

**HERMAN PRIOR SENIOR SERVICES CENTRE INC.**

ANNUAL GENERAL MEETING

WEDNESDAY, MAY 29/19

**ATTENDANCE:**

**Board of Directors:** Lynne Payette, Bill Kramble, Harriet Turnbull, Bunny Dietrich, Bev Case, Joan Hewson, Kay Humphrey, Irene Dunn, Edith Furdievich, Ed Enns, Sandra Sharpe. Chris Dumont, Executive Director

**Members:** Bernice Bobei, Antonia Rossnagel, Murray Stephen, Agnes Hargest, Myrtle MacIntosh, Joan Parker, Joyce McIvorn Roger St. Louis, Kay Polmark, Pat Foley, Henry Nick, Don Roberts, Shirley Hillier, Florence Jackson, Edith Furdievich, Patricia Karlson, Manita Bradford, Mae Kestirke, Bob Jones, Yvonne Enns, Gini Martin, Peggy Mitchell, Lois Peterson, Tessa Lupkowski, Henry Romance, Doreen O'Brien, Aldene Moroz

MEETING CALLED TO ORDER AT 10:05 AM

**1. Chairman's Opening Remarks – Kay Humphrey**

Good morning and welcome everyone to the 2019 annual general meeting of the Herman Prior Senior Services Centre and also operating as Herman Prior Activity Centre.

With Kathy Bryce, the President of the board taking a staff position in the company, she has had to step down as president. 1<sup>st</sup> Vice President Jo-Ann Voesenek is unable to be at today's meeting so therefore I, Kay Humphrey, 2<sup>nd</sup> Vice President would like to call the meeting to order.

As per the bylaws the notice of time and place for this meeting has been advertised through the local media and in our monthly newsletter.

The bylaws also state that a quorum for the conduction of business shall be 10 voting members. Only members in good standing are entitled to vote at this meeting.

The registration shows over 10 members are in attendance, therefore a quorum is established.

The Executive Director, Chris Dumont will read the voting procedure from the bylaws.

2. **Minutes of the May 23<sup>rd</sup>, 2018 Annual General Meeting** were available to the members upon arrival.

Could I please have a motion to adopt the minutes as circulated?

Bob Jones moved and Pat Foley seconded that the minutes be adopted as printed and circulated. Carried. Motion is passed.

### 3. **Business arising from the minutes?**

None brought forth.

### 4. **Treasurer's Report – Ed Enns**

#### **FINANCIAL STATEMENT FOR 2018/2019 for dates from 01/04/2018 to 31/03/19:**

##### **On Page 1:**

##### **Under Revenue:**

The Prior Centre received a grant from the Regional Health Authority for 2018/2019 for \$46,048.00 to go towards salaries and benefits for staff, a slight increase of \$7.50.

The Prior Centre requested a grant from the City of Portage in 2019 for \$20,000.00, and received a grant for \$15,000.00.

Membership dues from for our fiscal year (not a calendar year) are \$9875.00, up from \$6995.00, Donations in Memorium were \$300.00, down from \$705.00 and General Donations were \$11,250.47, up from \$4371.03, Medical Equipment donations were down to \$10.00 from \$550.00. This changed as we are now charging a rental fee, as opposed to asking for donations. Thus Medical Equipment rentals are at \$3,457.00 up from \$1,651.00.

Rental revenue was \$46,942.50 up from \$39,587.00 and catering revenue was \$32,714.00, up from \$29,079.50. Noon meals were also up to \$41,203.80 from \$33,950.04.

Special events revenue is \$11,497.65 which is down from \$13,359.40. Tours and day trips are at \$37,568.75 up from \$23,142.50. Books income is \$3,100.40 up from \$2,704.05. Games income (combination of Line Dancing, Painting, Pool, Whist, Euchre, Weaving, Cribbage, Tai Chi, Bridge, Floor Shuffle and Curling and Clogging) is \$7,828.75 up from \$7,301.60.

Overall Revenue was up \$51,556.81 from \$254,854.35 to \$306,411.16.

