

**Minutes**  
**Annual General Meeting**  
**Credit River PROBUS Club**  
**October 24, 2019**

**1. Welcome**

President Julie Kinkaid called the meeting to order by welcoming members and guests, followed by the singing of O Canada.

**2. Remembrance of members who passed this year:**

- Jack Stark
- Lloyd Freel

**3. President's Report and Recognition of Volunteers– Julie Kinkaid**

“Today marks the yearend for Credit River PROBUS, a day for us to conduct official business, a day to look back, and to plan for the next 12 months.

We have had a great PROBUS year—new members, active clubs, interesting speakers, fun events, and trips up the Mississippi and to the wild west!

Our theme this year was Getting To Know Each Other and it was based on feedback from last AGM. We have had introductions to members in CURRENTS and at meetings, and secrets shared. Today is no exception. We have an interesting fact to learn about one of our members later in the meeting.

Thank you for letting me get to know you better and for allowing me to introduce myself to you. Thank you for helping me with suggestions, and encouragement, and jokes! I appreciate your attention to my silly slide shows and for laughing or groaning as was appropriate.

I want to briefly thank the MC who have been remarkably patient, creative, and good humoured all year as I struggled to get everything done in one sitting and in one hour and often failed! Thanks to all of them.

And speaking of thank yous, I would like to try something with your indulgence. If you are able please stand when I mention you and stay standing for a minute.

If you are an Activity Chairperson please stand.

The following greeters, join them: Mary Ellen & Tony Freeman, Patricia Woolner, Anne Walton, Claire Warren, Craig Wickett, Cecile Kennedy, Judy Rogers, Kathie Kingston, Ada Dixon, Marilyn & Harvey Sheppard, Brenda Boardman, Bert Fonseca, Dorothy Brown, Silvana Daniels, Margaret & John Anderson, Nancy McKye & Kathryn Roberts, Leslie & Paul Fagan

Stand if you hosted a CRP club in your house, started Oh Canada at the meetings, ever led a walk, wrote a piece for CURRENTS, submitted a photo, brought a book to share on the table, booked a restaurant for a dinner or lunch group, helped with an event, offered a ride to another member, served on the MC or another committee, posted on the website, attended more than 2 meetings. (Laughed at my joke)

Have a look around... it takes all of us to make Credit River a great club. Give yourselves a round of applause. Thank you!”

**4. Quorum**

In order to conduct today's business we need a quorum of 67 members. We have that number! Attendance at the meeting was about 115 people.

**5. Minutes of the 2018 AGM:**

A motion was made by Judy DeMone and seconded by Mary Lou Dresser to approve the minutes from the October 25, 2018 Annual General Meeting. These have been posted on our club website – member only section. Motion carried.

**6. Acceptance of the 2018-19 Financial Statement and Approval of the 2019-2020 Budget- Tony Freeman**

The **September 30, 2019** fiscal yearend report (Refer page 5 below) Year To Date (YTD) Actual shows a closing cash balance of \$ 9,568 which is \$1,942 higher than the 2018/2019 Budget. Miscellaneous expenses came in less than forecast and Monthly Meetings were also less than forecast as we did not have a December meeting and held some meetings at venues other than the Mississauga Golf & Country Club.

The **October 24, 2019** statement and the 2019-20 Budget (page 6), which was agreed to by the Management Committee in September, forecasts a September 30, 2020 closing balance of \$9,618. The October 2019 YTD expense of \$1000 represents a down payment to the Glenerin Inn for this year’s Christmas party.

The annual **Audit Report** of the Club’s financial records was completed by member Earl Cochrane and his report is attached (page 7 below). There were no issues with the finances.

On the subject of Julie followed the report with her last joke as president! (see page 9)

**Motion to accept the 2018-19 Finances + 2019-20 Budget as presented:**

Proposed: Tony Freeman

Seconded: Craig Wickett

Motion carried.

