

MINUTES OF THE ANNUAL GENERAL MEETING – Year of 2018

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Beaver Point Community Hall Association (BPCA)

April 14, 2019 . . . 2:00 pm - 4:00 pm

Beaver Point Hall

1.0 Call to Order:

President Wendy Rosier called the meeting to order at 2:05 pm. She introduced the Members of the Board, welcomed the new board members Sherry Parnell and Nate Poetker and thanked those in attendance. Those present alphabetically were Doug McMillin, Elizabeth Zook, Nate Poetker, Sherry Parnell, Steve Smith, Wendy Rosier, and Booker – Jules Rieter.

2.0 Approval of the Agenda:

**It was moved (EZ/SP) that the Agenda be approved as Presented
CARRIED**

3.0 Approval of Minutes from AGM year of 2017

**It was moved (SS/EZ) that the Minutes of the AGM of Year 2017 be
accepted as presented.**

CARRIED

4.0 President’s Annual Report:

President Rosier gave her report, which is attached to these minutes (pgs 4 & 5), She welcomed Doug McMillin and Sam LoBalbo who had been invited to join the Board during the year, thanked Kristin Baliski for her years of service to the Hall as our Booker and welcomed Jules Rieter as our new booker.

The President’s Report was accepted as presented by acclimation.

5.0 Booker Report:

In March 2018, Kristin Balinski stepped down after 4 years as the BPH Booker. The role was handed over to Julie ‘ Jules’ Rieter with support of the Board.

The BPH has been rented for many events over the past year, including 5 weddings, approximately 14 concerts, potlucks, birthday parties,

MINUTES OF THE ANNUAL GENERAL MEETING – Year of 2018

yoga/meditation/movement/herb/felt workshops, SS Forum & Doula lectures, and the BPH Christmas Craft Fair.

Full content of Jules' report is attached in its entirety.

Bookers Report was accepted as presented by acclaim.

6.0 Treasurer's Annual Report:

December 31, 2018 Financial Statements.

Treasurer Sherry Parnell prepared the financial statement which consisted of a Balance Sheet (Assets, Liabilities, Income & Expenses) for the year ending December 31, 2018, a seven year analysis of the Christmas Craft Fairs (2011 – 2018) for clarification and the Budget (all are attached to these Minutes)

The bank accounts as of Dec 31, 2018 was \$26,550.77

A separate Funds (high rate savings) account was set up to which all Funds raised or donated will be deposited earning higher interest until the funds are needed.

Budget 2019

Our third annual budget was approved by the Board on March 20, 2019

It was moved (EZ/DM) that the Financial Statement and Budget be approved as presented. CARRIED

7.0 Election of the 2019 of Directors

With the following members present and in agreement to run for a one year term as:

Directors:

Steve Smith, Wendy Rosier, Doug McMillin, Elizabeth Zook, Sherry Parnell & Nate Poetker

and as:

Members At Large:

Jules Rieter, Naomi Jason, Mark Stevens, Kristin Baliski, Noni Fogarty, David Buttigieg, Justine Wilkie, Danny Guillaume,

The slate of nominees was then elected by acclamation.

8.0 Closing Remarks, Adjournment:

President Rosier thanked everyone for coming and their contributions to this meeting and the Hall.

There being no further business the meeting adjourned at 3:00 PM

Recorded and Transcribed by
Wendy Rosier, President

PRESIDENT'S REPORT

**Beaver Point Community Hall Association, AGM for the year of 2018
April 14, 2019**

Welcome to the Beaver Point Community Hall Association's Annual General Meeting.

I am Wendy Rosier, current President and I would like to introduce and thank the other members of the board they are - alphabetically, Elizabeth Zook, Doug McMillin, Steve Smith, To Welcome our new Treasurer Sherry Parnell and Our Booker Julie Reiter and thank our Members at Large, David Buttigieg, Justine Wilkie, Kristin Baliski, Mark Stevens, Naomi Jason, and Noni Fogarty.

And to say goodbye and thank you longtime Southender, Hall supporter and all too short a time as Board member Sam LoBalbo has retired from the Hall. Thank you Sam for all that you brought to the Hall – the place won't be the same without you!

To all members of the Hall I pass on a heartfelt thank you for your service to the Hall and to the community.

