108 MILE RANCH COMMUNITY ASSOCIATION
ANNUAL GENERAL MEETING MINUTES
FEBRUARY 24, 2024

Call to Meeting
Meeting called to order at 2:30 pm. by Michele Spence, President. Quorum was confirmed from the attendance sign-in sheet with 104 members represented in person. This represented 54% of the total membership. The necessary votes to pass a Simple Majority must be 53.

The President, Michele Spence, welcomed everyone and apologized for the late start due to the high volume of new member registrations and technical difficulties with the microphone.

1. **PRESIDENTS REPORT (SPENCE):**
   - The President noted it was encouraging to see the large attendance.
   - President's report was read to the members (see attached).

2. **REVIEW AND APPROVAL OF THE 2022 MINUTES:**
   - These minutes were sent to members via email and available on the RCA website.
   - An amendment to the minutes to reflect the acclamation of the new Board Members.

   MOTION#1 (Spence / Savoy):
   "That the 2022 minutes of the 108 Mile Ranch RCA AGM be amended to include the words "acclamation of the new board by show of hand by those present."

   CARRIED

3. **TREASURERS REPORT (SAVOY)**
   - The Treasurer reviewed with comments from the accounting firm, the financial records which covered a 16 month period. (see attached).
   - There are 2 terms being reported on. The first term is September 1, 2022 until August 31, 2023. The second term is from September 1, 2023 until December 31, 2023. These terms are to reflect the decision to change the fiscal year to January 1 to December 31. This aligns with the CRD annual funding and membership terms.

   MOTION #2 (Savoy / Spence)
   "To accept. the financial report prepared by Crowe MacKay LLP as presented."

   MOTION #3 (Savoy / Byer)
   "To accept the financial report prepared by Karen Douglas as presented."

   Discussion
   - *Why are the reports in Draft form?* It was explained that if the reports were not in a draft form the motion would be to accept the reports as reported and not allow for changes if required.
   - *How was the Accounting Firm selected and was it sent out to tender?* It was not sent to tender. The process was done through request for quote. Three quotes received and the Accounting Firm was decided through the Request for Quotes process.
   - *Was there a reason the Accounting Firm was not a local firm?* The firm was outside the local area as the local Accounting Firm indicated they could not provide the service.
   - *Can a local Accounting Firm be used moving forward?* Hopefully.

- *Will a tendering process be used every two years moving forward?* No, this service is required annually, and it would be beneficial if the Accounting Firm has an ongoing knowledge of the Associates finances.

Motion #2 – CARRIED
4 OPPOSED

Motion #3 – CARRIED
5 OPPOSED

4. **HALL USAGE AGREEMENT (Spence) – Ordinary Resolution / Simple Majority**
   - It was reported that the 108 Mile Ranch Lions are in favour of the agreement between themselves and the 108 Mile Ranch Community Association for use of the lower portion of the hall, commonly known as "The Lions Den".
   - A motion will be required to allow the 108 Mile Ranch RCA members to ratify this agreement.

   MOTION #4 (Spence / Shepherd)
   "To accept the agreement between the 108 Mile Ranch Lions and the 108 Mile Ranch RCA regarding use of the lower hall by the 108 Mile Ranch Lions."

   Discussion:
   - Noted that the 108 Mile Ranch Lions will be responsible for the lower hall (the Lions Den).
   - Noted that after several years there is now a written agreement in place between the 2 parties.
   - Noted that the hall site has approximately 6 acres of property.

   Motion #4 – CARRIED
   1 OPPOSED

5. **DETERMINATION OF THE NUMBER OF BOARD MEMBERS (SPENCE) – Ordinary Resolution / Simple Majority**
   - It was reported that at present it is required that the number of members on the Board of Directors is a minimum of 5 and any such number as determined at the AGM.
   - There were concerns that in past years that the maximum number was not determined at a general meeting as is required in Bylaw 28. The membership shall be provided an opportunity to discuss and vote on the maximum number for this new fiscal year.
   - Recommendation to revise this Bylaw to reflect a constant number of minimum and maximum to avoid issues in the future.

