

**Minutes of the  
Capital City Condors  
Annual General Meeting, Kanata Baptist Church  
November 24, 2017 3:30 pm.**

**Present:**

Elaine Willcock	Chair	Present
Terry White	Vice-chair	Present
Richard Ouimet	Secretary	Present
Wendell McConnell	Treasurer	Present
Jim Perkins	President and Co-Founder	Present
Shana Perkins	GM and Co-Founder	Present
Lloyd Lewis	Head Coach	Regrets
Shawn LeBouthillier	Head Coach	Present
Lyne Dagenais		Present
Linda Lefebvre		Present
Courtney Rego	Non-voting	Present
Geoff North		Regrets
Julie Turriss		Regrets
Sandra Wallace		Regrets

	<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1.	Call to Order	3:36 pm start List of participants circulated for signature	
2.	Additions and Approval of Agenda	<b>Agenda is approved without changes</b>	<b>Motion carried</b>
3.	Review and Approval of Previous AGM Minutes	Rob Foley motioned to accept previous meeting minutes; seconded by Andrew Mackenzie	<b>Motion carried</b>

4.	Standing Committee Reports		
	Financial	<p>Treasurer presents Audited Financial Statements for year ending June 30, 2016 and year ending June 30, 2017. A qualified review has been obtained. He brings attention to the last paragraph. This year’s audit is complete and will be posted on the Condors website in the Members Area. It is important to note that this is a "qualified audit" . As is the case with many non-profits we receive a lot of cash donations, the auditor can only note that the entries seem to be complete. The auditor provided us with a statement regarding the “completeness” of our donations, fundraising, and clothing sales. The last paragraph of the audit: the Condors statements present fairly all financial reportings and the “completeness” wording is dictated by the Government of Canada and does not imply that the Condors are in any way unsuccessful or failing in their recording and tracking methods.</p> <p><i>Qualified Opinion:</i>  <i>In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Capital City Condors as at June 30, 2016 and 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.</i></p> <p><i>Basis for Qualified opinion:</i>  <i>In common with many not-for-profit organizations, Capital City Condors derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Additionally, the organization derives revenue from the sale of merchandise, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the record of Capital City Condors. Therefore, we were not able to determine whether any adjustments might be necessary to donation revenue, fundraising revenue, sales revenue, excess of revenue over expense, and cash flows from operations for the</i></p>	<p><b>Motion carried</b></p> <p><b>Audit Report to be posted on website</b></p>

	<p><i>years ended June 30, 2016 and 2017, current assets, current liabilities and fund balances as at June 30, 2016 and 2017.</i></p> <p><i>Answer from Auditor on questions raised by Board Members:</i></p> <p><i>In conducting our audit, we are required to obtain sufficient and appropriate audit evidence over a number of key assertions, one of which is completeness. The controls and procedures that the Condors has in place provide sufficient and appropriate audit evidence related to the assertions of existence, accuracy and valuation. Donations and fundraising activities, by their very nature, are almost impossible to audit for completeness. There are some organizations which do not handle any cash and have very limited methods for receiving donations (i.e. only via Canada Helps or through direct online giving) who are able to have this qualification on completeness removed. An organization, like the Condors, that receives "cash" donations, fundraising and sales activities, would not be able to provide sufficient appropriate audit evidence with respect to completeness of donation revenue. The wording of the audit report follows the required wording from CPA Canada. With respect to the questions raised regarding the Blades, I would say that the controls related to the Condors are superior to those of the Blades. Hopefully this explanation is helpful to you.</i></p> <p><b>Discussion of Financial Statements:</b></p> <p>Expenses are similar to previous years except for revenues and expenditures linked to U.S.A Disabled Hockey Tournament in San José, California.</p> <p>\$70K balance is not a major amount to have in account. Bank requires \$35K in the account in order not to charge service charges. We need to be diligent.</p> <p><b>Committed funds for Perkins contracts:</b></p> <ul style="list-style-type: none"> <li>- Shana :\$24K Administrative Planning &amp; Coordination</li> <li>- Jim: \$24K Vision and Networking</li> </ul>	
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	<p>Chair</p>	<p>We are up to 108 registrations. The increase of \$25 in registration fees is justified by the increase in ice rental costs for 5 hours of ice. The supplies cost accounts for the year-end books which approximately costs \$5K per year.</p> <p>Chair mentions that funds obtained through fundraising allow athletes and volunteers to participate at no costs to banquets (Christmas, Year-end). It also allows for family members to join them at an affordable cost. It is reiterated that anyone not attending due to financial constraints should talk to Shana Perkins.</p> <p>Next Year:</p> <p>Strengthening some cash processes i.e. Kelley Foley has taken inventory of clothing and put in place a monitoring system for clothes purchases and sales. Also looking into moving to on-line shopping.</p> <p>Chair reviews past decisions re fundraising activities for California tournament.</p> <ul style="list-style-type: none"> <li>- Extra funds that were kept in view of the SHI tournament, hosted by CCC, were transferred to the fundraising funds for California.</li> <li>- There were some fundraising activities where the funds were directed to the California tournament..</li> </ul>	