On a personal note, I really enjoy working with this great group of dedicated and creative people! A huge thank you to everyone who has ever served at the Hall or has ever helped out in any way. Without you we would not have been able to accomplish what we have. You deserve a standing ovation! Thank you!

This was **a year of getting odds and sods done.**

We started the year with a very long TO-DO List and I'm really happy to be able to report that a good 80% of them have been moved to the BEEN DONE column thanks in large part to board members Steve Smith and Doug McMillin. The remaining 20% are larger jobs in need of funding and are on our wish list but this is what we did accomplish this year – no particular order

Dowels to prop windows open – Mana
No Parking & Handicap Parking Signs
Road Side Signs -Done – Steve & Sam
Replace air vent floor grills and re-attach ducts – Steve
Adopted a NO NAILS Policy
Remove metal in walls – Doug
Under Stage storage – Steve
Chairs – purchase to bring up 120 – New Purchased – 53 - Done
Front Door mat – purchased
Front Porch Steps – Dangerously Slippery – fixed – Steve
Various Windows broken – some fixed – Steve

Electric review & new switches – Doug
New Dimmer Switches – Done – Doug
Rehang Hanging lights replacing bulbs with Dimmable LEDs – *Steve & Doug*
Outdoor Flood lights – Done – Doug

Slightly Larger projects

Plumbing – Kitchen Sink Faucets, under sink valves – Outdoor valves
Floors – Patch and refinish - \$3500 - \$5000 – Done with community support
Soffit/Facia and Gutters – we applied for and received a Grant from SSI Foundation for \$8,415.00

BOOKINGS: Jules Rieter did an awesome job this first year as the Hall booker but I won't go into detail because she has a report for you.

THE CHRISTMAS CRAFT FAIR: our major fundraiser and it was the best ever. We had made the decision to use only the Fireside Lounge for the Friday night dinner and with the awesome help of Chef Matt Rissling of RockSalt and Ramona Reigle coordinating the Kitchen, scores of volunteers and all the great neighbour bakers our Net for the Kitchen was up by \$ 2,575. The Vendors Net was up about \$1,331.. Hall Net at 12,641 – up by 3,906. over 2017. Way to Go Team! I will let our Treasurer Sherry Parnell give you more detail in her Report.

END THE YEAR: as we all recovered from the huge amount of work we put into the Christmas Craft Fair, Mom Nature blindsided us and put out emergency procedures to the test and I'm happy to say that the generator kicked in automatically and protected the homeschool until parents could get through to the Hall to take them home. Those level 1 hurricane winds that hit on December 20th showed us a lot and we will be working on improving that Hall's ability to Help in Disasters in this next year.

We achieved the goals we set for ourselves in 2018 as well as the many we hadn't planned for which just cropped up – the kinds of things that happen when you are 82 years old. From the perspective of December 31st 2018, the major project of 2019 will be the installation of soffit, facia and gutters before the end of November and accessing the state of the well. I truly hope to be able to report to you next year that we successfully met this and any other unforeseen challenge.

Thank You for your time and support

Wendy Rosier

President, Beaver Point Community Hall Association

BPH AGM Booker Report - 2018

Prepared by Julie 'Jules' Rieter

In March 2018, Kristin Balinski stepped down after 4 years as the BPH Booker. The role was handed over to Julie 'Jules' Rieter with support of the Board.

The BPH has been rented for many events over the past year, including 5 weddings, approximately 14 concerts, potlucks, birthday parties, yoga/meditation/movement/herb/felt workshops, SS Forum & Doula lectures, and the BPH Christmas Craft Fair.

Various groups used the Hall on a recurring basis:

- Dance Temple on Monday and Thursday evenings.
- Qigong with Rumi on Monday afternoons.
- Boomerfit with Trisha on Monday mornings.
 - Put classes on hold in March 2019 due to low attendance.
- Music Together on Friday mornings.
 - Moved to more central location in town.
- Wild Seed School herbal weekend trainings throughout the year.
- Contact Dance retreats throughout the year.
- Cantus Singers Wednesday/Thursday evenings.
- SAR training weekends ad hoc.
- Local Emergency Pod Group Meeting ad hoc.
- Little Red School House meetings ad hoc.

Some groups moved away from the Hall:

- Qigong with Rudi.
 - They found a permanent dojo in the North End where Rudi lives.
- Herb & Priestess Training with Seraphina.
 - Seraphina bought a house and is using her home to host her trainings now.