##### **Under Expenses:**

##### **On Pages 2&3:**

The Natural Gas and Hydro is \$20,212.33 up from \$15,972.21, last year and Sewer & Water are \$5,263.72 up from \$3,657.84 from last year. This makes sense with more rentals and catering, obviously more electricity and water would

be used. Telephone expense is \$2,195.09 down from \$3,973.35 because we removed one unnecessary telephone line.

**BALANCE SHEET:**

**Under Assets:**

The chequing account has a total of \$46,626.17 in the bank as of March 31, 2019 down \$12,715.71 from \$59,341.88 in the bank balance as of March 31, 2018.

The savings account has a total of \$14.98 as of March 31, 2019, down from \$8,838.93 in the bank as of March 31, 2018.

Harvest Term GIC account has an account balance of \$10.94 as of March 31, 2019.

The new account (Reserve Savings) opened to accumulate funds (with CRA approval) has a balance of \$19,365.97 as of March 31, 2019. This is where Grant monies and donations for certain items will accumulate until enough funds have been accumulated for the project, and the project is completed.

The Petty Cash account has a total of \$154.15 as of March 31, 2019.

Accounts Receivable is also new, as before we only recorded income the day we received it. This did not give us a clear picture of anticipated revenues. The balance due to us as of March 31, 2019 is \$12,992.50.

**Under Liabilities:**

We have a negative amount in our accounts payable of \$-4,244.78. This is due to the fact that we had to pre-pay a deposit for some custom built tabling and the triple sink, to be able to get them ordered. However, we will not receive the actual invoice until they are delivered.

**Herman Prior Senior Services Center  
 Income Statement 01/04/2018 to 31/03/2019**

**REVENUE**

**Revenue**

Membership dues	9,875.00
Medical Equipment Donations	10.00
Medical Equipment Rental	3,457.00
Donations In Memorium	300.00
General Donations	11,250.47
Interest Income	19.10
Grants	608.19
RHA (Services for Seniors) Grant	46,048.00
City of Portage la Prairie Grant	15,000.00
Community Foundation Grant for Ptg	<u>2,035.27</u>
Grants sub total	2,035.27

Rental Income	47,142.50
Janitorial & Cleaning Income	360.00
Catering Income	32,714.00
Canning Project Income	1,513.75
Minds in Motion Income	455.00
Resistance Band	283.00
Senior Fitness	439.00
Flea Market Income	58,333.70
Meals Income	41,203.80
Quilting	1,049.00
Manitoba Theatre Centre Income	12,267.50
Coffee Income	2,062.27
Tours & Day Trips Income	37,568.75
Copier Income	24.00
Community Income Tax Revenue	700.00
Computer Classes Income	2.00
Books Income	3,100.40
Security Income	5,628.00
Special Events Income	11,497.65
Line Dancing Income	541.00
Painting Class	274.00
Pool Income	950.00
Whist Income	724.00
Euchre Income	315.00
Weaving Income	237.00
Cribbage Income	2,127.00
HPC Tai Chi Income	323.00
Bridge Income	1,434.25
Floor Shuffle/Curling Income	531.50
Stroke Recovery Income	106.00
Raffle Income	3,173.00
Miscellaneous Income	766.06
Set Up and Take Down Income	2,410.00
Clogging	<u>372.00</u>
<b>Total Other Revenue</b>	<u>306,731.16</u>
<b>TOTAL REVENUE</b>	<u>306,731.16</u>

**EXPENSE****Payroll Expenses**

Wages & Salaries	94,217.62
EI Expense	2,153.61
CPP Expense	3,867.00

Employee Benefits (Insurance)	3,228.39
<b>Total Payroll Expense</b>	<b>103,466.62</b>

**General & Administrative Expenses**

Square Service fees	90.58
<b>total</b>	<b>90.58</b>

**Professional Fees**

Accounting & Legal Expense	2,061.37
sub total	2,061.37
<b>Professional Fees Total</b>	<b>2,061.37</b>