**7. Nomination and Approval of new Directors and Management Committee – Bill McIntosh**

<b>Management Committee</b>	<b>Current (2018-2019)</b>	<b>Proposed (2019-2020)</b>
President	Julie Kinkaid	Karen Colenbrander
Past President	Bill McIntosh	Julie Kinkaid
Vice President	Karen Colenbrander	John Anderson
Secretary	Judy DeMone	Judy DeMone
Treasurer	Tony Freeman	Bert Fonseca
Director, Activities	Kerry English	George Beagley
Director, Travel	Rick Palmer	
Director, Events	Axel Breuer/Nancy Hori	Gillian Dennis
Director, Outreach	Ruby Benoy	Beverly West/Janice Hurley
Director, Speakers	Sheelagh Reades & Karla Findlay	Joan/John Nixon
Director, Membership	Nancy Rudderham	Dorothy Davies
Director, Communications	Deane Ponech (Interim)	Alan Gray
Director at Large	Bert Fonseca	Judy Scott
Director at Large	George Beagley	Bill Kingston

Note Beginning in 2019-2020 Rick Palmer will carry out his Travel responsibilities as an Activity rather than as a member of the Management Committee.

**Other Key Positions:**

Newsletter

Bob Warren

Web Team

Julie Kinkaid, Webmaster

The Succession Planning Committee was led by Past President Bill McIntosh with Julie Kinkaid, Karen Colenbrander, Joan Cobbold and Phil Baldwin as team members. There were no further nominations and so the committee's slate of candidates stands as above.

**Motion to accept the list of candidates proposed by the Management Committee**

Proposed: Bill McIntosh  
Motion carried

Seconded: Brian Dixon

**8. Directors Reports**

Axel Breuer, Director Events,

Axel reminded everyone that the Christmas Party is on December 5<sup>th</sup> and will be held at the Glenerin Inn this year. The cost is \$89 per person, the same cost as last year. Registration is near capacity of 110 so sign up soon if you want to attend and submit payment by the next meeting.

He also announced that Phantom tickets are ready for pickup and if you have signed up for the Hannaford Street Silver Band "Christmas Cheer" please send in your payment.

Axel asked that payments for 2019 events be sent to him. Beginning in 2020 payments should be sent to the new Director of Events, Gillian Dennis. An address will be provided.

Axel introduced Gillian, who announced a new event for December 30<sup>th</sup>, 2019 – a visit to Kleinburg to the McMichael gallery where there is a Maud Lewis show. Cost is \$12pp. There was a sign up after the meeting.

**Rick Palmer, Director Travel,**

Rick announced that there is still room to sign up for the spring trip to France and for the waitlist for the fall trip to Austria. The 2021 spring trip to Japan will be capped after another 7-8 people sign up.

Rick announced a new trip for fall of 2021 to Thailand. If you are interested in more detail there will be a presentation at the Mississauga Golf and Country Club on November 15<sup>th</sup> from 2-3 PM. RSVP to [nliu@glpworldwide.com](mailto:nliu@glpworldwide.com) if you want to attend the presentation.

**9. GTKEO (Getting to Know Each Other) – George Beagley / Karen Colenbrander**

George Beagley gave an entertaining story of how he met the Duke of Edinburgh, Prince Phillip in 1995 in New York City. He will write up a report for the next edition of CURRENTS.

Karen asked that you get in touch with her if you have a story to tell.

**10. Open Discussion**

This open portion of the meeting started with a trivia quiz which was a salute to the Activities and Speakers. The group had a lively discussion in trying to answer the questions. Two tables tied with the greatest number of correct answers.

This was on the bottom of the Trivia Quiz:

Thanks to our Speaker Coordinators for a year of interesting meeting speakers!

Thanks to our Activity Chairs and to all the members who assist and host our clubs:

Dinner and Luncheon  
Groups Golf Group

Card Groups  
Book Clubs

Investment Group  
"PRISMS"  
Wine Appreciation

Classic Movie Matinees  
Walking Groups

This was followed by table discussions with starter questions as follows:

- a. Talk about speakers and activities. What activity would you like to see added? Are there speakers you would like us to seek out?
- b. What would make CRP better? How can we improve meetings? What additions or changes would you like to see in the WEB or in CURRENTS?
- c. Our theme this year was Getting to Know Each Other. What theme would you suggest for next year?

There was a lot of discussion and many ideas captured on paper. Julie collated all of the responses and comments. This report will be sent to the new Management Committee for the November meeting. The MC will discuss all of the feedback and will report back to the club on any actions to be taken.

**11. Pin Presentations - Julie Kinkaid Karen Colenbrander**

Julie presented Karen with the PROBUS President's pin and Karen presented Julie with the PROBUS Past President's pin, signifying transfer of responsibility for their respective roles.