   MOTION #5 (Spence / Blommers)
   "That the number of members on the Board of Directors be a minimum of 5 and no more than a maximum of 11."

   Discussion:
   - Discussion around language in the registered bylaws. It was recommended by the President that the wording "any such number as determined at the AGM" be removed and a set number replace this wording. This would need to be done by Special Resolution at a later Extraordinary Meeting of the Membership.

- There were suggestions from the floor to amend the motion to read a maximum of 15 as well as a suggestion from the floor that the motion read a maximum of 12.
- It was pointed out that there is an ongoing difficulty to recruit volunteers and the larger the number the more difficult it would be to fill the positions.
- It was pointed out that the larger the number the more difficult it would be to come to joint decisions that all Directors find agreeable.
- The situation of a conflict of interest should a Director also be a member of another committee outside of the 108 Mile Ranch RCA was discussed. This was noted and explained that should there be a conflict of interest that the member would recuse themselves for the item.
- It was noted that should the Board of Director have an over weighted number of members that should have to recuse themselves a quorum would not be able to be met for the item.
- Discussion ensued regarding the breakdown of 'tasks' for each Director and committee management process.
- Noted that the Society Act states that there should be no less than 3 and no more than 11 Directors.

Motion #5 – CARRIED
8 OPPOSED

6. REPORTS

HALL MAINTENANCE REPORT (Blommers)

- The maintenance of the hall was verbally reported on.
- There has been a $45,000 grant received for siding of the hall.
- Three quotes from local companies have been received in regard to the siding.
- A 'couple' of quotes have been received for the repair and upgrade of the men's washroom.
- More NDI grants have been and are being applied for which the present board is hoping for positive results from these grand applications.
- The kitchen needs an electrical upgrade. The kitchen has had repairs to the plumbing and pipes which should hold for now.
- One furnace has received a new heat exchange, and it has been installed.
- The water softener has not worked for years, and the calcium build-up is having an effect on the appliances. A quote for a new softener will be needed.
- The siding condition is of great importance as it may have an impact on the building envelope.

Discussion

- *Question regarding the condition of the foundation*. It was reported that the crawlspace is dry, the poly is in good condition and there are no signs of leaks or rodents.
- *Which furnace received the new heat exchange?* Number 4.
- *Were repair request send to tender?* There was an attempt to receive 3 quotes. Discussion ensued between a member from the floor and Mr. Bloomers. Ms. Spence and Mr. Jackson also replied to the member and the discussion was closed.

MEMBERSHIP REPORT (Spence)

- It was reported that 3 months prior to this meeting there were 75 members. As of 3 days prior to the meeting there were 143 members. There was a large number of new members

registered the day of the meeting which will largely increase the membership (estimated at approximately 190 members).

- Mr. Jackson commented that he has been a member of this community for over 15 years. He commented that the community needs to 'get along' also 'it is a great community we should all enjoy'.

7. **ELECTIONS – (CRD Area G DIRECTOR Al Richmond)**
   - The meeting was turned over to Director Richmond.
   - The election process was explained and questions from the floor were answered.
   - Nominations were called for and the results were as follows:

     - President – Roxanne Ziefflie – by acclamation
     - Vice President - Brenda Reid – by acclamation
     - Secretary – Gail Thorne – by acclamation
     - Treasurer – Doris Mars – by acclamation
     - Directors at Large (polling required):
       - Len Doucette - elected
       - Ingrid Meyer - elected
       - Kevin Oliffe - elected
       - Ed Byers
       - Denny Fahrentholz - elected
       - David Jurek - elected
       - Arla Driver - elected
       - Graham Allison elected.

8. **ADJOURNMENT:** As business was completed the meeting was declared adjourned at 4:30 pm by the Chair.

108 Mile Ranch Community Association

Financial Information

August 31, 2023

MAY 15 2024

Draft - Reserve

108 Mile Ranch Community Association

Financial Information

August 31, 2023

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Draft - February 15, 2024

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Compilation Engagement Report

To the management of 108 Mile Ranch Community Association

On the basis of information provided by management, we have compiled the statement of financial position of 108 Mile Ranch Community Association as at August 31, 2023, the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

The comparative figures were complied internally by management.

