

Chilliwack Community Services  
**ANNUAL GENERAL MEETING**

held **Wednesday, July 8<sup>th</sup>, 2020 @ 5:00 pm**  
at Chilliwack Community Services  
45938 Wellington Avenue, Chilliwack, BC

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Annual General Meeting was held via Zoom due to COVID-19 pandemic. Due to absent of physical attendance during the meeting, AGM package including Agenda, Minutes from 2019 Annual General Meeting, and 2019-2020 Annual Report was sent via e-mail and/or mail to all members and guests. All attendees were recorded via zoom and noted in the attendance sheet prepared.

5:00 PM Members and guests joining in the zoom meeting.

5:15 PM Meeting called to order

**1. Welcome, Opening Remarks, and Greetings:**

Chair Paul Donaldson welcomed all to the meeting which included 13 members of society.

- Society Members present were: A. Billingsley, C. McCabe, D. Janzen, D. Janzen, G. Cooper, J. Laynes, J. Hunt, J. Ramsay, K. Guiaya, K. McLandress, L. Zacharias, P. Donaldson, P. Monteith.
- Other attendees were: Anja Vogels, Bill Sheridan, Charisse Moore, Christy Brown, Chris Veenstra, Dani Wall, Debbie Fletcher, Erin Giesbrecht, Esther Gubiotti, Gail Tolsma, Helen Edwards, Jane Ulyot, Jordan Forsyth, Julie Nickel, Kate Healey, Ken Popove, Lenni Kennedy, Lida Yeung, Michelle Price, Nancy Drewery, Patricia Hryhorczuk, Robert Lacerte, Robert LeComte, Ronda Cushnie, Sean Reid, Shirley Triemstra, Sukaina Rehmtulla, Suzanne Cameron, Tracy Tsai, Warren Schatz.
- Special welcome to Sean Reid, Jordan Forsyth, Mayor Popove, Lida Yeung, Tracy Tsai, guest speaker Warren Schatz, sponsors, and employees.
- Mayor Ken Popove gave a warm welcome.

**2. Approval of Agenda:**

A quorum present was confirmed for the legal transaction of business at the Annual General Meeting.

**MOTION:** C. McCabe / J. Hunt - "Motion to approve Agenda."

Motion Carried

**3. Minutes of the Annual General Meeting held on June 24, 2019:**

**MOTION:** A. Billingsley / D. Janzen - "Motion to approve as circulated Minutes of the Annual General Meeting held June 24, 2019."

Motion Carried

**4. President's Comment:**

Board President, P. Donaldson presented a verbal report. Points included:

- Paramount Project – currently in progress. "Can't do without the support of City of Chilliwack"

- Due to strong effort of Diane Janzen and entire Management Team in keeping the organization's sustainability specifically during the end of the fiscal year, where COVID 19 pandemic hits and affect the world. CCS partnering with Salvation Army continued to support and provide services during this challenging year particularly ensuring food security for the community.
- P. Donaldson has been part of the Board for 14 years and this year is his 4<sup>th</sup> year of being President.

## 5. Guest Presentation:

Guest Speaker: Warren Schatz from Salvation Army.

It has been a challenging year and changing the world's reality. But, the challenges that people are facing is unimaginable, its impact on business, society, and specifically to vulnerable people of the community experiencing uncertainties. However, with the collaboration of Chilliwack Community Services, Salvation Army, Bowls of Hope and the City of Chilliwack, with all the adversity, comes hope and opportunity. With schools being close, Starfish Program became Feed the Children initiative providing food to 450 families and 1,800 people a week. Those that are not qualified to receive food hampers from Feed the Children are provided through Local Food Hub. "During this challenging times, the perseverance of these organization managed to adopt within a week to ensure that food security will be provided specially to those that are heavily impacted by this pandemic. As we are unsure of what will be coming in the next few months, or year, our community will work hard and persevere to ensure food security for the community."

A video was showed with partnered organization explaining the changes made with food security to adopt during COVID 19 pandemic.

## 6. Executive Director Annual Report 2019-2020:

Copies of the report were provided to members and guests via e-mail.

