

# 2022 AGM slides



Falaise Community Association  
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# Year-To-Date Financial Statement

(with a comparison to 2020)

	<b>2020</b> Jan 1- Dec 31	<b>2020</b> Jan 1 - Oct 31	<b>2021</b> Jan 1 - Oct 31
<b>Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Bank Interest	0.05	0.05	0.00
Donations	80.00	80.00	120.00
Insurance Grant	500.00	500.00	850.00
Membership	980.00	980.00	2,100.00
Operating Grant	1,100.00	1,100.00	1,100.00
<b>Total Revenue</b>	<b>2,660.05</b>	<b>2,660.05</b>	<b>4,170.00</b>

	<b>2020</b> Jan 1- Dec 31	<b>2020</b> Jan 1 - Oct 31	<b>2021</b> Jan 1 - Oct 31
<b>Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
AGM	0.00	0.00	270.95
AGM Food & Beverages	0.00	0.00	***
Association Documents	0.00	0.00	40.00
Bank Charges	54.26	54.26	0.00
Liability Insurance	800.00	800.00	850.00
Miscellaneous	1,265.37	897.87	570.72
Office Supplies	23.64	23.64	90.98
Photocopying/Printing	271.19	271.19	24.56
Special Events	120.00	120.00	0.00
Special Events Food & Beverages	310.29	310.29	7.99
Venues for Meetings	67.20	44.80	224.00
Website Expenses	90.00	90.00	90.00
Assets			1,083.04
<b>Total Expenses</b>	<b>3,001.95</b>	<b>2,612.05</b>	<b>3,252.24</b>

<b>Revenue-Expenses</b>	<b>-341.90</b>	48.00	917.76
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<b>Bank Balance</b> (including Thrifty gift cards)	3,545.72	3,935.62	4,734.43
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# Financial audit



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# **2021 Audit Report for the Falaise Community Association (FCA)**

Prepared on October 29, 2021 by Glen Schoepp and Kent Boag

The Audit was prepared by Glen Schoepp and Kent Boag, members of the Association with information provided by Carl Ross, Treasurer and corroborating information on membership provided by Stuart Macpherson , President.

Information provided in this Report was obtained from a review of the monthly reports from November 2020 to October 2021 which is available on the Community website [falaise.ca](http://falaise.ca). These reports provide a monthly summary of the revenue, expenditures, and total assets of the Association.

The Treasurer made available to us the spread sheets which show a record of all transactions, including originals of all documentation related to income and expenses and access to the bank account which maintains a copy of cancelled cheques.

The FCA fiscal year corresponds to the calendar year, and the Treasurer provides monthly reports to the FCA Executive which are available on the Community website. Most of the Association's income is provided from Saanich Municipality grants and FCA membership fees charged to members who choose

to join. Most expenses typically are for insurance, main events of the year, and the associated printing costs. This year once again, our printing costs were minimal through the generosity of one of our members.

The Treasurer provided us with an overview of the procedures used to maintain the financial records. The FCA Constitution states that records shall be kept for 10 years as stipulated by the Societies Act. The documents are kept in a dedicated folder and the spread sheets are backed up on a regular basis.

The Auditors' chose a few items from the November 2020 spreadsheet, and asked to see how these were maintained. The Treasurer was able to locate the paper trail showing the expenditures and cancelled cheques verified by the bank. There were a couple of items which required clarification. However, these were duly noted and will be rectified in future documentation.

As noted in the October 2021 financial statement, with revenues of \$4170.00 and expenses of \$2981.29 has produced a surplus of \$1,188.71. We concur with the Board's recommendation at this year's AGM to recommend to the membership that the 2021 membership fees /person remain at \$10.

In conclusion we felt that the financial records of the Association, were accurate, well maintained, and with adequate procedures to ensure the responsible management of the FCA budget.

# Election 2022



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# Election of Directors 2022

- Must have 3, can have nine
- Aim for diversity
- May be appointed during the year
- Tonight we only elect directors
- At their first meeting they decide on positions
- You can be nominated or nominate yourself
- If more than nine nominations we will vote

# Roles for directors

- President - main spokesperson, chairs meetings
- Vice-president - supports president
- Secretary - prepares minutes, handles correspondence
- Treasurer - handles finances
- Registrar - looks after membership and database
- Webmaster - maintains the FCA website
- Newsletter - coordinates and edits Falaise Focus
- Family events - organizing family Day, picnic, garage sale
- Issues management - road safety, developments, Saanich liaison



# How Voting Works

- If fewer than nine nominees  
by show of hands
- If more than nine nominees  
will vote for each candidate  
the nine with most votes are elected

# Nominees for 2022

*So far we have :*

- Holly Holt
- Bob Lucy
- Stuart Macpherson
- Mac Nanton
- Carl Ross
- Stew Vinnels

# Bylaw Revisions



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# Proposed Changes to the FCA Bylaws

November 17, 2021

## 1. Definitions

3. "board" and "board of directors" mean the duly elected or appointed representatives who form the governing and policy making body of the Falaise Community Association.
6. "special meeting" means a meeting held at the request of the membership or the board of directors to discuss and vote on a special resolution.

## 8. General and Special Meetings

3. The order of business at a general meeting is as follows:
  - g. if the meeting is an annual general meeting,
    - i. receive the president's report
    - ii. receive the treasurer's report on the financial statements of the association for the previous financial year
    - iii. receive any other reports of directors' activities and decisions since the previous annual general meeting,
    - iv. decide on the next year's membership fee, and
    - v. elect members to the board of directors

## 10. Directors

5. The treasurer and registrar may not be the same person.
8. The term of the incoming directors shall commence at the first meeting of the board of directors after each annual general meeting and extend until the first meeting of the board of directors following the next annual general meeting.
9. At the first meeting of the board of directors after each annual general meeting the first order of business shall be for the directors to elect from among themselves a president, vice president, secretary, treasurer and registrar.
13. If there is any question or doubt about the existence of a real or perceived conflict of interest, the board of directors will determine by a vote if a conflict of interest exists. Any number of votes indicating a conflict shall determine that the conflict exists.
16. Except as otherwise noted in 10.17, directors must represent the boards' position on all issues whenever they speak publicly.
17. A director may speak publicly about issues the board has not considered and does not plan to consider if they clearly indicate that they are speaking as a private citizen and not as a director.

## 12. Duties of the Board of Directors

- 1.c Maintaining records of the association reports, financial statements, and lists of members as required by the Societies Act; and

## 18. Financial

2. Annual membership fees for 2022 shall be \$10 per member. In subsequent years the amount of annual membership dues shall be recommended by the board of directors and voted on at the annual general meeting of the association.
15. A financial review will be conducted each year in the following manner:
  - b. The registrar will provide the volunteer reviewers with an up-to-date membership number
  - c. The treasurer will provide the volunteer reviewers with all financial records needed.

# Focus Points 2022



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# draft Focus Points for 2022

1. Get highway noise wall barrier approved
2. Saanich council liaison - meet at least twice
3. Resolve Falaise Drive funeral overflow parking
4. Hold spring, summer and fall community activities
5. Falaise Cres traffic concerns
6. Repeat community survey - take the pulse
7. Increase membership to 90% of households