Kelowna, Canada
Date to be determined

Chartered Professional Accountants

108 Mile Ranch Community Association

Statement of Operations

For the year ended August 31,	2023	2022 (restated)
Revenues		
Rental	$ **18,752**	$ 14,253
Grant income	**7,919**	23,500
Memberships	**3,680**	3,260
Other income	**1,485**	1,000
Event income	**360**	3,792
	32,196	45,805
Expenditures		
Advertising and promotion	**302**	851
Amortization	**598**	399
Contract service	**15,814**	13,171
Interest and bank charges	**86**	5
Laundry and cleaning	**2,008**	670
Office	**1,536**	791
Professional fees	**2,774**	141
Rent	**-**	600
Repairs and maintenance	**19,310**	22,658
Security	**391**	437
Subscriptions, permits and licenses	**423**	792
Telephone and utilities	**551**	459
Utilities	**6,381**	6,515
Wages and benefits	**242**	-
	50,416	47,489
Deficiency of revenues over expenditures before other items	**(18,220)**	(1,684)
Other income		
Cariboo Regional District Utility	**8,779**	7,730
Interest	**828**	9
	9,607	7,739
Excess (deficiency) of revenues over expenditures	$ **(8,613)**	$ 6,055

108 Mile Ranch Community Association

Statement of Changes in Net Assets

For the year ended August 31, 2023

	Invested in tangible capital assets	Unrestricted net assets	Total 2023	Total 2022 (restated)
Balance, beginning of year				
As previously reported	$ 19,622	$ 28,753	**$ 48,375**	$ 45,063
Prior period adjustment	-	2,743	**2,743**	-
As restated	19,622	31,496	**51,118**	45,063
Excess (deficiency) of revenues over expenditures	(598)	(8,015)	**(8,613)**	6,055
Purchase of tangible capital assets	572	(572)	-	-
Balance, end of year	**$ 19,596**	**$ 22,909**	**$ 42,505**	$ 51,118

Draft - February 15, 2024

108 Mile Ranch Community Association

Statement of Financial Position

August 31,	2023	2022 (restated)
Assets		
Current		
Cash	$ 25,488	$ 31,221
Accounts receivable	-	40
Inventory	-	235
	25,488	31,496
Tangible capital assets (note 2)	19,596	19,622
	$ 45,084	$ 51,118
Liability		
Current		
Accounts payable and accrued liabilities	$ 2,579	$ -
Net Assets		
Invested in tangible capital assets	19,596	19,622
Unrestricted net assets	22,909	31,496
	42,505	51,118
	$ 45,084	$ 51,118

Approved on behalf of the Board:

C Spencer Member PRESIDENT

Member Treasurer.

Feb. 24/24

108 Mile Ranch Community Association

Notes to the Financial Information

August 31, 2023

1. Basis of accounting

The basis of accounting applied in the preparation of the statement of financial position of 108 Mile Ranch Community Association as at August 31, 2023 and the statements of operations and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of the following:

- tangible capital assets amortized over their useful life
- accounts payable and accrued liabilities
- donation revenue is recognized when donations are received or become receivable
- government assistance is recognized in the same period the qualifying expenses are incurred

2. Tangible capital assets

			2023	2022 (restated)
	Cost	**Accumulated amortization**	**Net book value**	Net book value
Land	**$ 17,420**	**$ -**	**$ 17,420**	$ 17,420
Buildings	**469,611**	**469,611**	**-**	-
Computer software	**572**	**157**	**415**	-
Hall & bingo equipment	**115,707**	**113,946**	**1,761**	2,202
	$ 603,310	**$ 583,714**	**$ 19,596**	$ 19,622

3. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

108 Mile Ranch Community Association
Statement of Operations for the year ended December 31, 2023

In this short fiscal year new account codes were added to give a more definitive picture of revenue and expenses, particularly around events, hall rentals and concession/kitchen use, and memberships. Thus there are many zero amounts in the comparative months of 2022. Annual memberships for the 2024 fiscal year were primarily paid in January 2024 so are not reflected here. A Statement of Assets and Liabilities has not been produced because the adjusting journal entries for the August 31, 2023 yearend cannot be posted until the report from Crowe MacKay has been approved by the membership at this meeting.