New groups joined the Hall on a recurring basis:

- Heartwood Homeschool uses the Backroom Tuesdays-Thursdays September-June.
- Meditation Intensives with Mada on a seasonal basis.

Current rental system:

All renters pay a damage deposit half of the amount of the rental fee. If the Hall is left in the same condition it was found the damage deposit is returned within a week after rental. All renters are required to sign a rental agreement before they get the key. The key is kept in the

key lockbox on the back porch of the Hall. The Booker gives the current key lockbox code to the renter and changes the code regularly.

BPH Cleaner Extraordinaire, Mana Nakata, and the Booker communicate at least weekly to ensure that the Hall and the renters have what they need.

Pricing as it stands:

- \$1,200 for weddings (Friday noon to Sunday noon).
- \$25/hour for Main Hall without kitchen and \$30/hour for Main Hall with kitchen access.
- \$15/hour for the Backroom or Fireside Lounge.

Admin system updates:

- Moved to Google Drive to keep track of Rental Revenue.
- Present a monthly Booker Report at Board Meetings.
- Only use the Google calendar for bookings.
- Streamlined the BPH website with major support from Doug.
- Added BPH to Facebook and post about public events and offerings there.

Recommendations:

- Agree on rental rates moving forward so that they can be made public on our website.
 - Implement a special day, weekend, birthday party, and event rate.
- Create an electronic fillable Rental Agreement Form for on our website.
- More BPH pictures for website and possibly a video tour.
- Draft inclement weather policy in 2019 with Board President.

Balance Sheet as of: Dec 31/18
BEAVERPOINT COMMUNITY HALL ASSOCIATION
BN# 81146 0385 RR 0001
(unaudited)

CURRENT ASSETS:

Bank	<u>\$10,789.20</u>
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CURRENT LIABILITIES:

Accounts Payable	<u>\$0.00</u>
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MEMBERS' SURPLUS:

Balance as of Dec. 31/17	\$16,146.00
Plus surplus for the year	<u>\$10,404.77</u>
	<u>\$26,550.77</u>

Income Statement for the period: Jan. 1 - Dec 31/18
 BEAVERPOINT COMMUNITY HALL ASSOCIATION
 BN# 81146 0385 RR 0001
 (unaudited)

Income:

Hall Rentals	\$34,338.81
Christmas Craft Fair	\$15,569.00
Interest Income	<u>\$64.00</u>
Total Sales	<u><u>\$49,971.81</u></u>

Expenses:

Advertising	\$1,783.15
Bank Charges	\$12.95
Booking Fees	\$7,298.77
Cable	\$321.96
Craft Fair Expenses	\$3,646.35
Chairs	\$1,021.61
Cleaning	\$6,764.28
Columbia Fuel	\$3,448.31
Grounds - Cleaning	\$1,023.00
Hydro	\$1,747.06
Insurance	\$4,195.00
LockBox	\$86.78
Mediator	\$192.00
Parking Signs	\$240.20
Propane	\$301.77
Repairs & Maintenance	\$7,177.95
Taxes	\$92.00
WCB	<u>\$213.90</u>
TOTAL EXPENSES:	<u><u>\$39,567.04</u></u>
SURPLUS FOR THE YEAR:	<u><u>\$10,404.77</u></u>

