

**2016 ANNUAL GENERAL MEETING  
GABRIOLA AUXILIARY FOR ISLAND HEALTH CARE SOCIETY  
NOVEMBER 7, 2016  
1:30 p.m. LIONS MANOR, GABRIOLA, B.C.**

**PEOPLE PRESENT:** Anne Harrison, Judie Albert, Dorothy Betts, Simone Halpin, Ruth O'Neill, Michelle Benjamin, Joan Owen, Chuck Conner, Marilyn Heraty, Barb Miller, Carol Ferguson, Betty Schultze, Carol Boyce, Nancy Brown, Brenda Fowler, Carly McMahon, Bernice Dewinetz, Judith Roux, Susan Yates

1. CALL TO ORDER and welcome from President
2. APPROVAL OF LAST YEAR'S MINUTES as amended m/s/c/
3. PRESIDENT'S REPORT:

**GABRIOLA AUXILIARY ANNUAL GENERAL MEETING, PRESIDENT'S REPORT**

Prepared and presented by Simone Halpin

Welcome Everyone to our annual general meeting.

It has been another busy year for the auxiliary. I would like to start off by extending a big thank you to the other board members who have worked hard this past term. To Marilyn, the keeper of the books...I know this is a very big job that takes a lot of time. It is also a very important job. Thank you for all that you do. Thanks also to Betty Schultze, our secretary for keeping us organized. To Carol Boyce, our events coordinator who keeps track of what works and what doesn't. Nancy Brown, our longest standing board member who continues to be the Meals on Wheels coordinator and serves as a conduit of information from her drivers to the board. Thank you also to Dorothy Betts and Heather Cameron who served on the board but had to step down for personal reasons. Your work and input was valued and missed. Thank you TEAM! It is a pleasure to work with you.

There are also a few others that are not on the board but play a significant role in the organization that I would also like to thank:

Barb Miller, our membership coordinator who also keeps track of volunteer hours and donation counts

Earl Miller, coordinator of drivers to doctors, and

Richard and Carolyn Pullano who install the lifeline equipment for new customers.

Hillary Plowright, our web designer and maintainer of the site. Please check it out often.

Then there is our GABE Shop manager who does such a wonderful job. She has brought such a broad range of skills to us from retail, marketing, social media to designing pamphlets and posters and helping organize events. Thank you for all you do.

But the **biggest thank you** must go out to our volunteers and the community that supports us.

**So what have we done this past year:**

We started off by making changes in the shop by replacing some big display unit and replacing them with more streamlined units. We had to get another cash desk because our old one went off to the Roxy so we

had the cash desk and the wrapping/ packing unit built. Thank you to John Rowland and Dee who did the work and only charged for material.

The ice cream cart was cleaned up with a fresh coat of paint before the season started. Our canopy over our sitting area had seen a lot of damage so we ordered a solid one that should last a number of years. This was put up by Chuck, Mike and Harvey. It has worked very well. This gave us a dryer area to set up our “free” section.

We also negotiated an extension to our lease. This was necessitated by the board deciding that the cost of the addition that were outlined in the rental agreement were out of range at today’s cost. The letter of understanding extends our existing terms and conditions and provides for an additional 3 years with no increase in rent to June 30<sup>th</sup>, 2019 with a further option of 2 more years where rent increases, if any will be limited to 5% per year.

In the past months we have been working on our bylaws. With the new Societies Act which will come into effect in November 28, 2016. There are significant changes in the new Act. All societies in the province have to review their constitution and bylaws and ensure that they comply with the new regulations. This also gave us the opportunity to revise some bylaws to better fit our circumstances. One of the 1<sup>st</sup> things we did was to order the “Transition” package from the Registrar of Companies in Victoria. The package we received was certified true copies of the documents on file with the registrar. I must say there was a number of surprises. There had been changes to our bylaws that we were not aware of. The most significant one, in my view was the provision that the term of office for directors. It states “No person who has served as a director of the society for three consecutive terms of approximately three years each may be nominated for election or re-election, or be appointed as a director by the directors, until such person has been a director for at least the period between two successive AGMs. The reason this is so significant is that we have been operating under the standard provision in the Schedule B bylaws that stated each director is up for re-election at the each AGM.

Since the change had already been passed and registered we will be doing the election accordingly and staggering the terms of the positions so that not all end at the same time. This will add continuity.

This process has taken a considerable amount of time and we feel what we have put in front of you will serve our auxiliary well.