		<p>Looking into a Shopify sponsorship.</p> <p>Thanks to Andrew Mackenzie, our webmaster, for web site development and maintenance.</p> <p>Shana Perkins is responsible for website content.</p> <p>New members area on website has been created and provides following information/options to parents :</p> <ul style="list-style-type: none"> <li>- List of possible events</li> <li>- List of people who signed up for events</li> <li>- Possibility to converse with other team members</li> <li>- Final Audit Reports</li> <li>- Miscellaneous information from the Board</li> </ul> <p>New parents may reach webmaster to be added to members' area by sending e-mail to <a href="mailto:webmaster@capitalcitycondors.org">webmaster@capitalcitycondors.org</a></p>	
	<p>Fundraising Committee</p>	<p>Sandra Wallace is stepping down from the Board.</p> <p>Planned fundraising activities, apart from the golf tournament, for this year are:</p> <ul style="list-style-type: none"> <li>- Wreaths</li> <li>- Purdy's Chocolate</li> <li>- Stella and Dots jewelry</li> <li>- Trivia Night</li> <li>- Bed Sheets</li> </ul> <p>Different factors are to be considered when deciding on fundraising activities:</p> <ul style="list-style-type: none"> <li>- Return on Investment</li> <li>- Visibility for the team</li> <li>- Possible impact on special needs athletes playing hockey across Canada</li> </ul> <p>Chair suggests that anyone having questions/concerns about the use of funds</p>	<p>action item:</p> <p><b>appoint new fundraising coordinator</b></p>

		<p>should come to the source to find out the facts.</p> <p>A new fundraising activities coordinator is required.</p>	
	Coaches report	<p>Five groups are running well.</p> <p>Good group of volunteers.</p> <p>Additional interest for volunteering came out of last Friendship game against Group 5 in Kanata.</p> <p>A few disciplinary issues with players that were quickly attended to by the disciplinary committee</p> <p>President indicates that new contacts are being made in East end which could eventually lead to Friendship games.</p> <p>Chair mentions requirement for a coordinator of the 50/50 draw fundraising activity during Friendship games.</p>	<p><b>Shawn LeBouthillier</b></p> <p><b>Appoint 50/50 coordinator for Friendship games</b></p>
<b>5. Election</b>			
		<p>Terry White is elected as Chair of the Board</p> <p>Following Board Members are re-elected:</p> <ul style="list-style-type: none"> <li>- Lyne Dagenais</li> <li>- Shawn LeBouthillier</li> <li>- Linda Lefebvre</li> <li>- Lloyd Lewis</li> <li>- Wendell McConnell</li> <li>- Richard Ouimet</li> <li>- Shana Perkins (non-voting)</li> </ul> <p>Jim Perkins (non-voting)</p> <p>Following new members are elected:</p> <ul style="list-style-type: none"> <li>- Mark Jamensky</li> <li>- Robert Foley</li> <li>- <b>Ramashan Manivaka</b></li> <li>- Courtney Rego</li> <li>- Solomon Fisher</li> </ul>	

		Elaine Willcock will be acting as consultant on sub-committees.	
<b>6</b>	<b>Adjourned</b>	At 4.:41 p.m.	

Chairperson

Secretary