

**Guelph Wellington Seniors Association
Virtual Annual General Meeting
Tuesday, June 8, 2021
1:30 pm**

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The Annual Report will be available on the GWSA website no later than June 7.

Attending the meeting

This year's AGM will be held on Zoom. GWSA members wishing to attend the meeting must pre-register online no later than noon on June 7 so that we may verify membership and send the meeting link to your email address.

Preregistration is available at:

<https://us02web.zoom.us/meeting/register/tZctdO2hqjoiE9N5PC6-V5EYsbRPfV6qPD5n>

After registering, you will receive a confirmation email containing information about joining the meeting.

Zoom allows attendees to attend via computer, tablet, iPad or smart phone. Dial-in phones are not supported for this meeting because they will not allow voting.

For more information about joining with your device, please visit Zoom's downloads page:

https://zoom.us/download#client_4meeting

Zoom has become a popular platform over the last several months. You probably have friends or family members who have experience using it. Ask them to set up a Zoom meeting so you can try it before the AGM.

If you need help with Zoom, please contact GWSA's Computer Mentoring via their online form:

<https://gwsa-guelph.ca/computer-mentoring/>

Limited technical support will be available 30-minutes prior to the meeting, and during the meeting, by emailing Ross Knechtel at ross.knechtel@gwsa-guelph.ca

AGENDA

Meeting:	34th ANNUAL GENERAL MEETING - 2021
Date:	June 8, 2021
Time:	1:30 pm
Place:	Zoom
Chair:	Brian Smith, Vice-President GWSA President Becky Fiedler is present and acting as Zoom host for today's meeting.
1.	Welcome – Brian Smith, Vice-President
2.	Land Acknowledgement
3.	O Canada
4.	Special Recognition <ul style="list-style-type: none"> • Outgoing Director – Athar Khan • Donors and supporters
5.	Call to Order
6.	Approval of the Minutes of the: September 15, 2020 Annual General Meeting Proposed motion: That the minutes of the Annual General Meeting held September 15, 2020 be accepted as presented.
7.	Board Report - See annual report
8.	Community Support Services Update – Emma Whittaker
9.	Treasurer's Report – Roger Stevens Proposed motion: That the results of the audit of the financial statements of the GWSA for the year ended March 31, 2021 be accepted as prepared by Baker Tilly GWD Chartered Professional Accountants. Proposed motion: That the firm of Calibre LLP Chartered Professional Accountants be appointed as auditors for GWSA for the year 2021-2022. Proposed motion: That the Guelph Wellington Seniors Association re-appoint the Bank of Montreal as our principal financial institution for the year 2021-2022.
10.	The GWSA Board of Directors, in the absence of a Succession Planning & Nominations Committee, has submitted the following names for the Board: <ul style="list-style-type: none"> • Teresa McKeeman

11.	Election of Directors
12.	The Path Forward – Board <ul style="list-style-type: none">• Strategic planning progress• Planning for our return to the Evergreen
13.	Next Meeting - June 2022, specific date TBA
14.	Adjournment

MINUTES

Meeting:	33rd ANNUAL GENERAL MEETING - 2020
Date:	September 15, 2020
Time:	1:30 pm
Place:	Zoom
Chair:	Brian Smith, Vice-President GWSA President Becky Fiedler is present and acting as Zoom host for today's meeting.
15.	Welcome – Brian Smith, Vice-President
16.	Land Acknowledgement – Kerry Detlor
17.	O Canada
18.	Special Recognition <ul style="list-style-type: none"> • Outgoing Directors - Kerry Detlor, Ann Grant, and Cem Kaner. Judith Carson's one-year term as Past-President has also ended. • Donors and supporters
19.	Call to Order <ul style="list-style-type: none"> • Brian called the meeting to order at 1:42pm
20.	Approval of the Minutes of the: December 9, 2019 Special Members Meeting The Special Members Meeting held on December 9, 2019 included a report and presentation from the GWSA Governance Committee. No votes were taken and no minutes were made. The presentation was posted to the GWSA website. June 25, 2019 Annual General Meeting Proposed motion: That the minutes of the Annual General Meeting held June 25, 2019 be accepted as presented. Brian Smith moved to approve the June 2019 minutes as published. Pat Gage seconded. The majority of attendees were in favour and the motion passed.
21.	Board Report - See annual report in your AGM package
22.	Community Support Services Update – Cheri Herdman <ul style="list-style-type: none"> • Programs are run through Outreach, Feeling Better Move Well, Feeling Better Eat Well, etc. • 4900 visits last year • 1258 hours of volunteers who supported these programs • 680 adults who have been registered to these programs • Programs run through community partnership (United Way, Guelph Family Health Team, etc.)