**Administration/Office Expenses**

Advertising & Promotions Expense	1,713.55
Staff Development	812.00
Business Fees & Licenses Expense	2,531.97
Office Equipment Expense	98.35
Computer Software Expense	1,170.01
Staff Travel	253.25
Office and Postage Expense	5,050.25
Sub total	11,629.38
<b>Administration/Office Expense</b>	<b>11,629.38</b>

**Program Expense**

Coffee Expenses	1,486.72
Minds in Motion Expense	310.00
Games Expense	209.72
Special Events Expense	3,742.34
Tours & Day Trips Expense	33,828.52
Raw Foods Cost	24,205.56
Kitchen Supplies Expense	2,647.04
Catering Expense	328.51
Canning Project Expense	456.56
Kitchen Equipment Expense	5,173.18
Program Instructor Expense	1,185.37
Manitoba Theatre Centre Expense	9,758.35
Rainbow Stage Expense	3,622.85
Security Expense	4,609.15
Socials and Dances Expense	362.99
Delivery Expense	129.34
Miscellaneous Expenses	7.00
Subtotal	92,063.20
<b>Program Expense</b>	<b>92,063.20</b>

**Building Expenses**

Garbage Pick Up Expense	6,272.60
Janitorial & Cleaning Expense	8,011.69
Building Insurance Expense	6,717.64
Repair & Maintenance	24,534.66
ADT Security/ Alarm System Expense	<u>8,636.53</u>
Sub total	<u>54,173.12</u>
<b>Building Expense Total</b>	<u><u>54,173.12</u></u>

**Utilities**

Sewer & Water	5,263.72
Telephone Expense	2,195.09
MB Hydro Expense	<u>20,212.33</u>
Sub total	<u>27,671.14</u>
<b>Utilities Total</b>	<u><u>27,671.14</u></u>

**TOTAL EXPENSE** 291,155.41

**NET INCOME** 15,575.75

**Herman Prior Senior Services Center  
 Balance Sheet As at 31/03/2019**

**ASSET**

**Current Assets**

Share Account	5.00
Chequing Bank Account	46,626.17
Reserve Fund	19,365.97
Savings Bank Account	14.98
Harvest GIC 200 #9 - 36 month	10.94
Petty Cash Fund	154.15
Accounts Receivable	<u>13,272.50</u>
Sub total	<u>13,437.59</u>
<b>Total Current Assets</b>	<u><u>79,449.71</u></u>

**TOTAL ASSET** 79,449.71

**LIABILITY**

**Current Liabilities**

Accounts Payable		-4,244.78
Payroll Liabilities Other	<u>-560.64</u>	
Total Payroll Liabilities		-560.64
Vacation payable	<u>2,069.01</u>	
Total Receiver General		2,069.01
Retail Sales Tax Collected		-126.46
GST/HST Paid on Purchases	<u>-1,681.14</u>	
Sub total		<u>-1,681.14</u>
<b>Total Current Liabilities</b>		<u><b>-4,544.01</b></u>

**TOTAL LIABILITY** -4,544.01

**EQUITY**

**Retained Earnings**

Retained Earnings - Previous Year		68,457.97
Current Earnings		<u>15,535.75</u>
<b>Total Retained Earnings</b>		<u><b>83,993.72</b></u>

**TOTAL EQUITY** 83,993.72

**LIABILITIES AND EQUITY** 79,449.71

Don Roberts requested that there be a financial statement given with comparison columns to aid in the understanding of the Treasurers' Report.

Don Roberts moved and Florence Jackson seconded that the Treasurers' Report be accepted as presented. Carried. Motion passed.

**Accountants**

Ed explained that BDO does an accounting assessment of our financials based on our year-end financial statements we provide and they file the T3010 Registered Charity Information form for us.

There will be 2 agenda items to be voted on by members:

- a) The acceptance of the accountant's report 2018/19. Motion to accept accountants report made by Mae Kestirke and seconded by Don Roberts. Carried. Motion is passed.
- b) The appointment of the accountant for 2019/20. Peggy Mitchell moved to appoint BDO as our accountants for 2019/20, seconded by Myrtle MacIntosh. Carried. Motion is passed.