The other thing we have been doing is reaching out so that organizations know they can come to us for monetary support if it is consistent with our policy. Aside from the grants that are before you today we gave \$500.00 to the Social Worker for nutritional supplement that she can give to her clients that need them. We also gave \$500.00 in support of the mental health week forums that were held. This was to help with advertising and supplies. We have also donated ice cream for the senior’s luncheon, for a student who was working at PHC as well as 2 tubs for the Christmas Spirit Dinner.

### **What is Next:**

Our next big undertaking will be the replacement of the flooring in the Shop. There are many tears that pose a hazard to our customers and volunteers. Gorilla tape will only suffice for so long. Since we are doing this we will repaint inside to make things brighter. We are looking for quotes on this work and hope to get it done over our Christmas shutdown.

m/s/c/ President’s Report

#### **4. TREASURER'S REPORT:**

Good afternoon everyone. I was elected Treasurer at our last A.G.M. after serving as your interim treasurer after the resignation of Ellen Mills in May 2015. This past year has again been extremely busy for all the Board members. I must acknowledge the commitment to the Auxiliary that Simone Halpin has made. Over this last year she has been there to pick up the ball if any of us are not able to fulfil our commitments. As Simone has explained that the Society Act is changing and this has required many hours of study and examination to complete the document put before you at this A.G.M. Our Auxiliary is certainly not a one person show and we would never have been able to fulfill our accomplishments without the tireless work of all our volunteers Store Manager and Board members. The outstanding results of our combined efforts are reflected in the Society's financial statements. We are in a position to award the largest sum of grant money since the Auxiliary's formation in June of 2012. If the membership supports the Board's recommendations to approve the awarding of the grants then we will have donated over \$74,194.00 back into our little community since June of 2012. We are the little mouse that is capable of a very loud roar.

The Auxiliary is pleased to announce that Maureen O'Rourke has agreed to be our accountant. She will assist us with filing taxes and help us understand accounting questions as they arise. It is much easier for us to work with a local person that is available on the island.

The GABE Shop and the Ice Cream Cart are the Society's primary source of revenue, bringing in 90% of its gross income in this past fiscal year. Three very successful fundraising events — the Mother's Day Tea, the Fashion Show and the Harvest Party netted us over \$2,278.00. Our two main events were sold out. Even with the wetter summer weather and not giving free ice cream, the net income from the sale of ice cream was \$849.00 higher than last year. The Board made the decision that we would stop giving a free ice cream coupon with each donation and give a punch on our Loyalty Card instead. It was impossible to track the actual amount of redeemed loyalty cards that were attributed to donations and not sales in the Store. The total amount of redeemed cards was \$2,372.00. Many donors continue to tell us that they want to give to the GABE Shop because we put money back into the community although we had fewer top end donations this year and therefore less revenue generated.

With total revenues of more than \$88,500.00 this past fiscal year, the Society was able to fulfil its mandate of supporting health care services on the island. It was able to successfully run the Meals on Wheels, Drivers to Doctors and Lifeline programs.

Our Store Manager Carol Fergusson continues to improve our stature with her knowledge of the retail business. We continue to attract new volunteers. We are an aging demographic and having a young vibrant person to guide us in the retail business has made the Auxiliary's job much easier. The Society achieved a net income of \$19,875.00 which is 2% less than our last the fiscal year. The weather, the Store improvements and quality of donations all contributed to this 2% reduction.

In keeping with a Board resolution to create a contingency fund for training, capital improvements or other projects, the Board decided that each month we transfer 35% of The GABE Shop and Ice Cream Cart net income to our high-interest savings account. At year-end, you see a very healthy cash balance on the Balance Sheet of over \$14,772.00 in the contingency account and \$44,461.00 in term deposits. We have one term deposit for \$10,000.00 that is cashable and one term deposit for \$34,461.00 that is locked in for 5 years, maturing April, 2020, with the opportunity to withdraw funds on the anniversary date of the term. Keeping this money aside in a separate account provides a psychological barrier and lets us think of the future.

Even with the higher costs of operation we are still able to cover the record high grant applications and keep a healthy balance in our chequing account to cover our low season. We were also able to increase our savings for future projects.

I will stand for election as your Treasurer. I wish to thank the members of the Auxiliary and the patience of the Board, for the opportunity of working with you.