	<ul style="list-style-type: none"> • Covid-19 prompted a pivot in March- programs changed to support food security where meals were made and delivered weekly. Over 10 000 frozen meals have been delivered. • 9000 lbs of produce have been delivered thus far • SOS programs have increased • Thank you to volunteers/supporters/staff members who have made these programs possible. • Brian thanked the CSS staff for their work in the community over the past 6 months through the pandemic.
<p>23.</p>	<p>Treasurer’s Report – Roger Stevens</p> <ul style="list-style-type: none"> • Purchased new computers for CSS staff • Purchased a new sound system for the Silvertones and other groups • Purchased a new drop safe for activity groups • Re-invested funds late last year. All funds are safe • Income is normal-nothing to note • Donations were up • Roger introduced Patricia from Baker Tilly • Financial statements are qualified • Page two describes more of the auditors responsibilities- not hired to identify fraud, etc. • Organization has \$124 000 cash, short term investments showing 0 because money has been moved to GIC’s which are long term investments • Accounts receivable has decreased because of city closures for covid-19 (no membership fees incoming) • Deferred money= income that has been received during the year but not earned (grants, etc.) will be moved to income • Decrease in donations from last year- last year there was a significant donation made • No change in income investments • Expenditures- rent to City of Guelph increased, legal fees and settlements from former employees • Roger will ensure liability insurance will be purchased which is consistent with the gWSA by-law. <p style="text-align: center;">Roger moved that the results of the audit of the financial statements of the GWSA for the year ended March 31, 2020 be accepted as prepared by Baker Tilly GWD Chartered Professional Accountants. Randy Taylor seconded. The motion passed.</p> <p style="text-align: center;">Roger moved that the firm of Baker Tilly Chartered Professional Accountants be appointed as auditors for GWSA for the year 2020-2021. Carol Croft seconded. 1 abstention, 30 in favour. The motion passed.</p> <p style="text-align: center;">Roger moved that the Guelph Wellington Seniors Association re-appoint the Bank of Montreal as our principal financial institution for the year 2020-2021. Ruth Slaven seconded. 1 abstention, 30 in favour. The motion passed.</p>

<p>24.</p>	<p>Governance Committee Report – Brian Smith By provincial order, all organizations are permitted to hold virtual AGMs this year. The Governance Committee is offering a by-law revision that would specifically permit (but not require) alternative-format AGMs in the future.</p> <ul style="list-style-type: none"> • Over 80 Governance documents have been updated over the past year • Issues of transparency matters and viability of CSS have been addressed and improvements of document maintenance have been improved. • Outdated continuity and pandemic plans have been updated • Behavioral management policy has been put in place to ensure fairness <p>The current by-law says: Annual General Meetings shall be called by the Board and shall be no more than fifteen (15) months after the previous Annual General Meeting, and no more than six (6) months after the Fiscal Year End.</p> <p>The proposal is to add: From time to time, the Board of Directors may determine to hold the Annual General Meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. Any member participating by such means is deemed to be present at that meeting.</p> <p>Brian moved to insert at the end of the first paragraph of section 5.2 of the By-law: Annual General Meetings, “From time to time, the Board of Directors may determine to hold the Annual General meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. Any member participating by such means is deemed to be present at that meeting.” Roger Stevens seconded the motion. 34 members voted in favour. The motion passed.</p>
<p>25.</p>	<p>Succession Planning and Nominating Committee and Election of Directors has submitted the following names for the Board:</p> <ul style="list-style-type: none"> • Wenda King • Pat Gage • Ross Knechtel <p>Brian moved that the following candidates be elected to the board of directors for 2020-2021: Wenda King, Pat Gage, and Ross Knechtel. Mike Woof seconded. The motion passed with 28 in favour, 3 opposed and 1 abstention.</p>
<p>26.</p>	<p>The Path Forward – Board</p> <ul style="list-style-type: none"> • In the past year, the governance committee made policy and document reviews as the GWSA needed to reestablish credibility to major funders (United Way and City of Guelph) • Pandemic management process was ready and has been guiding us for past 6 months • Pandemic response team has been working diligently- email updates were published to membership regarding how to stay safe during unprecedented times as well as any other relevant updates • 6 months into Covid-19 era- the board is taking advice from Public Health officers whose opinion is for seniors to stay home- hold virtual events where possible, minimize contact with others, and plan for an additional 2-3 years of health precautions. With that information, the board has decided to suspend all in person GWSA activities until September 2021 unless public health states that it is safe for seniors to return to community spaces at an earlier time