D. Janzen / H. Edwards noted:

- D. Janzen thanking 105 employees continued to work during the COVID 19 pandemic.
- D. Janzen thanking the Board of Directors and volunteers for their continued support to CCS.
- CCS provides services from "Twinkle to Twilight". 6,506 people received services from CCS for 2019-2020.
- CCS is CARF accredited – International Gold Standard for Non-Profit Organization.
- Early Years – served 2,007 people with the Better Beginning, Family Place Network, Central Gateway Preschool and Childcare, Child Care Resource and Referral and Starfish Pack Program.
- Youth Services – served 394 with reconnecting youth to vital services such as Youth Support, Intensive Support and Supervision Program, The Village housing for 11 youths and 22 adults, Young Families program and Youth Community Recreation.
- Family Services – served 745 families with programs like Families First, Family Support Workers, Specialized Victim Assistance, Family Education Groups, and Family Law Advocate.
- Therapy Services – served 154 people with Family Counselling, Early Years Therapy, Youth and Family Therapy, Sexual Abuse Intervention and Counselling Internship Program.
- Immigrant Services served 517 people from 45 countries and speaking 25 different languages through various programs such as Settlement Services, Language Instruction, Childminding, Interpretation/Translation, and Local Immigration Partnership.

- Training and Education – served 100 individuals with the Family Literacy and Business Certificate Program.
- Seniors Services – served 627 people through Better at Home, Community Drivers, and Meals on Wheels program.
- Food Security initiative with partner organization provided 450 hampers and 375 meals per week during the COVID 19 pandemic.
- CCS have 383 Volunteers provided 19,621 hours.
- Christmas Sharing provided 570 family hampers helping 1,181 children.
- Fundraising raised \$972,890.
- Future initiatives: Paramount Project, Outreach and expanded community therapeutic services, Tamarack Youth Project, Seniors Community Connector, Pathways to Education, and Child Protection RCMP Project.
- Thank you to the Board, Employees, Volunteers, City of Chilliwack, Province of BC, Government of Canada, Funders, Sponsors and Donors.

#### 7. **Presentation of 2019-2020 Financial Statements and Auditor's Report:**

A screenshot of financials were provided in the Annual Report, which was provided to members and guests via e-mail prior to meeting.

Sean Reid of KPMG confirmed a “clean” audit opinion which means the financial statements were clearly presented, assets and liabilities are all in good standing.

#### 8. **Treasurer's Report:**

J. Hunt presented the year-end financials. Points included:

- Thank you to Management and Finance to ensure sustainability of our organization.
- Statement of Financial Position – provides details of assets and liabilities of the organization.
- State of Operations – tremendous support from the Community with Fundraising, which allows the organization to continue providing services.
- P. Donaldson – there is a noticeable decline in income from previous year due to loss of WorkBC grant.
- The audited Financial Statements were adopted as presented through motion to carried at the June 10, 2020 board meeting.

#### 9. **Appointment of Auditor:**

KPMG confirmed their willingness to continue as Financial Auditor for the coming year by email on June 19, 2020.

**MOTION:** J. Hunt / L. Zacharias - “Motion that KPMG be reappointed auditor for Chilliwack Community Services for the 2020/2021 fiscal year.” Motion Carried

**10. Appointment of Solicitors:**

Baker Newby confirmed acceptance of re-appointment by e-mail on June 19, 2020.

Jessie Ramsay abstained herself from this vote.

**MOTION:** R. Lacerte / G. Cooper - "Motion that Baker Newby be re-appointed Solicitor for Chilliwack Community Services for the 2020/2021 fiscal year." Motion Carried

