

Catchacoma Marina Group
Annual General Meeting
August 16, 2015
Cavendish Community Centre
10:00 a.m.

MINUTES

Fifty-four people attended the meeting, including 31 voting members and 23 non-voting attendees. No proxies were received prior to the meeting.

1. **Call to order:** The meeting was called to order at 10:05 a.m. by Director David Turner, who chaired the meeting. David Turner welcomed everyone, introduced the independent accountant Nicholas Ralph, the other directors, and scrutineers Barb LaPerriere and Ann Turner-Murphy. John Herberman was appointed secretary for the meeting.
2. Director David Turner received the report of the scrutineers that the required quorum was present and declared that the meeting was properly constituted for the transaction of business. He confirmed that the scrutineers' report would be annexed to the minutes of this meeting, and that all of the materials had been delivered to Members on time. Therefore, the Notice of Meeting could be dispensed with. The voting procedure was reviewed, and it was confirmed that only members were allowed to vote, ask questions, or otherwise take part in the formal part of the meeting.
3. **Approval of minutes:** MOVED by Mike Turner, SECONDED by Barb Lillico that the minutes of the 2014 AGM be approved. MOTION CARRIED.

Questions arising from the minutes: Jon Hobbs inquired as to the status of the TSSA lawsuit. Deferred to later in the meeting.

4. **Election of Directors:** Director David Turner called for nominations. MOVED by Dennis Lytle, that the slate of candidates seeking election be nominated. The slate included: Ian Brown, David Turner, Ron Nordin, John Herberman, and Steve Pleune. Further nominations from the floor were invited. As there were none, all 5 candidates were declared elected by acclamation.

In lieu of returning candidates' statements, John Herberman gave a short summary of the importance of the Board of Directors and Committees in the running of the marina, and urged those present to consider serving in some capacity.

Retiring Director Jason Faulkner gave short farewell speech and was thanked for his service to the membership.

Newly acclaimed Director Steve Pleune gave a short introduction to himself and his experience.

5. **Board Report:** President Ian Brown presented the annual Board report, outlining the actions of the Board during the past year. These included revised Financial Policies and Procedures, updates to the accounting software, the development of a rate card, data backup procedures, site improvements, governance issues, and a performance review of the marina general manager.

No questions arose from the Board Report.

6. **Approval of the Financial Statements:** Accountant Nicholas Ralph spoke to the financial statements for the corporation to December 31, 2014. He expressed his opinion that the Review Engagement he undertook showed the CMG's financial position to be healthy, and that an audited financial statement was not, in his opinion, warranted at this time. No motion was required to approve the financial statements.

Questions arising from the approval of the financial statements were deferred until the end of the meeting.

7. **Appointment of an external accountant:** MOVED by Jon Hobbs, SECONDED by Ann Turner-Murphy that Nicholas Ralph be appointed to conduct a Review Engagement for the coming year, and that the Board be authorized to set his remuneration. MOTION CARRIED.

8. **Financial Report:** Director Ron Nordin presented a report on the finances of the corporation, under the headings Current Financial Status, Mortgage and Debentures, and Capital Improvements. In general, he reported that revenue was up over last year, and expenses were down over the same period. Projected terms for the discharge of the mortgage were presented using various pay-down scenarios. The repayment of the debentures was described, as was the annual capping of capital improvement budgets at approximately \$25,000/year.

Questions relating to the Account Receivables were asked, and answered by Ron Nordin.

9. **Invoicing for 2016:** President Ian Brown discussed the newly adopted practice regarding invoicing of members to improve compliance with the Bylaw and to ensure the equitable treatment of all WAO Members. All WAO Members will be charged a base membership fee of \$300.00 per year, and other services will be added to their annual fees on a per service basis according a set schedule of fees (see attached).

Member Jeff Doan asked about membership fees for new members. A short discussion followed, and a show of hands indicated a potential willingness to amend the Membership Agreement to allow new memberships to be sold at less than \$30,000. It was agreed that the question would appear on the next member survey, and appropriate action would be taken based on the results of the survey question. Members agreed that they needed more information to make this decision, and it was agreed to provide more information.

10. **Manager's Report:** Director David Turner read the report of the Marina Manager. Member Jeff Doan requested that a survey be sent out after the boats are put in in Spring 2016. There was also a question as to why the Manager was not present at the meeting. It was agreed that this also be included as a survey question.

11. **Governance and Legal Committee Report:** This report was given by Chair Marc LaPerriere. He introduced the members of the committee and listed the activities and deliberations of the committee over the past year, which included: the preparation of AGM materials, required compliance with federal Anti-Spam legislation, compliance with PIPEDA, a review of Directors' Insurance, the transfer of memberships and debenture repayments, issues relating to the operation of the water taxi, new membership fees, and the effect of the proposed easements on the value of the CMG property.

There were no questions arising from the report of the Governance and Legal Committee.

12. **Site Committee Report:** This report was given by chair Jon Hobbs. He introduced the members of the committee and outlined the work of the committee over the past year. This included: multi-year priorities for maintenance and improvement, tendering for the renewal of the septic system, and the plan to submit tenders for a backup generator.

A question was asked regarding the suitability of the planned septic improvements for a future laundromat. It was answered that there was no practical way to accommodate the septic needs of a commercial laundromat on the CMG property.

13. **Communications Committee Report:** This report was given by Chair Barb LaPerriere. She introduced the members of the committee, and outlined the work of the committee over the past year. This included: maintenance of the membership database, and suggestions regarding advertising the benefits of membership in the CMG to prospective members and road access cottagers, and advertising and promotion within the family of lakes.

There were no questions arising from the report of the Communications Committee.

14. **Other Business:** George Biggar expressed his appreciation on behalf of all the Members for the work the Board has done and continues to do.

It was agreed that the 2016 AGM would occur on the 3rd Sunday of August if the community hall was available.

15. Director David Turner made some closing remarks and thanked those involved in the meeting.

16. **Adjournment:** MOVED by Judith Turner, SECONDED by Jim Matthews. CARRIED. The meeting adjourned at about 11:42 a.m.

POST-AGM Q & A

A number of questions were asked of the Board and answered by various Directors. These included questions about:

1. The condition of the main dock and finger docks, including the provision of safety equipment, assistance for elderly or disabled Members, and making the finger docks more stable and the main dock less congested.
2. The water taxi and the maximum number of passengers allowed, and the availability of PFDs for infants and children.
3. Membership fees for new WAO Members and whether the fees would be repayable.
4. Formal performance reviews of staff.
5. Completion of written work orders for boat repairs and communication to customers about the status of the repair work.
6. Fuel dispensing procedures including communication between the fuel dock and the store.
7. The abandoned barge at the north end of the lake.
8. Customer receipts for purchases made in the store.
9. The price of ice cream in the store.
10. Back-up and restore systems on CMG computers.

The post-AGM meeting adjourned at 12:30 p.m.