CHRISTMAS CRAFT FAIR BREAKDOWN - Comparison 2011 - 2018

	2011	2012	2013	2014	2015	2016	2017	Draft 2018
KITCHEN								
Donations								
Corporate						500.00	535.00	530.00
Income								
HotChocolate							405.75	
Friday Night								
Front		1,283.00	1,755.60	1,984.10		1,307.00		2,555.50
Back		979.00	1,044.00	1,299.25		1,487.75		
Friday Total	2,885.90	2,262.00	2,799.60	3,283.35	2,494.40	2,794.75	2,329.00	2,555.50
Saturday	1,800.55	1,750.00	1,276.70	1,939.95	1,645.00	1,748.75	1,694.19	1,929.75
Sunday	1,492.00	1,491.00	1,112.85	1,472.85	1,339.00	1,814.15	1,689.70	1,906.40
KITCHEN GROSS	6,178.45	5,503.00	5,189.15	6,696.15	5,478.40	6,357.65	6,118.64	6,391.65
Expenses								
Food	1,936.58		2,110.30	1,807.81	700.67	1,882.83	1,899.07	621.09
Supplies	110.59	383.51			1,126.92	891.46	1,030.49	432.49
Garbage						42.50	20.00	
Commissions / Honorariums	866.25	3,852.00	1,148.00			900.00	600.00	600.00
Kitchen Expense	2,913.42	4,235.51	3,258.30	1,807.81	1,827.59	3,716.79	3,549.56	1,653.58
KITCHEN NET	3,265.03	1,267.49	1,930.85	4,888.34	3,650.81	2,640.86	2,569.08	4,738.07
VENDOR INCOME								
Table Fees				945.00	545.00	550.00	815.00	745.00
Security Fees						130.00	160.00	
Commissions	3,908.55	3,902.25	3,307.00	4,597.90	4,948.75	4,295.00	4,662.28	5,575.75
Door	1,244.00	1,297.00	722.22	1,908.30	1,360.20	1,645.40	2,051.23	2,942.83
<i>Fri</i>							374.60	597.28
<i>Sat</i>							1,097.40	1,198.00
<i>Sun</i>							579.23	1,147.55
VENDOR GROSS	5,152.55	5,199.25	4,029.22	7,451.20	6,853.95	6,620.40	7,688.51	9,263.58
Expenses								
Advertising	201.60			521.95	357.77	973.44	1,016.57	1,190.87
Security						100.00	100.00	100.00
Printing/Supplies	254.40	32.47	485.95	110.35		177.40		69.99
Commissions	781.71	799.00	1,000.00					
Vendor Expenses	1,237.71	831.47	1,485.95	632.30	357.77	1,250.84	1,116.57	1,360.86
VENDOR NET	3,914.84	4,367.78	2,543.27	6,818.90	6,496.18	5,369.56	6,571.94	7,902.72
TOTAL NET	7,179.87	5,635.27	4,474.12	11,707.24	10,146.99	8,010.42	9,141.02	12,640.79

NOTES: 1) This is not the Treasurer's report on the CCF. 2) These are the rough numbers (close but not finalized) to give us and idea of how we did.

**Beaver Point Community Hall Association
2019 Approved Budget**

	Approved Budget 2018	Actuals For 2018		Approved Budget 2019
INCOME				
Hall Rental	26,000	33,438		32,000
Fundraising				
Christmas Craft Fair	12,800	15,559		12,800
Grants -asked			soffit&facia	8415
Donations-Receipted	500			1,000
Donations-Non-Receipted	500			500
Intrest	8	64		100
	<u>39,808</u>	<u>49,061</u>		<u>54,815</u>
EXPENSES				
Special Repairs:				
Floors & Plumbing	3,500	4,427	soffit&facia	10,000
Maintenance & repairs	4,300	7,930		4,750
Building	<i>3,450</i>	<i>3,729</i>		<i>3,550</i>
Outdoor/Grounds	<i>850</i>	<i>1,023</i>		<i>1,200</i>
Cleaning	7,200	4,936		7,000
Booking Fee	5,200	7,297		6,400
Utilities	5,712	5,411		6,400
Hydro	<i>1,600</i>	<i>1,747</i>		<i>1,900</i>
Oil & Propane	<i>3,800</i>	<i>3,040</i>		<i>3,178</i>
Propane		<i>302</i>		<i>1,000</i>
Shaw Phone	<i>312</i>	<i>322</i>		<i>322</i>
Insurance	4,195	4,195		4,195
D&O	<i>870</i>	<i>870</i>		<i>870</i>
General Liability	<i>3,325</i>	<i>3,325</i>		<i>3,325</i>
Supplies	750	495		650
Advertising	1,500	1,941		1,900
Help		<i>92</i>		<i>0</i>
AGM		<i>10</i>		<i>10</i>
Thank Yous		<i>81</i>		<i>90</i>
Wedding		<i>568</i>		<i>600</i>
CCF		<i>1,191</i>		<i>1,200</i>
Fundraising CCF Expns	3,800	3,014		3,400
WCB	135	214		135
Bank Charges	150	215		200
Fees	100	100		100
	<u>36,542</u>	<u>40,175</u>		<u>45,130</u>
Difference	3,266	8,886		9,685