## **5. Participant Council Report – Florence Jackson**

### Sunshine Report:

There were 26 get-well cards and 22 sympathy cards sent to members over the past year.

### Painting Class:

Connie Gretsinger and Fran Pickell are currently leading the Tuesday and Wednesday classes. Tuesday classes take a break for the summer and Wednesday classes continue throughout the year. They average 6 people on Tuesday and 2 on Wednesday.

### Weaving Class:

The members of this class help each other with the various items they are working on, and they are always willing to help new members who join the class. They meet every Thursday at 1 pm. Their attendance numbers have been climbing, averaging 5 to 6 a class.

### Exercise Classes:

There are several exercise programs offered at the Centre –clogging, line dancing, resistance band and tai chi to name a few. Approximately 15-20 attend Clogging classes, 6 to 10 attend line dancing classes, 10 to 15 attend Tai Chi classes and about 8 to 12 for resistance band training.

New classes added include Senior Fitness on Monday, and Thursday averaging 8 people and Euforia on Wednesday (which will be switching to Tuesday evenings in June). Those classes average 10 to 15.

Terry Safruk instructs the Monday morning and Tuesday evening line dancing classes. They will restart again in the fall.

The Thursday Tai Chi class follows a DVD left by the previous instructors and is now a self-guided class. Members of the Taoist Tai Chi class, practice three times a week at the Centre.



Resistance band training is offered at the Centre and is every Monday at 10:30 am. This class is also a self-guided class. They take a break for the summer.

Square Dancing is every Thursday evening with about 12 – 16 participants attending regularly. They are finished for the summer, but will start again in the fall.

#### Games:

Roger St. Louis and Agnes Hargest look after the Cribbage and Whist games every week, and organize tournaments on the long weekends.

Euchre is played every Tuesday afternoon. There are usually 4-8 euchre players each week.

Whist is played every Thursday afternoon. There are usually 8- 12 whist players each week.

Floor Curling and Floor Shuffleboard games are looked after by Myrtle MacIntosh, Joan Pongoski, and Roger St. Louis. They average around 8-12 players.

Bridge is played on Tuesdays and Thursdays. A larger mixed group on Tuesdays and a smaller womens group on Thursdays. They average 16 people.

Billiards is led by Derek Bradley. They are done for the summer, but will restart in October. They average 16 people per day.

#### Book Nook:

Doreen O'Brien has stepped down from looking after the Book Nook for us this past year. We have had help from Kathy Wightman and Jack Charles to initially sort the books, and Jo Ringash and Sandra Sharpe have been working on the filing of books when they help out at the desk. We have been getting a great number of puzzles from the various apartments around the city, and our sales are up significantly.

#### Other Programs:

Genealogy Group meets here once a month, as well as Stroke Support Recovery Group and Natural History Group.

#### Plants

Joan Parker maintains the numerous plants in the Centre.

#### Decorating:

Members of Participant Council get together and help with decorating for the seasons and special events. Some of the older decorations are being "retired" and newer ones purchased.

The activities of the past year will be presented to you through the executive director's report.

## **6. Executive Director's Report – Chris Dumont**

### **April 2018 to March 2019**

21 trips were organized during the year including Celebrations, Rainbow Stage and Folklorama, trips to Neepawa, Oak Hammock Marsh, Ag days in Austin, Clear Lake, Prairie Dog Central, Casino in Winnipeg, Goldeyes game, Seniors tea, Xmas in Nashville Program and Huron Carole. 9 workshops and activities (Police Academy, Mature Driver, Skin Care, Accessibility C/S Training, Tool Library, Medicine Safety, Disability Tax Credit and Income Tax OAS/CPP, Wills and Estates, Alzheimers walk), 2 craft shows/flea markets which we hosted, 3 special events (Snow on the Mountain in July, Wine and Cheese in October and This is Me! Theatre production in March) and 8 dinners were held (including Valentines, Thanksgiving, Ukranian dinner, BBQ, a few special roast beef dinners, Xmas dinner and Spring Supper). Clinical services such as blood pressure reading, foot care, hearing aid testing and checking, podiatrist, orthotics, natural health as well as other services are provided each month, and 1 support group meets regularly at the Centre. We also had the Minds in Motion program meet here. Regular programming has expanded to include a men's pool league, senior fitness and Euforia (Latin dancing) classes. Congregate noon meals are provided Monday to Friday weekly.

