

Agenda for TAL-KW AGM February 28, 2019

Forbes Family Room, Manulife Financial Sportsplex, Waterloo, ON

Present: Val, Rick, Keith, Gail, Marie, Jean, Liz, Wendall, Arlene, Melanie and 5 TAL members.

Regrets: Chuck Erion, Mike Hunter, Sylvia Ransom, Elaine Wetherup

1. Call to Order and Welcome: Pat Bowers

Pat called the meeting to order at 3:45 pm.

2. Approval of Minutes of February 28, 2018 Annual General Meeting

Motion: Pat

Second: Jean

No discussion

Motion carried.

3. Introduction of Board Members:

4. Reports:

a). President's Report: Pat Bowers

I would like to thank the many people who have made the current 2018-2019 31st year of TAL-KW operations a success. The Board members have worked conscientiously and cooperatively in their usual quiet way to accomplish the many tasks required for current functions and to plan for future needs. Gail Wright did her usual excellent work in organizing the annual Volunteer Appreciation reception. I'd like to thank her and Melanie for all the work that goes into scheduling volunteers to check tickets and serve beverages. The Tech committee has served us well, getting new equipment as needed and managing to enhance the sound. As well as coaxing RIM to increase the heat this winter! Marie Beattie and the Program Committee have as usual presented us with engaging and informative lecture series this year. I want to thank them especially for the long hours they put in to accomplish this work. The Registrars are there every lecture selling tickets, which is the public face of all the other work they do behind the scenes. And thanks to Rick Kitchen for keeping our books straight and for being a great partner with Valerie and I in our rental negotiation team. Valerie, our Vice President, has contributed new ideas, thoughtful comment, and great support throughout the year.

The officers helping the Board in marketing plans, Paul Hurly and Linda Whitmore, in hospitality, Melanie Watkins, and our Webmaster, Arleen Greenwood, have given us invaluable service. The many volunteers who check tickets and help with beverages have been most generous with their time and make the atmosphere of our lectures friendly and running smoothly. Moreover, the staff at RIM have been most helpful whenever we asked their help, whether in the technical area, hospitality, room availability, and negotiations about rent. Thank you all.

Two of our Board members have retired this year, after six years of exemplary service. Chuck Erion served on the Program Committee and was a creative force in helping to craft many of our series. Mike Hunter on the technical team helped make the computer work and overhead

messages shine, providing invaluable support to speakers. We are sorry neither of them was able to be with us today, but they have received our heartfelt thanks.

We have successfully negotiated a five year rental agreement with RIM which is similar to our previous agreement and in some ways more favourable to us. There are small increases each year. We have instituted major changes in the beverages offered during the break to address environmental concerns. A two year agreement with Food Services at RIM will be negotiated in the next months. The overall costs of beverages will be much lower. There has been a beginning discussion with RIM about their organizing the loan of hearing devices for sessions, but more work may continue about this issue.

No funds were provided for our bursaries this year, which are now self-supporting. We may need to contribute to them again next year.

I want to thank you all for your support during this year of my Presidency. It has been an honour to work with you. I must admit I'll enjoy coming to lectures next year with no agenda but enjoying the topics and the fellowship.

Respectively submitted, Pat Bowers, President, 2018-2019

Motion: Pat
Second: Gail
No discussion
Motion carried.

b}. Treasurer's Report: Rick Kitchen

I am pleased to present the financial statements for Third-Age Learning K-W for the fiscal year ending February 28, 2019. The strong lecture attendance continues to have a positive effect for our organization.

I would like thank Pat Bowers and Valerie Beckett for negotiating our rental agreement with RIM Park with very modest annual increases.

I am including two documents, Statement of Revenue and Expenses and Balance Sheet for fiscal year end February 28, 2019. Both statements include accrued expenses and revenues for the March 5/19 lecture which will be the replacement for the cancelled February 12/19 lecture.