	<ul style="list-style-type: none"> • GWSA memberships are being extended as a result • Deferring in person activities does not mean GWSA is shutting down, but the way it operates will change (virtual activities, etc.) • Health is of the utmost importance for our members (both physical and mental). The GWSA will do what it can to support continued programming opportunities happening remotely • Board will start work on a strategic plan to see us through these troubling times • Members are encouraged to reach out to the board with any suggestions/ideas/etc.
27.	Next Meeting - June 2021, specific date TBA
28.	Adjournment The meeting adjourned at 2:24pm

Note: The 2021 AGM will include a vote on whether to approve these minutes. They should be considered in draft form until approved.

Biographies for Board nominees

Teresa McKeeman

I am a graduate of the Family and Child Studies program at the University of Guelph. My career spanned 31 years within the Social Services Department at the County of Wellington. I started as an Early Childhood Educator, later becoming the manager of the municipal child care centre on Willow Road and then the Director of Children's Services. During this time I was actively involved in the Willow Road community and instrumental in the Steering Group that submitted a successful application to the provincial government to develop the Better Beginnings, Better Futures parent support program in the community - now known as the Shelldale Family Gateway. For many years I sat as a volunteer member of the Child and Family team overseeing program development at the site.

In 2008 I took an early retirement from my paid employment in order to assist my elderly mother who was living independently. This opportunity allowed me to continue my volunteer work, first with Victim Services, then as a board member of the Guelph Community Health Centre (GCHC) where I met Marg Hedley. Marg convinced me to join her as volunteer at the GWSA where I spent a number of years first with the Make Yourself at Home program as a home visitor and then with the Move Well program in the at home and group exercise programs. At that time I also sat on the Community Support Services Advisory Committee and so I have familiarity with that program and all the benefits it provides to our community.

In addition to my board experience at the GCHC I have also been a member of the executive of the Old University Neighbourhood Association and the local chapter of the Canadian Federation of University Women (CFUW) where I served as vice-president, president and past president. I have been a member of the Advocacy Committee of CFUW since 2008.

I currently sit on the executive of the Grandmothers & Friends for Africa as a member at large and also volunteer with Pollination Guelph doing gardening at Hospice Wellington. My interest in GWSA stems from my time as a volunteer in the CSS program and also my advocacy work which includes looking at ways to help seniors age at home. Recent conversations with our MP Lloyd Longfield point to increased government support for such programs which I believe may provide an ideal opportunity for GWSA to expand their reach in the community.

Auditor's Report

The following pages are the GWSA Unaudited Financial Statements for the fiscal year April 1, 2020 to March 31, 2021. The complete AGM package, including the audited financial statements, will be available for download on June 7, 2021.

Guelph/Wellington Seniors Association
Unaudited
Balance Sheet Prev Year Comparison
As of March 31, 2021