GAIHCS Treasurer's Report November 7, 2016

(Presented by Marilyn Heraty, Treasurer)

m/s/c/ Treasurer's Report

#### **5. COMMUNITY RESPONSE NETWORK REPORT:**

I have continued to work with Jane Osborne, the mentor for Nanaimo, Cowichan areas for the Community Response Networks. I spent a day in Duncan with Jane and about 8 others who were taking the "presenters" course at the university there. It was a very full and exhausting day and we are all now ready to go out and spread the word and educate the public at large about the Community Response Networks and their function in our community. However, thankfully, Jane suggested that we have a couple of practice sessions for which I am very grateful! However, between our two schedules, that has not been easy. I spent a full day with her in July and we had booked for our second session in August. Unfortunately, Jane had to cancel and September she was away for a month. October was another missed month. Looks like we are aiming for the New Year now. Hopefully, we will be having the presentation in the spring and in conjunction with PHC who are the official host organization on Gabriola for the Community Response Network.

Stay tuned! It will all come together and once you have seen the presentation, I know you will agree that there are some very thought provoking scenarios, short film clips and interesting discussions to be had. You will be given all the necessary information to find the appropriate resources and help for any vulnerable adult you may encounter in your role as a volunteer or in your daily life. The Community Response Network will be a useful tool for "islanders helping islanders." I look forward to continue working with Jane in the next few months to come.

Thanks,

Barb Miller

Community Response Network Representative

for The Gabriola Auxiliary for Island Health Care Society

m/s/c/ report from the Community Response Network Representative

#### **6. MEMBERSHIP COORDINATOR'S REPORT:**

Our Auxiliary continues to have a strong core of devoted volunteers who have again managed to serve our community in many different ways. The members who work in The Gabe Shop have a reputation of being helpful and friendly and really enjoy their time spent with our devoted customers. Although there can be laughter and fun in the shop, the ladies also work hard to maintain a clean, sanitary, and organized environment. Our store manager Carol, is a very fastidious, knowledgeable leader who came

to us directly from the fashion industry and we are so lucky to have her. Bonus that she is a whiz at sourcing and pricing items on computer sites and generally very media savvy.

Meals on Wheels deliver meals three times a week all over the Island. They are also a very committed group of volunteers. Drivers to Doctors and Lifelines and of course, our seasonal ice cream scoopers all make a generous contribution of their time and our Gabriola Community is the beneficiary. All profits go directly into these programs and to our annual grant recipients.

The 2016 active membership total is 59 members. These are members who have paid the \$12 membership fee for Jan 1st, 2016 to Dec. 31st, 2016. All members are required to pay their annual dues in order to volunteer.

We so appreciate all the volunteers and the time you generously donate but you need to be insured both for you protection and the protection of the auxiliary. The dues give insurance coverage for each member from our provincial auxiliary organization. Without that coverage, our Gabriola auxiliary is open and vulnerable to any possible lawsuits. Please be warned that if your dues are not paid, you cannot volunteer.

Although your 2017 dues are not "due" until Jan 1st., I will start collecting as of today. My hope is that by January 1st., the majority of you will have paid. In years past, I have still been collecting well past Spring and into the summer. Please.....not this year! No dues, no insurance, no work!

If you have any family or friends, new neighbours, whomever.....please tell them about us. We are always ready and willing to have new members willing to volunteer!! New members will need to fill out a profile, information sheet, apply for a Criminal Record Check and of course, pay the \$12 dues.

Barb Miller  
Membership Coordinator  
m/s/c/ the report from the Membership Coordinator

## **7. REPORT FROM THE VOLUNTEER COORDINATOR:**

Barb Miller presented the following information:

### **Year End Customer Totals for 2015-2016 Customer Count and Donations**

<b>Month</b>	<b>Gabe Shop Customers</b>	<b>Ice Cream Customers</b>	<b>Donations</b>
October	1704	0	153
November	1255	0	138
December	1391	0	117
January	654	0	76
February	1071	0	93
March	1213	0	126
April	1231	0	146
May	1472	0	136
June	1575	0	143
July	2408	1222	174
August	2295	1942	167
September	1543	550	151
Total	17812	3714	1620

### **Time by Item**

## October 2015 through September 2016

No item assigned

D to D	79.75
GABE Shop	3,435.75
GAFIHCS	1,730.00
Ice Cream	351.25
MOW	783.00
Total No item assigned	6,379.75

**TOTAL** **6, 379.75**

### 8. EVENTS COORDINATOR REPORT:

Again this year we have done 4 fundraising events.....a Mother's Day Tea at the Rollo Centre, The Gabe Shop's 4th birthday party on July 2, the Fashion Show on the outside stage at the Gabriola Theatre Festival and a Harvest Dinner at Surf Lodge on September 24. In between these events there have been draws at the Gabe Shop, primarily for a BC Experience card. All of these events have been significant in raising funds.