Statement of Revenue and Expenses Notes:

1. The amounts shown on the Statement of Revenue and Expenses includes an estimated accrual for Daily Ticket Sales which have occurred since the end of January 2019, but not yet deposited. The Refreshments - City amount also includes an estimated accrual for refreshments served at February's lectures and the volunteer appreciation event.
2. See other notes on the statement

Balance Sheet Notes:

1. The accruals for Daily Ticket Sales are included in Accounts Receivable

2. The accruals for Refreshments-City are included in Accrued Liabilities
3. See other notes on the statement

Non-Profit Information Return (form T1044):

This form is used by the federal government to determine if any/all income is taxable. There are several thresholds used to determine if a NPO has taxable revenue. Third Age Learning K-W's revenue and assets are well below the required amounts to file this form. Since we have not filed a T1044 in the past, we are not required to file one this year.

Rick Kitchen, Treasurer

February 24, 2019

Motion: Rick
Second: Val
No discussion
Motion carried.

	<u>28 Feb 19</u>	<u>28 Feb 18</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Notes</u>
ASSETS					
Current Assets					
Chequing/Savings					
Savings	2,000	-	2,000	100.00%	
Cash	200	200	-	0.00%	
Toronto Dominion Bank	53,847	44,537	9,310	20.90%	
Total Chequing/Savings	<u>56,047</u>	<u>44,737</u>	<u>11,310</u>	<u>25.28%</u>	
Accounts Receivable					
Accounts Receivable	1,200	2,520	(1,320)	(52.38%)	(4)
Total Accounts Receivable	<u>1,200</u>	<u>2,520</u>	<u>(1,320)</u>	<u>(52.38%)</u>	
Other Current Assets					
Accrued Interest Receivable	234	31	202	643.83%	
Prepaid Expenses	273	129	144	111.66%	(1)
Prepaid Insurance			-	0.00%	
Total Other Current Assets	<u>507</u>	<u>160</u>	<u>346</u>	<u>215.99%</u>	
Total Current Assets	<u>57,754</u>	<u>47,418</u>	<u>10,336</u>	<u>21.80%</u>	
Other Assets					
TD Cash GIC Mat 2019-06-30	15,652	15,590	63	0.40%	
Total Other Assets	<u>15,652</u>	<u>15,590</u>	<u>63</u>	<u>0.40%</u>	
TOTAL ASSETS	<u>73,406</u>	<u>63,007</u>	<u>10,399</u>	<u>16.50%</u>	
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	-	310	(310)	(100.00%)	(2)
Total Accounts Payable	<u>-</u>	<u>310</u>	<u>(310)</u>	<u>(100.00%)</u>	
Other Current Liabilities					
Accrued Liabilities	5,430	6,838	(1,408)	(20.59%)	
HST TAX PAYABLE					
HST Collected	20,871	11,985	8,886	74.15%	(3)
HST Paid on Purchases	(18,499)	(9,346)	(9,153)	(97.93%)	(3)
Total HST TAX PAYABLE	<u>2,372</u>	<u>2,638</u>	<u>(267)</u>	<u>(10.10%)</u>	
GST/HST Payable	-	-	-	0.00%	
Total Other Current Liabilities	<u>7,802</u>	<u>9,476</u>	<u>(1,675)</u>	<u>(17.67%)</u>	
Total Current Liabilities	<u>7,802</u>	<u>9,786</u>	<u>(1,984)</u>	<u>(20.28%)</u>	
Total Liabilities	<u>7,802</u>	<u>9,786</u>	<u>(1,984)</u>	<u>(20.28%)</u>	
Equity					
Retained Earnings	29,003	29,003	-	0.00%	
Unrestricted Net Assets	24,219	11,219	12,999	115.87%	
Net Income	12,384	12,999	(616)	(4.74%)	
Total Equity	<u>65,605</u>	<u>53,221</u>	<u>12,383</u>	<u>23.27%</u>	
TOTAL LIABILITIES & EQUITY	<u>73,407</u>	<u>63,007</u>	<u>10,399</u>	<u>16.51%</u>	