	Mar 31, 21	Mar 31, 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
10000 - Petty Cash			
10010 - Cash Drawer (Front Desk)	300.00	300.00	0.00
10020 - Float - GWSA	450.00	450.00	0.00
10030 - Out Reach Float	100.00	100.00	0.00
Total 10000 - Petty Cash	850.00	850.00	0.00
11050 - BMO Operating Account	60,044.56	72,255.60	-12,211.04
11060 - BMO Savings Account	151,000.94	50,954.96	100,045.98
Total Chequing/Savings	211,895.50	124,060.56	87,834.94
Accounts Receivable			
13000 - Accounts Receivable	2,000.00	0.00	2,000.00
Total Accounts Receivable	2,000.00	0.00	2,000.00
Other Current Assets			
12000 - Undeposited Funds	527.20	13,736.22	-13,209.02
13010 - Interest Receivable	3,519.55	0.00	3,519.55
13200 - CEWS Receivable	6,700.72	0.00	6,700.72
14000 - Investments			
14020 - BMO GICs	17,007.98	17,257.36	-249.38
14025 - Meridian - Checking	10,188.31	0.00	10,188.31
14031 - Meridian Term Deposit	350,361.12	351,538.47	-1,177.35
Total 14000 - Investments	377,557.41	368,795.83	8,761.58
15000 - HST Rebate Receivable	7,371.46	12,042.17	-4,670.71
16000 - Prepaid Expense			
16010 - Prepaid Insurance	7,788.14	9,715.14	-1,927.00
16020 - Prepaid Trips	0.00	1,368.98	-1,368.98
16045 - Prepaid Subscriptions	901.26	0.00	901.26
Total 16000 - Prepaid Expense	8,689.40	11,084.12	-2,394.72
Total Other Current Assets	404,365.74	405,658.34	-1,292.60
Total Current Assets	618,261.24	529,718.90	88,542.34
TOTAL ASSETS	618,261.24	529,718.90	88,542.34
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - Accounts Payable	2,921.50	7,410.93	-4,489.43
Total Accounts Payable	2,921.50	7,410.93	-4,489.43
Other Current Liabilities			
22000 - Accrued Audit Expense	8,925.00	7,933.33	991.67
22010 - Accrued Legal Fees	493.50	0.00	493.50
22100 - Lease - City of Guelph	0.00	13,250.00	-13,250.00
22200 - Disbursements Payable - COG	0.00	2,000.01	-2,000.01
22225 - COG Revenue Adjustment	0.00	3,696.25	-3,696.25
22300 - Prepaid GWSA Memberships	26,211.18	21,134.11	5,077.07
22350 - Prepaid Activity Group Fees			

Guelph/Wellington Seniors Association
Unaudited
Balance Sheet Prev Year Comparison
As of March 31, 2021

	Mar 31, 21	Mar 31, 20	\$ Change
22351 · Prepaid Darts Fees	24.38	0.00	24.38
22352 · Prepaid Snooker Fees	757.60	0.00	757.60
22353 · Prepaid Walking Club Fees	29.31	0.00	29.31
22354 · Prepaid Pickleball Fees	5,486.72	0.00	5,486.72
Total 22350 · Prepaid Activity Group Fees	6,298.01	0.00	6,298.01
22400 · Prepaid Gift Memberships	440.00	440.00	0.00
22500 · Prepaid Sentinel Advertising	0.00	2,370.00	-2,370.00
22600 · Prepaid Garden Fresh Box	0.00	-100.00	100.00
22700 · Prepaid Gift Certificates	0.00	207.19	-207.19
24000 · Payroll Liabilities	6,598.57	7,127.99	-529.42
26000 · Deferred Services Funding			
26100 · Deferred United Way Funding	37,060.96	22,858.87	14,202.09
26200 · Deferred Services - Other Funds	18,140.20	17,655.87	484.33
Total 26000 · Deferred Services Funding	55,201.16	40,514.74	14,686.42
26555 · Guelph Family Health Team Grant	9,579.04	0.00	9,579.04
26569 · New Horizon Grant	25,000.00	0.00	25,000.00
Total Other Current Liabilities	138,746.46	98,573.62	40,172.84
Total Current Liabilities	141,667.96	105,984.55	35,683.41
Total Liabilities	141,667.96	105,984.55	35,683.41
Equity			
30000 · Opening Balance Equity	440,472.08	440,472.08	0.00
32000 · Unrestricted Net Assets	-16,737.73	0.00	-16,737.73
Net Income	52,858.93	-16,737.73	69,596.66
Total Equity	476,593.28	423,734.35	52,858.93
TOTAL LIABILITIES & EQUITY	618,261.24	529,718.90	88,542.34

Guelph/Wellington Seniors Association
Unaudited
Profit & Loss Budget vs. Actual
April 2020 through March 2021

