

Lethbridge Family Circle Association (LFCA) – AGM minutes

AGM Meeting Minutes

September 13th, 2010, 12:00 Culver City Room

Present:	Trevor Broadhead (Boys and Girls Club), Judy Brown (SAIPA), Jim Campbell (LCN), Kathleen Collin (Brain Trauma Support Society), Grace Duff (Lethbridge Centre), Michele Epp (Making Connections), Susan Eymann, Stephanie Fisher-Dortman (It's a BLAST), Alvin Fritz (ARFAI Inc), Ray Hoffarth (Behavioral Solutions), Susan Jensen, Nadia Lehbauer, Reid Lillico (Commonwealth Corporate Support Services Group), Tom McKenzie (Lethbridge City Police), Mike Mitchell (Canadian Paraplegic Association), Noreen Neufeldt (McMan), Anna Olson (SAIPA), Sharon Rempel (SAIPA), Lyndsey Robinson (AB Health Services), Laurie Ruff (Volunteer Lethbridge), Greg Schmidt (Family Ties), Corinne Steele, Sonny Zgurski (LFS)
Recorder:	Tara Yagos

1.0 Welcome and Opening Remarks 12:10pm

- Sonny Zgurski welcomed everyone to LFCA's second AGM
- His Worship, Mayor Bob Tarleck spoke to the group on behalf of the City of Lethbridge
- Sonny Zgurski introduced special guests and the board of LFCA.

2.0 Approval of Agenda

Motion: Jim Campbell/Corinne Steele moved to approve the agenda.

Carried.

3.0 Approval of Minutes

Motion: Greg Schmidt/Susan Jensen moved to approve the October 8, 2009 AGM minutes.

Carried.

4.0 President's Report

- Sonny Zgurski presented the President's report - attached

5.0 Financial Report

- Greg Schmidt presented the financial report (attached)
- A financial review was completed (attached) by Noreen Neufeldt and Stephanie Fisher-Dortman with no recommendations. Date on report should read "March 31st" instead of April 30.
- Currently the fiscal year end does not match the annual return date.

Motion: Corinne Steele/Noreen Neufeldt moved to change the annual return date to correspond with the fiscal year end of March 31st.

Lethbridge Family Circle Association (LFCA) – AGM minutes

Carried.

- Current membership fees are \$5.00. It was suggested to increase this fee.

Motion: Laurie Ruff/Jim Campbell moved to increase full membership fees from \$5.00 per year to \$20 per year.

Carried.

Motion: Jim Campbell/Susan Jensen moved to approve the financial report as presented.

Carried.

6.0 Appointment of auditors

Motion: Greg Schmidt/Jim Campbell moved to appoint Noreen Neufeldt and Judy Brown as internal auditors for LFCA for the 2010-2011 year.

Carried.

7.0 Nominating Committee Report

- Laurie Ruff has served as an interim board member and has offered to continue to allow her name to stand as a board member of LFCA.
- Ray Hoffarth and Lyndsey Robinson offered to allow their names to stand as new board members of LFCA.

Motion: Corinne Steele/Greg Schmidt moved to nominate Laurie Ruff, Ray Hoffarth and Lyndsey Robinson as a board members of LFCA.

Carried.

8.0 Other business

- There was none.

9.0 Adjournment

Motion: Greg Schmidt/Jim Campbell moved to adjourn at 12:55pm.

Carried.

10.0 Presentation by Commonwealth Corporate Support Services Group

- Reid Lillico did a brief presentation regarding P3's, the Commonwealth Group, the Joint Venture with LFCA, and the progress made with upcoming steps.

Lethbridge Family Circle Association (LFCA) – AGM minutes

Lethbridge Family Circle Association

Presidents Report

Off and running...

Welcome to the 2nd Annual General Meeting of Lethbridge Family Circle Association (LFCA). My name again is Sonny Zgurski. I am the Finance Director at Lethbridge Family Services and I have the honor of also being the current President of LFCA. If you do not know what we are all about and this is your first time hearing about us, our goal is to develop and operate a co-location site called Family Village that brings together some of this community's long standing social service agencies into one large facility. Family Village will be a warm, inviting and inclusive place where people can access supportive services in a socially interactive gathering place.

