

**Catchacoma Marina Group**  
**Annual General Meeting**  
**August 25, 2013, 11:00 a.m.**  
**Cavendish Community Centre**  
**MINUTES**

Sixty-two people (38 members and 24 non-voting participants) signed into the meeting, representing 47 memberships. A further 7 proxies were received in advance of the meeting.

1. The meeting was called to order at 11:05 a.m.

Director Jeff Doan welcomed everyone, reviewed the agenda, and introduced the Directors and scrutineers, Barbara LaPerriere and Ann Turner-Murphy

Director David Turner presided as Chair, and received the report of the scrutineers that the required quorum of members was present, and therefore declared that the meeting was properly constituted for the transaction of business. He then directed that the scrutineers' report would be annexed to the minutes of the meeting.

Procedural matters were reviewed. It was confirmed that the notice calling for the Annual General Meeting and the accompanying material had been e-mailed or delivered to all members of the Corporation; accordingly, the reading of the Notice of Meeting was dispensed with. Members received voting cards and the voting procedure was reviewed. It was confirmed that only members or proxy holders were entitled to vote, ask questions, or otherwise take part in the formal part of this meeting.

Questions were to be deferred to the end of the meeting.

2. MOVED by Bruce Simpson, SECONDED by John Herberman THAT the minutes of the Annual General Meeting held September 2, 2012 be approved. CARRIED
3. MOVED by Leith Rhodes, SECONDED by Dennis Lyttle THAT all acts of the directors of the corporation since the annual and special meeting of the members held on September 2, 2012 be approved. Director Ian Brown reviewed these acts which were divided into three general categories: financial; property improvements; and governance and management. CARRIED
4. MOVED by Jon Hobbs, SECONDED by Mike Turner THAT the slate of nominated candidates seeking election as directors be nominated. The slate included: Ian Brown, Jeff Doan, Jason Faulkner, Peggy Judge, Dennis Lyttle, Ron Nordin, Steve Pleune, and David Turner. CARRIED

Nominations from the floor were solicited. None were offered. Nominations were closed. The voting procedure by secret ballot was described, with the five candidates receiving the most votes to be announced at the end of the meeting in alphabetical order. The ballots were completed and collected by the scrutineers.

5. The financial statements to December 31, 2012 and the auditor's report for the same period were presented by Director Ian Brown in the absence of Nicholas Ralph, accountant, who was ill and unable to attend, and Leah Curtis, auditor from Collins Barrow Kawartha, who was similarly unable to attend the meeting. Questions regarding travel expenses and details of revenue were asked and answered.
6. MOVED by Steve Pleune, SECONDED by Joyce Arscott THAT Nicholas Ralph be appointed as the auditor of the Corporation until the next annual meeting or until a successor is appointed and the Directors of the Corporation be authorized to fix his remuneration for the current year in such amount as they may in their discretion determine.
7. Reports of the Board were presented, specifically (a) marina management (director David Turner); (b) financial status (director Jason Faulkner); and (c) Technical Standards and Safety Authority (director Ian Brown).
  - a. Director David Turner provided the mid-season marina report from the Marina Manager. He reported that 1 previous full-time staff position from last year had been replaced this year with 5 part-time positions for essentially the same cost; while the mechanic's general wage and hours had been increased to include Saturdays, this had generated offsetting revenue. There was little change in revenue streams from last year. Projects and other construction undertaken were reviewed, as were events such as the Rock Bass Derby and Dockfest. Changes in accounts and billing practices have been made (electronic billing and more detailed statements). Winterizing and boat storage is expected to increase this year. A question about the relationship between staff and the directors was asked and answered, and positive comments about the manager were presented.
  - b. Director Jason Faulkner presented an overview (historical, current, and projected) of CMG's financial situation. He reviewed our mortgage status and repayment options were outlined. Current accounts receivable total \$51,500, some of which is over 60 days old. The TSSA compliance project was funded from money transferred from our savings account to the operating account (\$70,000). Annual revenue, cost of sales, and expenses were presented. A \$25,000 maintenance contingency fund is to be included in this year's budget.

- c. Director Ian Brown reported on the cost of the TSSA compliance project. \$85,000 was budgeted and the actual expenditure was \$78,340 which included necessary electrical work which was outside the original contract. A question was asked about cost recovery; Director David Turner responded that the Board has retained legal counsel and is actively pursuing its options.
8. Committee reports. Director Ron Nordin provided an overview of the committee structure and the history of recruitment of committee members. He then introduced the committee chairs, who in turn introduced their committee members and provided a brief report on the activities of each of their respective committees (Jon Hobbs: Site Development; Marc LaPerriere: Governance and Legal; Communications and Member Services: Barb LaPerriere). Michael Watts commented on the importance of getting input from members through the use of surveys and commended the Board for its responsiveness. Wendy Lyttle asked about the formation of a finance committee; Director Ron Nordin responded that this was one of the committees which it is hoped would be established in the future.
9. Other business: Doug Wharry queried whether the by-laws would be amended to allow Marina members (non-WAO) to vote. Director Jeff Doan explained the rationale behind the decision and what has changed since the decision was made. Director David Turner responded that voting rights is under review as part of the revision of our by-laws to be compliant with pending federal not-for-profit legislation.

The meeting was temporarily adjourned while the election ballots were counted. During this recess, director Ian Brown presented the results of the July 2013 member survey which showed that a significant number of members favoured using surplus revenue to pay down the mortgage, followed by reductions in parking and docking fees, and the establishment of a reserve fund. Members' comments about their experiences with this year's season to date were overwhelmingly positive.

A number of questions followed which were addressed by various directors. These included:

- Advertising for winter boat storage
- Expanding our marketing area
- Our ability to store bigger boats
- Protocol for hiring temporary staff

Written performance reviews for permanent staff  
Basic versus expanded services  
Water taxi service  
Equitable workload for directors  
Management training courses for the manager  
Assistance to the president by members  
Performance of the manager  
Responsibility for environmental issues (e.g., lake water quality)  
Policy on tipping of staff  
Tracking gas sales and calibration of gas pumped with revenue generated  
Minutes of the directors' meetings  
Advertising the marina in non-electronic (i.e., brochure) manner

The AGM was then reconvened and the election results were announced. Fifty-four ballots were cast, none were spoiled. The 5 directors elected for 2013-14 were, in alphabetical order:

Ian Brown

Jeff Doan

Jason Faulkner

Ron Nordin

David Turner

MOVED by Ann Turner-Murphy, SECONDED by Laura Turner THAT the ballots be destroyed. CARRIED

MOVED by Joyce Arscott, SECONDED by Mike Turner THAT the 2013 AGM be terminated. CARRIED