Notes

(1) Includes mailbox rental and new cheques

(2) Lecture room rental incl HST payable

(3) HST is reported and paid on a calendar year basis

(4) Anticipated Door Sales for the month of February

(5) New Savings account used as security against TD Visa card

	<u>Fall 2018</u>	<u>Winter 2019</u>	<u>Total 2018/2019</u>	<u>Fall 2017</u>	<u>Winter 2018</u>	<u>Total 2017/2018</u>	<u>Notes</u>
Ordinary Revenue/Expense							
Revenue							
Daily Ticket Sales	1,996	4,268	6,264	3,910	3,177	7,087	(1)
Membership Fees							
Season Ticket Sales	31,433	30,655	62,088	31,540	31,168	62,708	
Total Membership Fees	31,433	30,655	62,088	31,540	31,168	62,708	
Total Revenue	<u>33,429</u>	<u>34,923</u>	<u>68,352</u>	<u>35,450</u>	<u>34,345</u>	<u>69,795</u>	
Expense							
Board Expenses							
Symposiums & Other Meetings	50		50	60		60	
Board Misc	75	3	78	39		39	
Board Travel & Accommodations	298		298	20	35	56	
Board Refreshments & Other	174	209	383	169	110	279	
Meeting Room Rentals	(50)	50	-	50	150	200	(1)
Total Board Expenses	548	261	809	338	296	634	
Facilities Rent							
Rent for Events	4,097	4,683	8,780	4,591	4,591	9,182	(2)
Total Facilities Rent	4,097	4,683	8,780	4,591	4,591	9,182	
All Refreshments							
Refreshments - City	9,714	9,553	19,267	10,291	10,419	20,710	(1)
Total All Refreshments	9,714	9,553	19,267	10,291	10,419	20,710	
Registration Expense							
Ticket Sale Fees	4,889	4,157	9,046	4,332	4,257	8,589	
Other Costs		79	79	45		45	
Printing and Copying	1,233	1,223	2,456	1,219	1,101	2,320	
Total Registration Expense	6,122	5,459	11,581	5,597	5,357	10,954	
All Speaker Expenses							
Speakers Honorarium	5,975	6,000	11,975	6,400	6,000	12,400	
Lecture Handouts	42		42			-	
Speakers travel & other expense	1,424		1,424	467	350	817	
Total All Speaker Expenses	7,441	6,000	13,441	6,867	6,350	13,217	
Administration							
Legal Fees	-	-	-	-	-	-	
Bookkeeping Fees	-	-	-	-	-	-	
Office Expenses	30	30	59	31	4	35	
Computer & Other Supplies	421	17	438	52	127	179	
Insurance - Liability, D and O	702	702	1,404	702	702	1,404	
Memberships and Dues	38	38	75	-	38	38	
Postage, Mailing Service	55	74	129	63	44	106	(3)
Government Interest	9	-	9	44	-	44	
Website Expense	256	-	256	495	-	495	
Total Administration	1,510	860	2,370	1,387	914	2,301	
Total Expense	<u>29,432</u>	<u>26,816</u>	<u>56,248</u>	<u>29,071</u>	<u>27,927</u>	<u>56,998</u>	
Net Ordinary Revenue	<u>3,997</u>	<u>8,107</u>	<u>12,104</u>	<u>6,379</u>	<u>6,418</u>	<u>12,797</u>	
Other Revenue/Expense							
Other Revenue							
Interest Income	235	45	280	107	96	203	
Total Other Revenue	235	45	280	107	96	203	
Other Expense							
Contribution to Bursaries	-	-	-	-	-	-	
Total Other Expense	-	-	-	-	-	-	
Net Other Revenue	<u>235</u>	<u>45</u>	<u>280</u>	<u>107</u>	<u>96</u>	<u>203</u>	
Net Surplus (Deficit)	<u>4,232</u>	<u>8,152</u>	<u>12,384</u>	<u>6,486</u>	<u>6,514</u>	<u>12,999</u>	

Notes

(1) Amounts shown are the net of the accrued amounts and actual amounts from Fiscal 2018

