



## **ANNUAL GENERAL MEETING: AGENDA**

### **Ups and Downs - Calgary Down Syndrome Association**

**Date: November 3, 2021**

**Time: 7:00pm - 9:00pm**

**Venue: Online (Digital Meeting details in calendar invite)**

- To confirm that a quorum of 15 members is in attendance
  - Dayna Palmer
  - Uli Ng
  - Lorinda Block
  - Tracy Ellis
  - Ariana Garcia
  - Bev Lummis
  - Brendan Ellis
  - Carl Kennedy
  - Will and Kathy Garth
  - Kelsey Armstrong
  - Riky Goebel
  - Rose Jefferson
  - Scott Gillis
  - Paul Sawka
  - Susan Sawka
  - Teneille Bradley
  - Sacha Makkinga
  - Tasha Walsh
  - Elysse Dalla-Longa
  
- Welcome and Call to Order  
Notice and Quorum Uli acted as Chair of the meeting of the Board and Dayna acted as Secretary. Notice of the Meeting was properly given and a quorum of members were present. Uli called the meeting to order at 7:05p.m.
  
- Approval of 2020 AGM minutes  
UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, the minutes for the 2020 AGM meeting as presented to the members was approved.
  
- Introduction of 2020/2021 Board Members:
  - **Uli Ng – President**
  - **Tracy Ellis – Vice President/Treasurer**
  - **Dayna Palmer - Secretary**
  - **Kelsey Armstrong – Director**
  - **Scott Gillis – Director**
  - **Carl Kennedy - Director**
  - **Wisman Bakir – Director**
  - **Teneille Bradley – Director**
  - **Chantal Petersen – Director**
  
- Proposed Bylaw Changes and Vote - Kelsey Armstrong  
UPON SPECIAL RESOLUTION MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, the bylaws, in the form sent to members with the notice of meeting, were adopted and the existing bylaws were repealed.

- Financial Review – Tracy Ellis + Teneille Bradley
  - Ended 2019 with a Surplus; +\$24,178
  - Ended 2020 with a Surplus +\$23,775
    - Lower donations both member and corporate than in prior years
    - Larger dependency on government and grant funding
  - 2020 Income sources:
    - 45% Donations
    - 25% Government Grant Subsidy
    - 24% Grants
  - Impact of COVID
    - Took advantage of many government assistance program; CEWS, CEBA
    - AGLC extended the current fund use, and cancelled any fundraisers
    - Additional grant applications including ECSF
  - 2020 Allocation of Expenses
    - 66% Staffing
    - 21% Administrative
    - 8% Member Services
    - 5% Miscellaneous
  - Current Net Worth of Organization: \$190,549.48
    - CEBA Repayment to be done December 2022 (\$40k)
  - How We Worked to Improve 2021 and continuing into 2022
    - Growing grants and corporate donors, record keeping of donors with relationship building strategies
    - Growing people power of the organization through efficient volunteer recruitment, database and recognition programs
    - Grow reach outside of Calgary
    - Expand key fundraisers beyond Street Meet + Casino
  
- Opportunity for member questions-financials:
  - L.Block:
    - Why was there so much money spent on staffing in 2020/2021? How many months was there actually staff?
      - 2020 - had two staff members with both ED and event and admin coordinator.
      - Only had one month without an ED staffing member prior to August
  - Garth's: What was included in fundraising? How much did Street Meet Raise in 2020?
    - Third Party Partners in the Community including Milk Jar Candle Co., Sock Rocket, Golden Hour Candle, Lowes, etc. running fundraisers in partnership with us
    - Street Meet is included in our fundraising
      - Net Proceeds 2020: \$11,823.96
      - Net Proceeds 2021: \$15,890.51
  
- Appointment of the Auditors and Accountants
  - Appointment of Auditors
    - UPON RESOLUTION MOTION DULY MADE, SECONDED AND CARRIED (One Opposed), the appointment of Scott Gillis and Carl Kennedy as auditors of the organization for the ensuing year was approved.
  - Appointment of Accountants – Czechowsky, Graham, Hanevelt
    - UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, an advisory resolution approving the appointment of Czechowsky, Graham, Hanevelt Chartered Professional Accountants to conduct a review engagement of the financial statements of the organization for the ensuing year was approved.
  
- Year in Review – Uli Ng + Dayna Palmer + Scott Gillis

- o Challenges of 2020/2021:
  - How to make decisions and plans as government regulations changed consistently.
  - How to connect with members and families as we were not meeting in-person
  - “Virtual Fatigue”
  - Transitioning to working board
  - Volunteer turn over
  - Decline in personal donations, increase in grants
  - Board Member Farewell
- o A Look Back on 2020-2021 Highlights:
  - Membership 172 (compared to 115 in 2019)
  - Continued and more varied programming
    - Shift to virtual so the organization and in particular our event volunteers got very creative to stay in touch
      - o Keeping Up Events
      - o Virtual Dances, Drumming, etc.
  - Expanded and focused volunteer base
  - Development of new partnerships
    - ex. Sock Rocket
  - Enhanced operations management
    - ex. Website, Keela
  - Outreach and support to new families
    - Continue the great work of Sacha (and Chantal); going to be doing some training in the next couple weeks
      - o Continue to grow this piece of the organization as it is a differentiator for our organization and a great asset.
- o Events: # of events - 37 (vs. 39 in 2020)
  - Big Thanks and Shoutout to our key volunteers that rolled out the programs including but not limited to
    - Ariana Garcia as our Program Coordinator
    - Keeping Up Volunteers
    - Drivers and Delivery folks
  - Types of Events
    - Physical: 5 (14%)
    - Social: 27 (73%)
    - Educational: 2 (5%)
    - Volunteer: 1 (3%)
    - Mental Health: 2 (5%)
  - Number of Total Events by Group:
    - 0-5: 6
    - 6-12: 19
    - 13-17: 21
    - 18-24: 17
    - 25+: 10
  - Working to get the number of events back up particularly in the younger age demographic and engaging young families; as these were harder to do virtually.
  - Moving forward will be looking to do virtual and in person events (or a hybrid) to ensure that we can allow those with different comfort levels to re-engage at their own pace and still have the opportunity to connect.
- o Volunteer Updates
  - Grown our Volunteer base largely over the last year
  - Created and have continued to use our volunteer data-base
  - Recruitment done by our Volunteer Coordinator (Terese) has been stellar as we filled in our key volunteer roles

- Started a Key Volunteer Meeting once a month to allow for the different departments to work together and share best practices
    - Looking Ahead 2022
      - Developing people power
      - Diversified funding to reduce pressure on core supporters (ex: membership)
      - Operational Improvements
      - Establish service delivery area
      - Build/steward collaborations and partnerships
- Board Member Retirements
  - Uli Ng (President)
  - Tracy Ellis (Vice-President)
  - Jon Jackson (Director)
  - Mark Vandertoorn (Treasurer)
    - From Ontario
  - Wisman Bakir (Director)
    - Jamming out with his son
  - Carl Kennedy (Director)
    - Toronto Shoutout
- Introduction of New Board Nominees
  - Anna Pezzente
  - Elysse Dalla-Longa
  - Paul Sawka
- The following individuals were nominated for election to the board:
  - Anna Pezzente
  - Elysse Dalla-Longa
  - Paul Sawka
  - Chantal Petersen
  - Dayna Palmer
  - Scott Gillis
  - Teneille Bradley
  - Kelsey Armstrong
  - UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, each of the nominees was elected to serve on the board of directors until the next AGM.
- Closing Words and Meeting Adjourned