The Mother's Day Tea featured a dessert draw and teacup readings and 42 tickets were sold, somewhat less than last year. Income after expenses totaled approximately \$550, significantly less than last year's income of \$800. About a dozen volunteers participated in carrying out the event. There was no silent auction this year and fewer tickets were sold, resulting in fewer draw tickets being sold as well. However everyone again had a lot of fun and it is a worthwhile event to continue.

The 4th Annual Gabe Shop Birthday Party was held on the July long weekend on July 2 at the store. There was a draw, a 40% off sale in the store and a hot dog sale. Between the draw and the hot dog sale \$350 was raised and the store sale went well all weekend. Visitors enjoyed the free cupcakes and popcorn that were given away. Four volunteers were used for the party event in addition to regular store and ice cream volunteers.

The Fashion Show was well attended and appreciated by the audience. Carol Ferguson, our store manager, again organized, scripted and narrated the event using fashions culled over the past year from donations to the shop. Many volunteer models participated from our membership and from the general community. Most of the clothing modelled was then sold later in the shop.

The Harvest Dinner at Surf Lodge was run this year as a sit down buffet dinner with tickets sold in advance, followed by an evening of music and spontaneous dancing to Nathan Tinkham's band. There was also a draw for donated health and wellness related services or items, a 50/50 draw and a hay auction conducted by Eric Boulton. Total proceeds after expenses was in excess of \$1400. Carol Ferguson was the primary organizer of this event and the emcee through the evening. Approximately 8 volunteers were involved.

The Auxiliary is most appreciative of all the support we have received from numerous businesses and individuals on the island for donations of food, equipment and draw items. A special vote of thanks goes to Carol Ferguson for her organizing of 2 major events and all her help with details of the others. Also I

wish to express ongoing appreciation to the volunteers who pitch in to make these events a success. It is important that the Auxiliary continue holding these annual events as they raise our profile in the community and provide a venue to give information about what we do, as well as raising dollars towards our yearly grants for community health and wellness projects.

Carol Boyce, Events Coordinator  
m/s/c/ Events Coordinator Report

## **9. MEALS ON WHEELS REPORT:**

This year has been a rewarding year for all of the MOW drivers. We are all very committed to our clients, and enjoy interacting with them each week as we deliver the meals on our two routes.

We deliver 3 times per week-Monday, Wednesday and Friday. The routes are completed in under 2 hours, and we are finished before 6 pm each day. These meals are available to anyone who signs up for them- no restrictions. The cost per client is \$5.50 per meal and VIHA covers the remainder of the cost. On average, we deliver 36-45 meals per week.

At the present time, we are not in need of new drivers; but, this could change in the future. If anyone is interested in more information about this valuable island program, please contact me, Nancy Brown, or any member of the Gabriola Auxiliary Board.

Nancy Brown,  
Co-coordinator, MOW program.  
m/s/c/ the MOW report.

## **10. NEW BUSINESS:**

### **Special Resolutions:**

m/s/c/ that the membership accept the By-Laws as recommended by the Board.

### **Requests for Funding:**

m/s/c/ that the membership approve the funding requests as printed and circulated by the Board and approve the presentation of cheques for the following programs:

• PHC- Seniors Stepping Up, Stepping Out Program	\$6000.00
• PAC- Sex Education Program for Grades 3 to 6	\$1000.00
• GHCF- Upgrades at clinic: Reception and Equipment	\$9500.00
• The Hope Centre- Early Years Programming	\$2000.00
• Gabriola Arts Council- Healing Power of Art Program	\$5640.00
• Gabe Community Bus- Senior Fares Subsidy	\$3120.00
• Gabriola Commons Foundation- Soup Stock Program	\$325.00
<b>Total Grants:</b>	<b>\$27, 585.00</b>

### **People Receiving Cheques on Behalf of their Organizations:**

PHC- Brenda Fowler  
PAC- Carly McMahon

GHCF- Chuck Conners  
HOPE Center- Bernice Dewinetz  
Gabriola Arts Council-Michelle Benjamin  
Gabe Community Bus- Susan Yates  
Gabriola Commons- Judith Roux

**11. ELECTION OF NEW DIRECTORS:**

m/s/c/ the membership declared the following slate of directors for the terms described as elected.

Simone Halpin (3 year term)

Marilyn Heraty (2 year term)

Betty Schultze (1 year term)

Nancy Brown, Meals on Wheels Coordinator (Director at Large for a 3 year term)

Carol Boyce, Events Coordinator (Director at Large for a 2 year term)

**12. MOTION TO ADJOURN: m/s/c/**

**RESPECTFULLY SUBMITTED,  
BETTY SCHULTZE, SECRETARY  
NOVEMBER 15, 2016**