(2) Fall 2018 has one 8 week lecture and one 6 week lecture

(3) Includes Mailbox rental at RIM

c) Registrar's Report

TAL-KW AGM - February 28, 2019

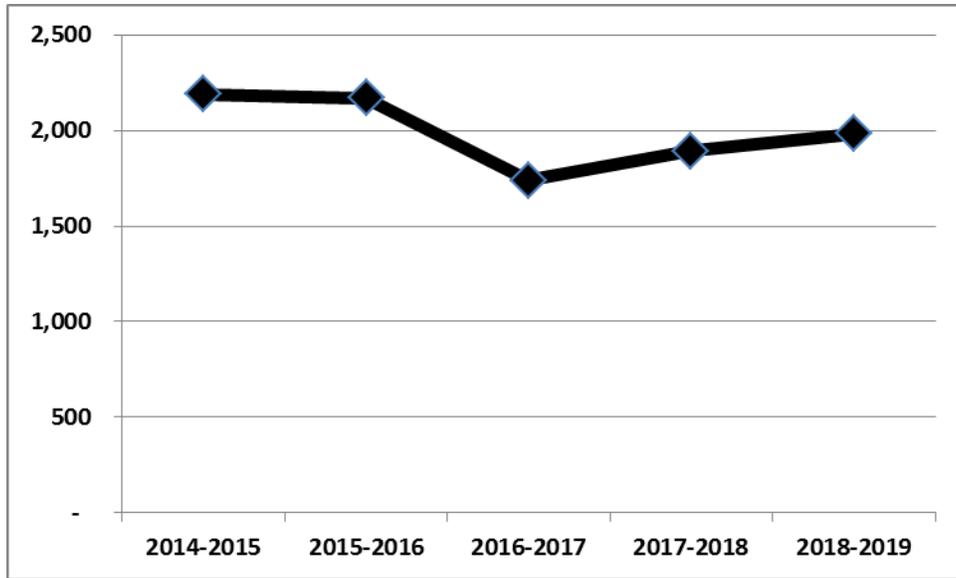
Ticket Sales (2018 - 2019 Fiscal Year)

The board made a decision to cap series ticket sales at 600 for the 2018-2019 fiscal ar, compared to the 650 maximum in previous years. During the past fiscal year there was one sellout (New Technology: Unintended Consequences) and another series (Hotter, Wetter, Wilder: Climate Challenges and the Search for Solutions) that reached near capacity.