Herman Prior Centre Membership fees are still \$25.00 for the year for all 2019 memberships. These are sold at the front desk or in the office, as March 31, 2019, we had 386 members.

I, Chris Dumont, have accepted the position of Executive Director with the board. I was hired on January 1, 2018, so I have now completed one year and am on my second year filling that position.

Luis Luna, Administrative Assistant resigned after completion of his temporary contract, leaving May 15, 2019. The job was posted and of 53 timely applicants, 5 were interviewed and the job was offered to Kathy Bryce and she started May 16, 2019.

Carolyn Staples has been our Meal Coordinator and Caterer since October 7, 2016.

When our cleaner Charlene Ducharme resigned, we put the position out to be part time between two people. We have had Frosty Barnachea since October 18, 2018 and Gail Gladue joined us on November 14, 2018.

We applied for and received a number of grants, which I will list alphabetically.

The first one was from Aviva, Better Together program for \$1,000 so that we could assist in Culture Days with a bean cook off event. We did this with a number of groups over at the Glesby/Arts Centre.

We applied for a grant for operating costs of \$20,000 from the City of Portage la Prairie and received \$15,000.

We received a \$750 grant from CN on behalf of board member Bill Kramble.

We received two grants from the Community Foundation of Portage and District. The first amount of \$11,000 being for stainless steel tabling and shelves for our back kitchen and storage room. The second was for \$9,300 for new flooring in the back kitchen.

We applied for a \$250,000 Grant from the Community Foundation of Portage and District, but will not hear if we were successful in our bid until June 20.

We applied for a \$150,000 Grant from the Co-op Community Spaces program to assist in building a tool library/workshop space and did not receive that.

We applied for but did not receive a \$750,000 grant from the Federal Government Enabling Accessibility Fund to renovate the Crocus Room space into offices and a new board room.

We applied for but did not receive a \$59,800 grant from the Federal Government Enabling Accessibility Fund to renovate our washrooms.

We applied for a \$10,000 grant from Healthy Canadians for assistance with the tool library, but were unsuccessful.

A Manitoba Hydro Powersmart application has been submitted. We are waiting to hear if we receive monies for that.

We applied for a \$50,000 grant from Manitoba Agriculture and are awaiting to see if we are eligible.

A grant from New Horizons for Seniors for \$25,000 was received for a new dishwasher, hand sink, triple sink and 2 commercial ovens for the back kitchen.

We also will be getting a few garden planters on casters and soil to grow some of our own vegetables and herbs. As part of the grant we would like to have a few ethnic cooking classes, and a shared cooking program as well as some workshops on healthy eating if we can get interest and instructors.

With a few other groups, we submitted a grant to New Horizons for a PanCanadian project to bring Senior Groups in Portage together. We called that project "SUN" or Senior Unification Network. We were unsuccessful in that application. I would like to see if this can be pursued through other avenues.

We applied for and received a grant from the PCRC (Portage Community Revitalization Corporation) for \$2,500 to host and gauge community interest in a Tool Library/Man Shed. This was very well received and we will be moving forward towards getting this up and running soon.

We applied for but did not receive a \$5,000 grant from the RM of Portage to assist with operating costs and to build our reserve fund for cash portion of grants.

Southern Health continues to give us a grant every quarter of \$11,512.00 to help with salaries and programs. Or \$46,048.00 for the year. We are working to see if we can get further assistance with our congregate meal programs.

Stride Credit Union kicked off our reserve fund for assistance with building renovations with a cheque for \$2,500.

A grant was received from United Way for \$2,500 to assist in buying a new freezer when our main kitchen freezer broke down unexpectedly.

We have received many donations from members, through cash and in kind donations, including in memorium donations. One of our members (Don Roberts) built us a very useful cart for the card tables, and we thank him every time we use it! Continually I say the most valuable donation we get from our members is their time to help us grow and maintain our successes.