BANK ACCOUNT BALANCES - DECEMBER 31, 2023

Operating Account		
Closing Balance	$9,213.16	
Less Outstanding Cheques	$810.82	
Adjusted Closing Balance	$8,402.34	
Gaming Account	$3,053.16	
Investment Account	$16,259.77	
Project Account	0	This is a new account for upcoming capital projects

	Actual 09/01/23 to 12/31/23	Actual 09/01/22 to 12/31/22	Comments
REVENUE			
Sales Revenue			
Event Revenue	$ 2,534.25	$ -	Xmas Market & VintageVillage
Event Sponsorships	$ 300.00	$ -	Vintage Village prizes
Main Hall Rentals	$ 4,336.00	$ 7,267.95	All rentals combined previously
Upper Hall Rental	$ 475.00	$ -	
Kitchen Rental	$ 400.00	$ -	
Resident Memberships	$ 240.00	$ 1,730.00	Memberships were combined
Business Memberships	$ 40.00	$ -	
Donations	$ 5,335.91	$ 1,000.00	Donation of tables
Net Sales	**$ 13,661.16**	**$ 9,997.95**	
Other Revenue			
CRD Utility Reimbursements	$ 2,156.65	$ 1,741.02	
Interest Revenue	$ 274.49	$ 298.22	
CRD Capital Reimbursements	$ 3,766.68	$ -	Furnace repair project
Total Other Revenue	$ 6,197.82	$ 2,039.24	
TOTAL REVENUE	**$ 19,858.98**	**$ 12,037.19**	

108 Mile Ranch Community Association
Statement of Operations for the year ended December 31, 2023

	Actual 09/01/23 to 12/31/23	Actual 09/01/22 to 12/31/22	Comments
EXPENSE			
Cost of Goods Sold			
Yard maintenance	$ 82.50	$ -	
Total Cost of Goods Sold	**$ 82.50**	$ -	
Payroll Expenses			
EI Expense	$ 200.45	$ -	
CPP Expense	$ 264.26	$ -	
Total Payroll Expense	**$ 464.71**	$ -	
General & Administrative Expenses			
Accounting & Legal	$ -	$ 273.77	
Advertising & Promotions	$ -	$ 302.24	
Website Expenses	$ 117.96	$ -	Paid in August in 2022
Business Fees & Licenses	$ 50.00	$ 330.37	
Cash Short/Over	$ -	-$ 24.60	
Courier & Postage	$ 113.28	$ -	
Event Expenses	$ 765.52	$ -	
Concession Supplies	$ 477.22	$ -	
Interest & Bank Charges	$ -	$ 1.00	
Office Supplies	$ 208.77	$ 272.45	
Janitor Supplies	$ 662.31	$ 2,007.81	
Kitchen Supplies	$ 443.61	$ -	
Beach Maintenance	$ -	$ 189.48	
Manager contract	$ 1,711.20	$ 5,822.28	
Janitorial Contract	$ 1,180.00	$ 5,250.00	
Miscellaneous Expenses	$ 131.09	$ -	Curtain rod; & extension cord
Repair & Maintenance	$ 1,939.90	$ 29.88	
Snow Removal	$ 200.00	$ -	
Garbage Disposal	$ 190.68	$ 123.27	
Security	$ 97.65	$ 97.65	
Telephone & Wifi	$ 423.40	$ 183.48	
Natural Gas	$ 1,081.00	$ 1,019.53	
Electricity	$ 1,207.08	$ 1,325.58	
Total General & Admin. Expenses	$ 11,000.67	$ 17,204.19	
TOTAL EXPENSE	**$ 11,547.88**	**$ 17,204.19**	
NET INCOME	**$ 8,311.10**	**-$ 5,167.00**	