

# Air Cadet Foundation of British Columbia

## ANNUAL GENERAL MEETING



### MINUTES SATURDAY, December 8, 2012 ACL/BC Provincial Committee Business Centre #2-7630 Montreal Street, Delta, BC

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**Members in attendance:** Doug Sutherland, Gladys Jarvie, Jack Henwood, Tom Holland, Stan Horton. **Absent:** Geoffrey Johnston

#### 1. Declaration of Quorum

- 2.1 Doug Sutherland declared that there is a quorum in attendance for the meeting

#### 2. Call to Order & Opening Remarks

- 1.1 Meeting called to order at 10:45 am.
- 1.2 Doug opened the meeting and noted that Geoffrey Johnston is absent due to holidays and had requested that Doug Sutherland chair the meeting.
- 1.3 Doug's opening remarks covered the dormancy of the foundation and the fact that it hasn't moved forward and further discussion to be had on the future of the Foundation and how to work towards fundraising, etc...
- Discuss regarding additional Foundation meetings; Decision was made to have a midyear meeting for the Foundation:  
The next Foundation meeting will be April 19<sup>th</sup> or 20, 2013 to be confirmed
- 1.4 Doug's final remarks regarding "Planned Giving".  
Further discussion under "new business" section 9.1.
- 1.5 Discussion regarding the Foundations relationship with the Air Cadet League, BC Provincial Committee; it was agreed by all members to nurture a relationship with the ACLC/ BC Provincial committee.

#### 3. New Items and Approval of Agenda

The following items to be added to the AGENDA:

- 3.1 Website  
3.2 Planned giving  
3.3 Banking change  
3.4 "One in a thousand" fundraiser

**MOTION:** Tom Holland moved to accept the agenda as amended. All in favour, passed.

#### 4. Approval of the Annual General Meeting Minutes for 2011

**MOTION:** 4.1 Doug Motioned to accept the 2011 AGM minutes as circulated called for errors or omissions. No errors or omissions.

All in favour, Minutes accepted as presented.

#### 5. Business Arising from 2011 AGM

- 5.1 Gladys noted 9.1 from the 2011 AGM Minutes, Discussion re: approaching BCPC Membership to consider that BCPC to a set dollar amount from the assessment based on a per cadet per capita to be donated from the ACL/ BC Provincial Committee annually to the AC Foundation: Decision to cover this topic at the next foundation meeting in April 2013

## 6. Financial Reports - Treasurer Jack Henwood

- 6.1 Jack presented the financial report; Foundation now has \$8199.16 in the bank. Financial statements are attached to the minutes of this meeting.
- 6.2 Change of Institution: Jack explained why the BCPC was considering changing banking institutions. Jack will give Doug a copy of the Royal Bank of Canada proposal to take on BCPC's business.  
Jack stated that changing an institution can be costly and the decision hasn't been made as of yet, when Geoffrey get's back from holidays, both Geoffrey and Jack will pursue this further.
- 6.3 Discussion and review of the financial statements

## 7. Approval of the Financial Statements

**MOTION:** Jack Henwood motioned to have the financial statements accepted as presented, moved by Gladys Jarvie, all in favour, passed

## NEW BUSINESS:

### 8. New AGENGA items:

#### 8.1 Website - Ilona Turra

- 9.2 Ilona advised that she has worked out with BCPC website designer to provide a page on the BCPC Website where the Foundation will be able to provide information about the Air Cadet Foundation.  
Ilona to work with Doug to set it up the page and communication regarding what goes on the website will be sent to the Directors.

#### 8.2 Planned giving

Doug commented that it is difficult to find "tax" information on planned giving. Doug will research with a Lawyer that he know personally who has 'estate planning' experience. Discussion: further research will be done regarding planned giving and will be brought to the April Meeting. It was agreed that professional advice on how to proceed with the "planned giving".

#### 8.3 Banking change:

- 8.3.1 See section 6.1 Discussion under Financial Report as presented by Jack Henwood.

**MOTION:** Jack Henwood put forward the motion requesting the Directors to authorize the Treasurer to negotiate banking arrangements with another financial institution should the need arise.  
Discussion, all in favour, Passed.

- 8.4 "One in a Thousand" fundraiser Discussion by Directors;  
Decision :the Foundaton Directors agreed ask ACLC/ BCPC to be a part of the One in a thousand format (theme) that is used by ACLC/BCPC.

## 9. Nomination and Election of Directors

### **Elections:**

Doug Sutherland asked if all the Directors will stand as Director.

Doug noted for the record that he spoke with Geoffrey Johnston who stated that he will allow his name to stand as a Director as well as the Chair for the Foundation if the Directors vote accordingly.

All directors present agreed to allow their names to stand as Directors.

Doug Sutherland called for nominations from the floor, call for Nominations three time. Nominations closed and all Directors are declared elected by acclamation.

**The following members are the Directors of the Air Cadet Foundation:**

**Director: Geoffrey Johnston    Director: Stan Horton    Director: Thomas Holland**

**Directors: Doug Sutherland    Director: Gladys Jarvie**

**Member: Jack Henwood**

## 10. Date and Time of Next Meeting

**10.1    April 19<sup>th</sup> or 20th, 2012** further information will be communicated with the Directors Foundation and date will be confirmed by the Chair.

### **Adjournment**

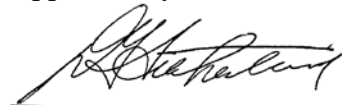
Meeting adjourned 11:55 am.

Minutes completed and submitted by:



Ilona Turra

Approved by



Doug Sutherland

“Acting “Chair