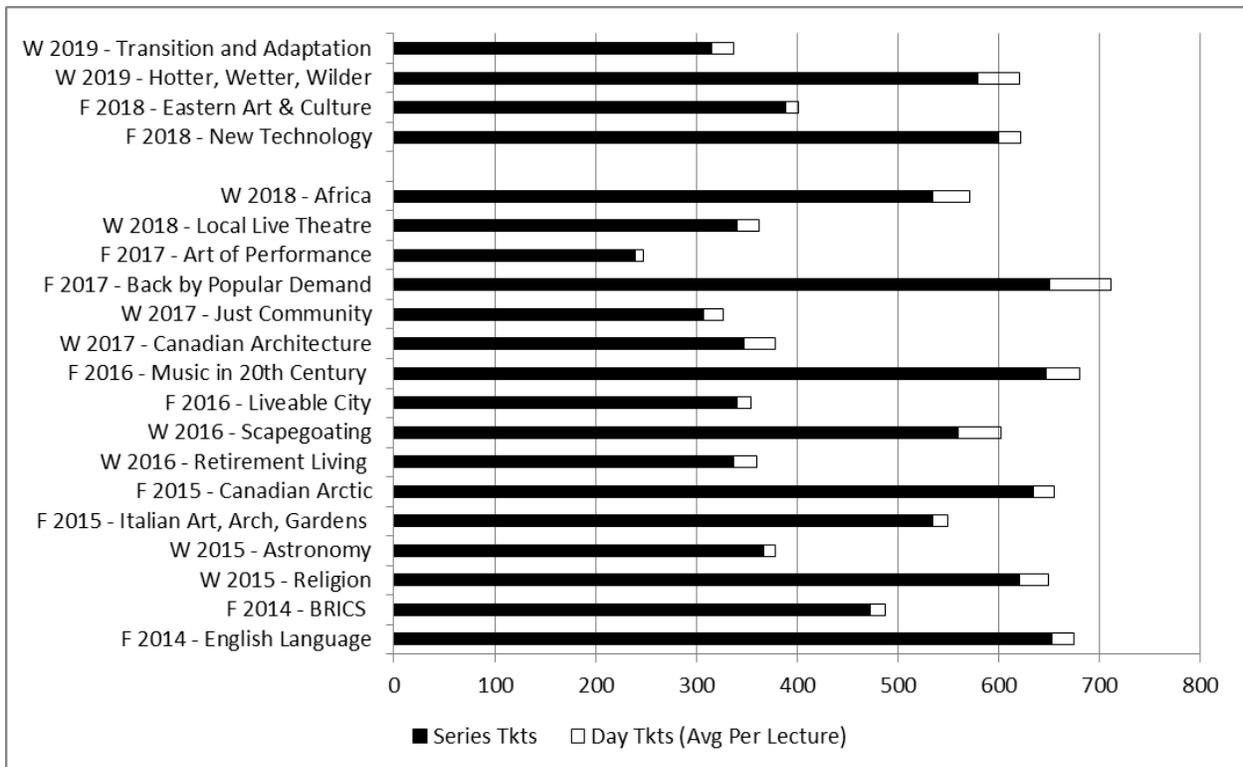
Ticket Sales: 2018-2019 Fiscal Year			
Session	Topic	Season Tickets	Day Tickets
Fall 2018 - Tuesday	New Technology: Unintended Consequences	600	176
Fall 2018 - Thursday	Beauty/Belief: Art/Philosophy in Eastern Cultures	389	70
Winter 2019 - Tuesday	Hotter, Wetter, Wilder: Climate Challenges	580	324 (est)
Winter 2019 - Thursday	Transition and Adaptation: In Our Own Backyard	315	175 (est)
TOTAL		1884	745

Ticket Sales (Historical)

As depicted by the following graph, following a dip in ticket sales that occurred during the 2016-2017 fiscal year, year-over-year total ticket sales have increased somewhat over the past two years. Total ticket sales for the fiscal year are defined as the total number of series tickets sold for the four series that comprise the fiscal year, plus the average number of day tickets sold per lecture:

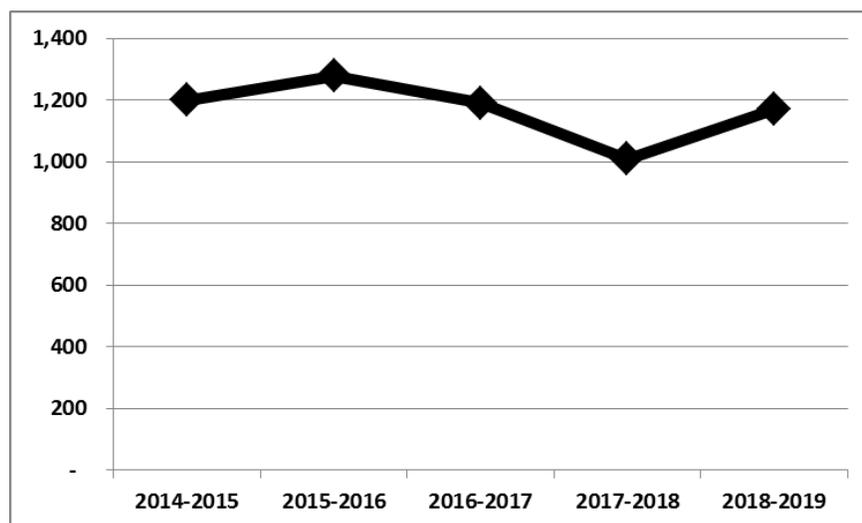


The following chart shows sales for each series over the last five fiscal years. Note that for fiscal year 2018-2019 ticket sales were capped at 600 vs. 650 in previous years.



