cost of sterling management was taken off so we actual paid less. Stirling family have been great landlords and hope we can continue beyond the original 10 year mark.</p>			
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

Annual General Meeting Agenda – Wednesday November 29, 2023

<p>City has top 10 list at the city for community facility. We were number 4 for a long time because we had no facility We are now at 11 because of our current rental space</p> <p>6.3 To approve the 2023/2024 Budget As circulated Astra has reviewed it at Chantelle’s request Chantelle usually increases budget due to inflation During covid we cut costs (staff training, parties etc) we want to start to re-add those into the budget</p> <p>Chantelle uses last year’s actual numbers Revenue budget: Minimal increase in classes because we are at capacity for space and coaching. Active Start- we are looking at a decrease because we opened the gym and learn program. Combined it is a 7% increase Government Grants- expected to be around the same Drop-in- slight increase. Currently 2 classes quiet full so looking at adding more classes and adult drop-in. Rentals- staying the same Birthdays/Christmas/Camps- 7% increase Opened GIC this year so more interest off those Northern Lights- increase because of NL and zone 8 same weekend Property taxes grant- decrease as per discussion above Projected increase \$100,000, 13.5% Expenses: Awards- increased by 50% to \$750 because last year we tried to use up old reserve stock and need to replenish Northern Lights- 25% increase because we are running zone 8 so more awards, judging fees etc Wages- Tarin is now working full-time, we also hired Sam (30-35hrs/week), losing Ava but we are looking to replace her shifts. These positions</p>	<p align="center">Chantelle Yates</p>	<p>6.3 Motion- all in favour, none opposed</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------	--------------------------------------------------------------------------	--

Annual General Meeting Agenda – Wednesday November 29, 2023

	<p>were highly needed and still ideally looking for another team coach/head coach. Staff appreciation- we have cut back larger events the last few years but adding more back in. \$105,000 increase over last year, 22.7%</p>			
7	<p>Ordinary Resolutions 7.1 Appointment of Auditor – Tanalea Hermans We have used her the past 3 year and have had no issues.</p>	Chantelle Yates	7.1- Motion all in favour, none opposed	
8	<p>Elections 8.1 Elections and voting procedure – NPGA board can have a minimum of 4 and a maximum of 8 members Bylaws stat board members serve for 2 year terms. All present board members have 1 year left in their 2 year term. One board members stepping down due to personal life and will stay on helping out with fundraising.</p> <p>8.2 Nominations from the Floor Annette- 3 granddaughters gymnast, involved in figure skating club for 10 years as president, administrative background</p> <p>Nicole- 4 kids who are involved in gymnastics, son in gymnastics and looking for involvement. BC energy regulator and science background,</p> <p>8.3 Election or acclimation Secret ballot due to only 1 board position- Annette voted in.</p>	Sarah MacDougall		
9	Adjournment- 7:06pm			