Repairs have been made to the Centre. These have included a lock being installed at the back entrance by the BFI bin, so we have an alternate access point. There has also been a better drainage pipe installed by the City by the BFI bin.

We have had the rental medical equipment moved from the far corner of the building up to the front where it is more easily accessible by people needing to rent them. We have had locks installed on the kitchen cupboards and in the board room.

Income tax forms were completed, for seniors and others, by Centre volunteer Gerry Bulachowski. A total of 345 income tax returns were completed for the year. We appreciate the many hours that Gerry has given to provide this service to the community.

Monthly 50/50 draw takes place on the last Friday of each month for ½ of that month's ticket sales.

Quarter Draw is available to all members of the Herman Prior Centre. It is drawn at noon on days we are open. If the member number of a person signed in is drawn, they win ½ of the accumulated pot.

There was an electrical fire this winter in the Potato Room. This was from a panel that services the library. This has led to a change at the front desk by having sign in and out procedures after a recommendation from the Fire Department.

A special thank-you to all our volunteers. People come in and do things like clean up, recycling, repairs. You name it and one of our volunteers usually steps up to the plate and hits a home run.

Our committees are open for members to sit on them, even if they are not board members. If there is a committee you are interested in being part of please let either myself or one of the board members know.

a) Are there any questions? No questions.

b) Chris message: It has been an amazing year with lots of changes. I would like to thank the board of directors, participant council, and the great staff and volunteers for a wonderful year, it has been great working with everyone. We can accomplish so much working together and I am looking forward to another great year.

## **7. Nominating Committee Reports**

### **a) Board of Directors – Pay Hay**

This year there are 5 potential vacancies on the Board of Directors as we have a maximum of 16 and a minimum of 12 per our by-laws.

The Board of Directors who have agreed to stay on the council for another year:

Joan Hewson	Ed Enns
Bev Case	Kay Humphrey
Harriet Turnbull	Jo-Ann Voesenek
Bunny Dietrich	Lynne Payette
Bill Kramble	Pat Hay
Sandra Sharpe	

We will need one more person minimum to step forward to be on the board.

Pat Hay moved that the nominating committee report be accepted. Bernice Bobei seconded. Carried. Motion passed.

Kay called for further nominations from the floor. Gini Martin was nominated and agreed to stand. Pat Foley moved and Peggy Mitchell seconded that Gini Martin become a member of the Board of Directors. Carried. Motion passed.

### **b) Participant Council – Lynne Payette**

There are no “set number” of members for Participant Council. From our Policy Book it states that Participant Council is as follows:

#### Function:

An advisory body (elected by users of the Centre) composed of Centre participants to represent all participants of the Centre.

Shall have the right to:

- Determine the form of the organization of the Participant Council
- Delegate its powers to any one or more members of Council

To be a vehicle for effective communications from participants to staff and the Board of Directors, and will carry out the instructions given to it by the Board of Directors.

To represent the interest of the Centre participants in matters related to the Centre and to the concerns of older people in the community.

Members on Participant Council who are staying include:

Joyce McIvor

Joan Parker

Florence Jackson

Pat Foley

Henry Nick

Myrtle McIntosh

Marion Cooper

Bill Kramble

Lynne Payette (Board Liaison)

Lynne Payette moved that the report for Participant Council be accepted. Manita Bradford seconded. Carried. Motion passed.

Kay called for further nominations from the floor. None at this time.

The Board would like to call the following board members and participant council members to the front to accept their certificate of appreciation: Kathy Bryce (not present), Edith Furdievich, Irene Dunn, Valerie Pogue (not present), Doreen O'Brien and Jean Hosler (not present). Certificates were presented and our appreciation expressed. Those not present will have certificates mailed to them.

## 8. New Business:

- a) By-law amendments. (proposed changes in italics)

Article IV – Membership. Item 1, Membership. Currently reads:

All Persons 55 and older may be members. Persons aged 40-54 may be associate members with no voting rights. The membership year will be January 1st to December 31st of the current calendar year.