Membership/Mailing Statistics

Currently we have 1,169 active households (those members who have purchased tickets within the past two years or requested to be added to the mailing list), a net increase of 160 over the previous year.



Other Activities

The most significant new development during the year was the strategic decision made by the board to act on suggestions made by the Registrar and Assistant Registrar to increase the emphasis on promoting TAL-KW by recruiting two TAL members to serve as marketing officers. We're very pleased with the work done to date by Paul Hurly and Linda Whitmore to develop and begin implementation of a marketing plan that is aimed at ensuring we will be able to continue to recruit new members, with a focus on retiring baby boomers. Paul's and Linda's work is being done under the direction of the Registrar.

Assistant Registrar Liz Ruby has come up to speed very quickly and has acquired experience handling most of the registrar tasks, including the complex and time-consuming task of updating our membership database with patron reports that we receive from Centre in the Square for our ticket sales. Thank you Liz!

Over the past year, a number of continual improvements were made to registration and ticket checking processes including ticket checking signage, a FAQ document for ticket checkers and moving to the cloud for easily accessible and secure storing of key documents that are required by the Registrar and Assistant Registrar.

In addition to the initial email blast announcing the start of ticket sales for a new season, it has become standard practice to send a reminder email approximately half way during each sales period. In addition the list of those receiving email notifications for ticket sales has been expanded to include those who have purchased a series ticket (or asked to be added to the mailing list) within the last 48 months (previously 24 months).

Several other adhoc email blasts occurred during the year, including two recruitment interest finder emails (marketing officers, board members), a rescheduling notification for three lectures in the fall Technology series and a cancellation email for the February 12th lecture. We anticipate increased use of email in the future, including surveys at the end of each series and a general survey of TAL member that will provide information for the marketing team.

Respectfully submitted,
Keith Myra, Registrar

Motion: Keith
Second: Gail
No discussion
Motion carried.

d). Report of the TAL-KW Program Committee
Annual General Meeting February, 28, 2019
Marie Beattie, Chair Program Committee

During the past year, the program committee has organized four series of presentations. In the fall we offered **New Technology: Unintended Consequences**. We secured eight speakers to discuss various aspects of new technology and the unintended consequences and ethical implications for society.

This series proved to be very popular and sold out at 600 series tickets, again well before the scheduled end to ticket sales. As well, 176 day tickets were sold. Board members were approached by many subscribers at TAL and in the community, who expressed their appreciation of the topic. Several speakers, Neil Desai, Marcel O’Gorman and Thomas Homer Dixon were very enthusiastically received and may be speakers we could bring back at a later date as part of a best of series.

Our Thursday series, **Beauty and Belief: Art and Philosophy in Eastern Cultures**, found a smaller but respectable response from our subscribers at 389 and 70 day tickets. For this series we had a single presenter and decided to present only six lectures. The evaluations of this series indicated that many people enjoyed the content and speaker and did not mind the shortened format.

The Winter Tuesday series, **Hotter, Wetter, Wilder : Climate Challenges and the Chase for Solutions** was an extension of the Fall Tuesday series. Our eight presentations were provided by five speakers and a film. Again the response from our subscribers was very good at 563 series tickets sold and many single tickets. Again several speakers were treated as stars by our audience, notably Steven Bednarski and Byron Williston.

We tried something new for this series by screening a film, Al Gore's The Inconvenient Truth Part Two. We had used a few minutes of the film in the Fall series when our scheduled speaker was late and we were unable to contact her. In spite of this film having been shown on Netflix, we had a large very engaged audience. The film led to a demand from our subscribers to stop providing single use plastic for water and juice. In response, we stopped offering juice, and we suggest people bring water bottles and use the tap water provided in Rim fountains or the new dispensers in our hall. Also, many more people are now bringing their own mugs for hot drinks and recycling the paper cups.

Another first for TAL, was that we were forced to cancel a lecture due to impossible road conditions for both the audience and the speaker. The speaker has agreed to deliver his lecture March 5, the week after we would normally finish and I wish to thank Rim Park for making the Hall available.