	Apr '20 - Mar 21	Budget	\$ Over Budget
Income			
40000 · Membership Fees	207.19	57,000.00	-56,792.81
40100 · Donations	1,990.00	200.00	1,790.00
40200 · Interest Income	12,327.11	10,100.00	2,227.11
40300 · Other Income	70,226.66	350.00	69,876.66
40500 · HST Retained (40%)	518.44	10,000.00	-9,481.56
42000 · Community Support Services	117,229.95	148,096.00	-30,866.05
43000 · Activity Groups - Taxable	5,724.48	65,951.00	-60,226.52
44000 · Activity Groups - Non-Taxable	0.00	9,250.00	-9,250.00
45000 · Special Events	0.00	11,077.00	-11,077.00
46000 · Sentinel Newspaper	2,809.85	21,173.00	-18,363.15
47000 · Travel Group	76.30	50,160.00	-50,083.70
49900 · Uncategorized Income	0.00	0.00	0.00
Total Income	211,109.98	383,357.00	-172,247.02
Gross Profit	211,109.98	383,357.00	-172,247.02
Expense			
60010 · Annual General Meeting	0.00	3,500.00	-3,500.00
60015 · Audit	10,086.42	7,500.00	2,586.42
60016 · Accounting	6,015.43	5,700.00	315.43
60020 · Bank Charges	523.56	625.00	-101.44
60025 · Conferences	0.00	200.00	-200.00
60030 · Consulting Fees	0.00	0.00	0.00
60035 · GWSA Board Expense	4,563.15	6,500.00	-1,936.85
60040 · GWSA Computer Expense	2,328.99	5,500.00	-3,171.01
60041 · GWSA Governance Expense	0.00	0.00	0.00
60042 · GWSA Program Committee	0.00	0.00	0.00
60043 · GWSA Website Expense	1,387.52	2,220.00	-832.48
60044 · GWSA Finance Committee Expense	0.00	0.00	0.00
60045 · Charitable Donations	2,700.00	6,700.00	-4,000.00
60100 · Insurance	11,442.87	11,994.00	-551.13
60150 · Lease - COG	-13,250.00	53,000.00	-66,250.00
60155 · Disbursement - COG	-2,000.01	8,000.00	-10,000.01
60175 · Legal	688.01	2,000.00	-1,311.99
60177 · Damages	0.00	0.00	0.00
60180 · Marketing Plan Implementation	0.00	0.00	0.00
60187 · COVID 19 Expenses	2,182.73	0.00	2,182.73
60200 · Membership & Marketing	1,264.93	15,870.00	-14,605.07
60210 · Membership Dues	196.00	400.00	-204.00
60215 · Miscellaneous Expense	-13.80	0.00	-13.80
60216 · Misc. Sentinel Advertising	0.00	200.00	-200.00
60220 · Office Expense	178.20	500.00	-321.80
60230 · Off-site Storage	1,896.00	1,896.00	0.00
60300 · Volunteer Expense	0.00	0.00	0.00
62000 · CS Services Expense	117,229.95	148,096.00	-30,866.05
62214 · Guelph Family Health Team Exp	0.00	0.00	0.00
62235 · Covid 19 Emergency Community	0.00	0.00	0.00
62991 · Guelph Community Found. Grant	0.00	0.00	0.00

Guelph/Wellington Seniors Association

Unaudited

Profit & Loss Budget vs. Actual

April 2020 through March 2021

	Apr '20 - Mar 21	Budget	\$ Over Budget
62999 - United Way/New Horizons Expense	0.00		
63000 - Activity Grps - Taxable	774.19	18,052.00	-17,277.81
64000 - Activity Grps - Non-Taxable	0.00	260.00	-260.00
65000 - Special Events Expense	0.00	8,465.00	-8,465.00
66000 - Sentinel Expense	10,344.02	27,733.00	-17,388.98
66001 - Payroll Expenses	0.00	0.00	0.00
67000 - Travel Group Expense	-287.11	42,017.00	-42,304.11
67150 - Loss on Investments	0.00	0.00	0.00
90000 - Capital Expenditure	0.00	41,945.00	-41,945.00
Total Expense	158,251.05	418,873.00	-260,621.95
Net Income	52,858.93	-35,516.00	88,374.93