### **Proposed changes:**

All persons aged 55 and older may be *voting* members *and hold positions on the Board of Directors*. Persons aged *18 and older* may be associate members with no voting rights. The membership year *will be for one full year from the date the membership application with payment is submitted*.

A special resolution motion was made by Patricia Karlson and seconded by Bob Jones that the proposed change be accepted. Carried. Motion passed.

Article V – Annual and General Meetings Item 6, Voting. Currently reads:

Every member in good standing is entitled to one vote.

**Proposed changes:**

Every *eligible* member in good standing is entitled to one vote.

Discussion about what was meant by "eligible". That refers to the previous changed by law, that in order to be "eligible" you must be 55 years and older, and hold a valid membership.

A special resolution motion was made by Peggy Mitchell and seconded by Myrtle MacIntosh that proposed change be accepted. Carried. Motion passed.

Article VII – Board of Directors Item 2, Appointment of Signing Officers.

Currently reads:

Three (3) members of the Board and the Executive Director shall be appointed to sign cheques, contracts, documents, or any instruments in writing generally, and shall sign specific contracts, documents or instruments in writing which require the signature of the Corporation. Signing officers shall include two (2) members of the Executive Committee, one (1) member of the Board and the Executive Director.

**Proposed changes:**

*Four (4)* members of the Board and the Executive Director shall be appointed to sign cheques, contracts, documents, or any instruments in writing generally, and shall sign specific contracts, documents or instruments in writing which require the signature of the Corporation. Signing officers shall include *three (3)* members of the Executive Committee, one (1) member of the Board and the Executive Director.

A special resolution motion was made by Shirley Hillier and seconded by Mae Kestirke that proposed change be accepted. Carried. Motion passed.

- b) Any further questions or discussion? It was asked how do members remember when membership is due? It was noted that the expiry date of their membership is written on their membership card. Also, since membership is on an Excel database, as memberships are coming due, Chris is able to phone the members (or email if unable to get through) to let them know that their membership is coming due. This is also a chance for Chris to talk to each member.

Carol Bereza from the floor asked that a special Thank You be acknowledged for Carolyn Staples, cook, for the work she does and the food she prepares.

**9. Chairman's Closing Remarks**

Kathy would like to thank you for the opportunity to serve as your president for almost the past year.

She enjoyed working with the dedicated staff and board members in pursuing the interest of the Centre and the membership.

She would encourage you to become involved by sharing any recommendations or concerns to the participant council and through them to the board of directors. She wishes the new board a successful term as they meet the future challenges presented to them.

Thank you for your attendance today. I would like to thank all of our volunteers; the Centre could not operate without you. Also thanks to the staff for their support, planning events and so forth.

Petitions and ideas are always gratefully accepted as it gives the participant council and the board of directors some direction. Chris has outlined the activities from the past year and we want your ideas for activities for the coming year.

We will miss Kathy, Edith, Irene and Valerie and thank them for their contribution to the board.

We have had staff changes this year with Hope Faschoway resigning and Luis Luna, who was on a temporary contract, not deciding to carry on in the administrative position. Chris has moved on to permanently fill the Executive Director position, and Kathy has been hired as Administrative Assistant.

The larger community has been supportive and we appreciate their generosity. Notably New Horizons for Seniors, the Community Foundation of Portage and District, the City of Portage la Prairie, the local United Way, PCRC, Aviva, and then the numerous donations from local businesses for our door prizes to name a few.

As always we welcome donations and charitable bequests. We received generous donations of money from many members, and the ever valuable donation of time to be involved with things around the centre. We are starting to receive donations of tools for the tool library as well.

Watch your emails and monthly report in the paper as well as drop by for a hard copy of the newsletter if you don't have computer access or paper delivery. Once again thank you!

I would entertain the motion to adjourn this meeting at 10:53 am. Bob Jones moved and Joyce McIvor seconded. Carried/motion is passed

I would ask the new board to linger after the meeting to prepare for the meeting of June 12<sup>th</sup>, 2019.

Adjournment