Our Thursday series **Transition and Adaptation in Our Own Backyard**, was presented by 10 speakers. The focus was local government and institutions and the steps they have taken to remain relevant. Although the series tickets were modest at 300 there has been good attendance and many single tickets. The speakers were excellent and were very warmly received.

Program Planning for Fall 2019 is well under way. On Thursdays we will present a series by Alan and Anne Morgan on the implications to humanity of plate tectonics around the world. Alan will offer a discussion of fault lines, risk of earthquakes, tsunamis, volcanic eruptions etc, and will illustrate his discussion by focussing on various parts of the world. Allan and Anne previously provided a sold out series for TAL in Fall 2012.

Our Fall Tuesday series will be on Indigenous Issues. We have already secured three speakers and have a list of many other potential speakers we plan to approach.

Work on Winter 2020 has also begun. We plan to offer a Tuesday series on Populism and the Threat to Democracy. For the Thursdays we will present a series on the Reformation.

I want to thank my hard working team for the hard work they have undertaken and continue to provide. Thank you to Chuck Erion, Jean Coughlan -Bednarski, Barb Kempe, Bob Wiffen and Elaine Wetherup. Sadly, we have had to say goodbye to Chuck Erion, who has been a star program member and who has also contributed a lot of valuable work to the rest of the board by his great ideas and limitless supply of useful contacts. Finally, I want to welcome Doug Koehler as our new member to the program team.

Respectfully submitted, Marie Beattie

*Motion: Marie
Second: Jean
No discussion
Motion carried.*

e). Hospitality and Volunteer Report - Winter 2019 - Gail Wright

This winter session came with a number of challenges and changes.

Having only one kitchen area to serve from was an unexpected change, one that came without warning.

Our volunteers and members adapted quickly to the change and we managed to serve everyone well within the break time.

The climate change series also prompted a number of changes. We are no longer serving juice or water in plastic bottles. (To date, only two people have asked for juice.) RIM and specifically, She ri Lorentz, have been very supportive of this initiative by providing urns of water and biodegradable cups. Even with the added cost of the cups and a small staff fee for cleaning and filling the water urns, our overall refreshment costs will be reduced. Our City of Waterloo employee, Nic, continued to fill requests and to adapt to the many changes along the way.

And a special thanks goes out to Melanie Watkins for removing all garbage cans from the hall. Several members were throwing the coffee cups into the garbage as opposed to the blue bins.

Melanie has been a tremendous support to the Hospitality and Volunteers role this year and I look forward to working with her again.

It is encouraging to see so many people bringing their own mugs. There has, however, been an unintended consequence with this as our coffee consumption has increased. This past Tuesday, the 19th, we ran out of both coffee and decaf. Some reusable mugs are quite large and we may need to ask our volunteers to not fill the larger cups to the top and to encourage those members to come back for refills after everyone has been served.

We are very fortunate to have a wonderful group of volunteers to help with checking tickets and serving refreshments at break.

Several new volunteers stepped in this winter to help for which we are very thankful. As many of our members travel at this time of year, we continue to look for new people.

Our annual appreciation event will take place this year on Tuesday, February 26th downstairs in the Benchwarmer following the lecture.

Submitted by :

Gail Wright

Hospitality and Volunteers

*Motion: Gail
Second: Liz
No discussion
Motion carried.*

**f). TAL-KW - Technical Report - for 2019 02 28 Board Meeting
by Wendell Prime, Tech Team Leader**

Rim Parks now has direct wired Internet available but it should only be used if necessary. Presenters are still encouraged to embed web based files into their presentation. We must notify RIM Park in advance if Internet is required and there will be a sessional charge to TAL-KW for its use. This change is reflected in the updated 'Technical Information for Presenters' (February 2019) WORD file. I will distribute this file to the newly constituted Program Committee members once their names and emails are known.

My thanks to Mike Hunter and Valerie Beckett for their work on the Tech Team this year. All the best to Mike as he leaves the Board after six years and to Valerie as she moves into the role of President of the Board.

