

Minutes of the Gabriola Commons Foundation Annual General Meeting November 5th, 2020

Participation:

- Bob Andrew, Danielle Artuso, David Lightly, Maya Ruggles, Don Smardon, Heide Brown, David Skinner, Allisun Nowatzki, Shelagh Huston, Mary Wilson, Judith Roux, Nancy Hetherington Peirce, John Peirce, K.Louise Vincent, Jinny Hayes, Deborah Ferens, Heather Menzies, Lino Vella-Gregory, Mitch Miyagawa, Doug Scott, Cameron Murray, Laura-Jean Kelly
- Facilitated by Bob Andrew
- Minutes by Danielle Artuso

Agenda:

Welcome/Introductions/Acknowledgement – Bob
How the Zoom Live interaction works tonight – Jinny
Agenda review – Bob
Minutes of 2019 AGM – Bob
Annual Trustees Report – Don
Annual Financial Report – Maya
Election of Trustees – David and Jinny
Questions and Answers
Meeting Closure

Minutes:

Welcome and Check in

- Acknowledgment that we are on the unceded Snuneymuxw First Nations territory.

Agenda Review

- Agenda accepted as presented.

2019 AGM Minutes

- Bob Andrew made a motion to accept 2019 AGM Minutes. Accepted with corrections, two typos in Stuart Wulff's name (under Elections).

Annual Trustee Report – By Don Smardon

Trustee Team Mandate

The Trustee team oversees the financial and legal aspects of the Commons to meet the requirements of a non-profit registered charity. The Gabriola Commons Foundation (GCF) is the entity which holds title to the property for the benefit of the community and through which charitable donations flow.

Legal and Financial issues are addressed with due diligence and transparency in the best interests of the health and well-being of the Commons.

The Trustees are a team in keeping with the governance and organizational structure of the Gabriola Commons, holding a place of shared responsibility with all other Teams around the Gabriola Commons Coordinating Council table.

It has been a very different and unprecedented year for The Commons as it has for most of the planet. The year started well with the AGM election of five trustees, by acclamation, bringing our total to eight. There was good energy and optimism around the table.

As the year progressed, we lost trustees Laura Hanford in January, Stuart Wulff in June and Linda Neilson in August, all of whom resigned. The remaining five trustees were grateful for their work on the board and saddened by their leaving.

One of the important functions of the Trustees is to foster and maintain a healthy relationship with other groups/non-profits on the Commons. This is done by negotiating Memoranda of Understanding (MOUs) with these groups. Presently we have agreements with the Gabriola Arts Council, Gabriola Community Bus Foundation, The Gabriola Lions Club, The Gabriola Tool Library Association and Poetry Gabriola Society. All our MOUs are up-to-date and we now have a proven system and template for managing these agreements, thanks to the hard work of Trustee Danielle Artuso.

This year, in February, we continued the tradition of a Board-to-Board meeting with PHC. This is now an annual social event between the Commons Trustees and the PHC Board. We also have a monthly liaison meeting between two Trustees and the Chair and Executive Director of PHC. This has been quite successful in maintaining a dialogue between PHC and The Commons.

In March, the Trustees began discussing the coronavirus which was threatening the world. This led to the formation of the COVID-19 Taskforce at May Council and they have met every month since.

The Taskforce requested and received COVID-19 action plans from all the MOU holders and PHC. It was decided to close all buildings on the Commons and encourage people to meet outdoors. There were two exceptions to the closure: PHC and the Community Kitchen were deemed essential services and would open on a limited basis.

Although there was no Trustee meeting in April, we did meet outdoors on the Commons at least once per month. Even though the Commons appeared to be shut down, there was no less work for the Trustees. Most of what we do has to be done, regardless of what's happening in the world around us.

The Trustees are grateful for the ongoing support of other Commons teams and the always helpful direction of Council.

Annual Financial Report – By Maya Ruggles

The external accountant, K.D. Beausoleil & Company Inc. completed a Review Engagement of the financial statements for the year ending March 31st 2020 and found them to be in order with no issues.

On behalf of the Trustees, I would like to thank all the regular monthly donors as well as others who have given financial support for various team activities and projects. In particular, we can celebrate the addition of 2 new capital assets: 1. heat pumps in the Farmhouse and the Community Kitchen, and 2. the reservoir. For the reservoir, we raised over 35,000 dollars between August 2019 and March 2020.

Projects and Teams on the Commons have their own operating budgets with the funds administered through the Foundation to meet our charitable due diligence requirements. The various gardens largely operate with the collection of user fees. The Community Kitchen covers its operating expenses from kitchen rental fees. Income from rent of Commons spaces goes to the Property Stewardship Team to help cover repairs and maintenance. The Special Events Team organizes and hosts several signature events on the Commons, and generally distributes the funds raised from those events to other teams in need.

In 2017, the Trustees committed to creating a Finance Team that would work collectively to steward the finances of the Commons Foundation. I want to personally thank everyone on the Finance Team – Deborah Ferens, Suzi H., and Don Smardon – for their diligence and hard work in stewarding the

Finances of the Commons so well. It is a real pleasure to work with them in this important, sometimes challenging, sometimes enlightening, aspect of the Commons.

- Question: Regarding reservoir on schedule of revenues – \$35,000 is listed; however some of this money has been spent. Where does the money spent on the reservoir show up on the financial statements?
Answer: The \$15,000 in expenses. Shows up in adjusted entries. Recall that these monies refer only to the reservoir development phase prior to March 31.
- Reservoir is now almost complete
- Deb Ferens moved to accept Annual Financial Report, seconded by Shelagh Huston. Passed.

Election to the Board of Trustees

- David Lightly from the Nomination Committee ran the election. Jinny Hayes was also on the Committee
 - David Lightly, Don Smardon and Maya Ruggles are staying on, with Bob Andrew and Danielle Artuso stepping down.
- Deb Ferens, Mary Wilson, Cameron Murray, Laura-Jean Kelly, Mitch Miyagawa were nominated by David Lightly.
- Nominations were opened to the floor. No nominations from the floor.
- Cameron Murray and Deb Ferens were elected to the Gabriola Commons Foundation by acclamation.
- As Mary Wilson, Laura-Jean Kelly, Mitch Miyagawa were not presently members of the Commons, they will be appointed at the first meeting of the new Trustees with election to be at 2021 AGM.

Questions and Answers

- Question: Is there a covenant holder?
Answer by K.Louise Vincent: We are in discussion with The Land Conservancy of BC about them becoming a covenant holder, but a referral application to the Agricultural Land Commission is required prior. A draft of this referral is currently in review by TLC.

Meeting Adjourned

- Moved Maya Ruggles, seconded Don Smardon to close meeting. Passed.