Some of the highlights over the past year include the following:

- 1) We completed a membership drive in our community and substantially increased the number of members of our organization.
- 2) We hosted our first fundraising activity. The Bland family very kindly opened their historical Annandale Home for tours of their Christmas display with proceeds for tours going to our organization. Thank-you to the Bland family.
- 3) LFCA had a full spatial analysis report completed by Alvin Reinhard Fritz Architect Inc. for all agencies prepared to move forward as part of Family Village shortly after our membership drive was completed. Thank you to Architect Al Fritz for his continued support of our project, for donating his time and discounting services to our group.
- 4) On August 30th Lethbridge City Council approved a funding request in the amount of \$200,000 for ongoing project planning and design. Thank-you the City of Lethbridge for all of their support of this project over the past number of years.
- 5) We are very close to forming a joint venture with Commonwealth Corporate Support Services Group, headed by their CAO, Reid Lillico, to form a P3 partnership to move this project forward.

I would like to express great thanks and appreciation to our Project Coordinator, Tara Yagos, Board members and other volunteers and supporters of LFCA. I know we could have not come this far without their hard work and support. When I look at the list of accomplishments over the year, it always amazes me that so much is produced by such a small group.

There is a lot of hard work ahead of us to see Family Village become a reality but we are extremely encouraged by the steps we have taken over the past year. Our Board would also like to express excitement and gratitude to Commonwealth for their patience and hard work so far and we are looking forward to working together towards the creation of Family Village. Hopefully this time next year I can tell you that we have a place to begin construction and significant funding in place.

Thank you.

Sonny Zgurski
President

Lethbridge Family Circle Association (LFCA) – AGM minutes

Balance Sheet As of 31 March 2010

31 Mar 10

ASSETS

Current Assets	
Chequing/Savings	
Chequing	<u>1,111.00</u>
Total Chequing/Savings	<u>1,111.00</u>
Total Current Assets	<u>1,111.00</u>
TOTAL ASSETS	<u>1,111.00</u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>5,722.50</u>
Total Accounts Payable	<u>5,722.50</u>
Total Current Liabilities	<u>5,722.50</u>
Total Liabilities	5,722.50
Equity	
Net Income	<u>-4,611.50</u>
Total Equity	<u>-4,611.50</u>
TOTAL LIABILITIES & EQUITY	<u>1,111.00</u>

Lethbridge Family Circle Association (LFCA) – AGM minutes

**To: The Executive, Board of Directors and
Membership of the Lethbridge Family Circle Association**

From: Stephanie Fisher-Dortman and Noreen Neufeldt

RE: Review of Lethbridge Family Circle Association Financial Records

We hereby inform the Board of Directors and Members of the Lethbridge Family Circle Association (LFCA) that we have completed a review of the financial records and the Minute Book of the Association for the fiscal period of May 1, 2009 to April 30, 2010. This review took place on September 8, 2010. All available financial records were reviewed.

Lethbridge Family Circle Association membership has grown over the past year; overall we found there were no material issues in conducting this review.

The Review Team notes the recommendations brought forward on the 2008/2009 review letter have been completed:

1. A Bank account in the associations name has been opened with two signers required on each cheque.
2. The financial records of Lethbridge Family Circle Association have been set up on quick books and are being maintained by Family Ties Association. The support of Family Ties in establishing the accounting system for the LFCA, and in accessing support funds from the City of Lethbridge has been a significant benefit to the LFCA.
3. A financial report was added to the monthly agenda for all LFCA Board meetings. LFCA is in the process of setting up a budget following the successful application and granting of funds from the City of Lethbridge.

If you have any questions, please feel free to contact either of us at your convenience.

Best regards,

**Stephanie Fisher-Dortman (403)320-3918
(403)330-3049**

Noreen Neufeldt

September 9, 2010