*Motion: Wendell
Second: Liz
No discussion
Motion carried.*

g). Website Report: Arleen Greenwood

Website report for TAL AGM Feb 28, 2019 The TAL website has worked quite well this past year for informing both our members and the general public about what was going on in our organization.

We placed a form on the Contact page inviting people to ask questions or make suggestions, and we received 24 messages. All message came to webmaster@tal.kw.ca and were forwarded to the appropriate board person. One suggestion that was sent led to my making a change in the website to more effectively convey important information.

Traffic to our website increased significantly because of the big storms we had on two of our presentation days, showing that our members look to the website as their source of information.

01-Feb 50
02-Feb 41
03-Feb 53
04-Feb 54
05-Feb 149 Bad weather - Session went ahead
06-Feb 70
07-Feb 143 Still bad weather - Session went ahead
08-Feb 34
09-Feb 29
10-Feb 54

11-Feb 133 Prediction of bad weather
12-Feb 170 Bad Weather - Session Cancelled
13-Feb 59
14-Feb 60
15-Feb 42
16-Feb 30
17-Feb 22
18-Feb 33
Feb. 19. 139
Feb. 20. 78
Feb. 21. 99
Feb. 22. 39

Work continues on the appearance of the TAL website. Respectfully submitted, Arleen Greenwood TAL Webmaster

h). Secretary/ Archive Report: Sylvia Ranson
No report

Motion: Wendell
Second: Keith
No discussion
Motion carried.

5. Election of Board Members:

Nominating Committee Report: Pat Bowers, Valerie Beckett, Marie Beattie

The by-laws of TAL-KW stipulate that new Board members are elected to a three year term and may be re-elected for no more than three additional one year terms. After one year or more of absence from the Board, a former director may be re-elected for a three-year term and no more than three additional one year terms. We recommend that the Board accept the following nominations for election to the TAL-KW Board.

Election to a three-year term starting March 2018: Doug Koegler, Phil Thomas, Ron Rempel and Melanie Watkins

Re-election for one-year term: Keith Myra, Marie Beattie, Jean Coughlan-Bednarski, Wendell Prime, Gail Wright, Rick Kitchen

We also acknowledge the retirement of Mike Hunter, Chuck Erion, and Pat Bowers.

Original Motion: Pat
Second: Liz
Discussion item: Proposed change: Election to the three-year terms will commence starting Feb 28, 2019 (rather than March 2018)

Revised motion: Pat

*Second: Jean
Motion carried.*

**** I believe most of this discussion commenced after #6 because the change in bylaw was pertinent to her appointment. I think this should be placed there. See below

6. Motion to approve the actions of the Directors and Officers of the past year.

This Motion includes the change in By-Laws made in May to Bylaw 3.06. As previously written, a new director who was appointed to fill a vacancy might be restricted in how long they could serve because of the length of the term left of the person they replaced on the Board. The changed bylaw changes that restriction. It reads:

3.06 Vacancies: Vacancies on the board of directors that occur during a term, however caused, may, so long as a quorum of directors remain in office, be filled by an appointment by the directors; otherwise such vacancies shall be filled at the next annual meeting of members at which the directors for the ensuing year are elected. Any director so appointed shall complete the current year of the term for the director he replaces. This partial year shall be deemed to be the first year of a three-year term subject to the six-year limit of clause 3.02.

*Motion: Pat
Second: Rick*

Discussion: Pat reviewed the change made in May 2018 to Bylaw 3.06 concerning appointments filling a vacancy on the Board during a term.

Elaine Wetherup's appointment fit this bylaw. Elaine joined the board as a program committee member last year just after the newly elected person resigned. Elaine has served the balance the previous Board Member's term (almost one year) and has two years left in her term.

Motion carried.

7. Other Business

One of the 5 TAL non-Board members in attendance asked the board to consider ways in which more TAL members could be encouraged to attend the AGM. Arlene suggested placing a more prominent notice on our website. Keith suggested an e-mail blast be sent the week prior to the AGM.

8. Adjournment

Pat adjourned the meeting at 4:30 pm.