**11. Election of Board of Directors:**

P. Donaldson presented the slate of individuals willing to serve on the Board of Directors for 2020-2021

	NAME	YEARS SERVED	STATUS	
1	Billingsley, Allan	11	Elected for a 5 <sup>th</sup> 2-year term in June 2019	Continuing for a 6 <sup>th</sup> two-year term
2	Cooper, Gary	5	Elected for a 2 <sup>nd</sup> 2-year term in June 2019	Continuing for a 3 <sup>rd</sup> two-year term
3	Donaldson, Paul	14	Elected for a 7 <sup>th</sup> 2-year term in June 2018	Standing for re-election for a 8 <sup>th</sup> two-year term
4	Hunt, Jeff	3	Elected for a 1 <sup>st</sup> 2-year term in June 2019	Continuing for a 2 <sup>nd</sup> two-year term
5	Lacerte, Rob	1	Elected for a 1 <sup>st</sup> 2-year term in June 2019	Continuing for a 1 <sup>st</sup> two-year term
6	Laynes, Jason	6	Elected for a 3 <sup>rd</sup> 2-year term in June 2018	Standing for re-election for a 4 <sup>th</sup> two-year term
7	McCabe, Corinne	7	Elected for a 3 <sup>rd</sup> 2-year term in June 2018	Standing for re-election for a 4 <sup>th</sup> two-year term
8	McLandress, Kim	1	Elected for a 1 <sup>st</sup> 2-year term in June 2019	Continuing for a 1 <sup>st</sup> two-year term
9	Monteith, Peter	8	Elected for a 4 <sup>th</sup> 2-year term in June 2018	Standing for re-election for a 5 <sup>th</sup> two-year term
10	Ramsay, Jessie	4	Elected for a 2 <sup>nd</sup> 2-year term in June 2018	Standing for re-election for a 3 <sup>rd</sup> two-year term
11	Ullyot, Jane	<1	Elected for 1 <sup>st</sup> 2-year term in July 2020	Standing for election for a 1 <sup>st</sup> two-year term
12	Veenstra, Chris	<1	Elected for a 1 <sup>st</sup> 2-year term in July 2020	Standing for election for a 1 <sup>st</sup> two-year term
13	Zacharias, Luke	9	Elected for a 5 <sup>th</sup> 2-year term in June 2018	Standing for re-election for a 6 <sup>th</sup> two-year term

**MOTION:** J. Ullyot / A. Billingsley - "Motion that the slate of nominees proposed to serve on the Board of Directors for 2020/2021 be accepted." Motion Carried

12. **Presentation of Long Term Service Employees and Volunteers Awards:**

Flowers and certificate were delivered to their doorstep as the Annual General Meeting was held via zoom.

Name	Program	Years of Service
Karen Derksen	Immigrant Services	10 years
Louise Geddes	Immigrant Services	10 years
Loretta Krueger	Immigrant Services	10 years
Debbie Onucki	Early Years	15 years
Gail Toslma	Finance	20 years
Jennifer Campbell	Family Services	25 years

13. **Thanks to Board Members:**

D. Janzen thanked Board of Directors for their dedication to the organization.

14. **Thanks / Closing:**

P. Donaldson thanked everyone for attending the Annual General Meeting.

15. **Adjournment:**

**MOTION:** L. Zacharias / A. Billingsley - "Motion that the 2019-2020 Annual General Meeting of Chilliwack Community Services be adjourned." *Motion Carried*

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President

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Secretary / Treasurer

Following the meeting, the newly elected Board of Directors convened for a brief meeting to elect executive officers and appoint signatories for 2020-2021.

**5. Committees:**

**Communications:**

- J. Ramsey – Communication Committee is rolled into Fundraising Committee, therefore there is no need to have this committee.
- P. Donaldson – Communication Committee is taken out of the list.

**Governance:** C. McCabe, A. Billingsley, P. Monteith, C. Veenstra

**Finance:** J. Hunt, G. Cooper, C. McCabe, P. Donaldson

**Facilities:** J. Laynes, P. Donaldson, C. Veenstra

**Fundraising:** J. Ramsay, R. Lacerte, J. Ullyot, K. McLandress

**MOTION:** G. Cooper / J. Laynes - "To pass the composition of the Committees as presented."

*Motion Carried*

**6. Conflict of Interest / Code of Ethics and Conduct:**

- Conflict of Interest and Code of Ethics and Conduct were sent to Directors prior to Annual General Meeting and were reminded to submit the completed form to Executive Assistant.

**7. In Camera:**

**MOTION:** L. Zacharias / R. Lacerte - "To move in Camera."

*Motion Carried*

**MOTION:** L. Zacharias / R. Lacerte - "To move out of Camera."

*Motion Carried*

**8. Adjournment:**

**MOTION:** L. Zacharias / P. Monteith - "That the meeting adjourn at 7:06 PM ."

*Motion Carried*

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President

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Secretary/Treasurer