**12. New President's Remarks - Karen Colenbrander**

"It is with honour and a sense of excitement that I speak to you as your new Credit River PROBUS President.

Our Club has had an exemplary roster of leadership since its inception, and this year was no exception. It has been a pleasure as Vice President to observe, learn and participate on the Management Committee under Julie's capable presidency, as well as a comfort in knowing she remains on Management as Past President.

I also look forward to continuing to guide the life of our Club with our remaining and new Directors, and all of you - the membership in general. We will carry on with the theme of Getting to Know Each Other, and also remain open to your thoughts and suggestions.

I am confident of another fulfilling year ahead for Credit River PROBUS.

Back to Julie... I actually checked out Julie's shoe size with David - and **he** actually knew it! Our sizes differ by 1 1/2... and mine are the bigger feet. The old saying about filling her shoes won't fit here literally, but sure will figuratively."

Karen then presented Julie with flowers and a small token of appreciation.

**14. Adjournment.**

The meeting was adjourned at 11:55 a.m.

Judy DeMone  
Secretary, Management Committee

Enclosures:

**CREDIT RIVER PROBUS CLUB  
TREASURER'S REPORT  
SEPTEMBER 30, 2019**

	<u>YTD ACTUAL</u>	<u>BUDGET 2018/2019</u>
<b>OPENING BALANCE</b>	<b>\$7,750</b>	<b>\$7,750</b>
<b>ANNUAL DUES</b>	<b>\$12,000</b>	<b>\$12,000</b>
<b>MEMBERS IN WAITING</b>	<b>\$600</b>	<b>\$600</b>
<b>TOTAL REVENUE</b>	<b><u>\$12,600</u></b>	<b><u>\$12,600</u></b>
<b>MONTHLY MEETING</b>	<b>\$7,375</b>	<b>\$8,400</b>
<b>INSURANCE - MEMBERS</b>	<b>\$550</b>	<b>\$550</b>
<b>INSURANCE - M.C.</b>	<b>\$0</b>	<b>\$324</b>
<b>BANK CHARGES</b>	<b>\$109</b>	<b>\$150</b>
<b>SPEAKER PROGRAMS</b>	<b>\$900</b>	<b>\$1,200</b>
<b>MISC. EXPENSES</b>	<b>\$832</b>	<b>\$1,500</b>
<b>MEMBERSHIP</b>	<b>\$374</b>	<b>\$400</b>
<b>WEBSITE</b>	<b>\$638</b>	<b>\$200</b>
<b>EVENTS</b>	<b>\$4</b>	<b>\$0</b>
<b>TOTAL EXPENSE</b>	<b><u>\$10,782</u></b>	<b><u>\$12,724</u></b>
<b>CLOSING BALANCE</b>	<b>\$9,568</b>	<b>\$7,626</b>

CREDIT RIVER PROBUS CLUB  
 TREASURER'S REPORT  
 OCTOBER 24 , 2019

	<u>YTD ACTUAL</u>	<u>BUDGET</u> <u>2019/2020</u>
OPENING BALANCE	\$9,568	\$9,568
ANNUAL DUES	\$11,520	\$12,000
MEMBERS IN WAITING	\$570	\$600
<b>TOTAL REVENUE</b>	<b>\$12,090</b>	<b>\$12,600</b>
MONTHLY MEETING	\$0	\$7,500
INSURANCE - MEMBERS	\$0	\$550
INSURANCE - M.C.	\$0	\$0
BANK CHARGES	\$0	\$150
SPEAKER PROGRAMS	\$0	\$1,500
NEW COMPUTER	\$0	\$1,200
MISC. EXPENSES	\$0	\$1,000
MEMBERSHIP	\$0	\$400
WEBSITE	\$0	\$250
EVENTS	\$1,000	\$0
<b>TOTAL EXPENSE</b>	<b>\$1,000</b>	<b>\$12,550</b>
<b>CLOSING BALANCE</b>	<b>\$20,658</b>	<b>\$9,618</b>

To the President and Members of the Management Committee of the  
Credit River PROBUS Club

**Audit Report of the Credit River PROBUS Club for the fiscal  
year ended September 30, 2018**

Disclaimer:

A professional audit opinion cannot be provided because the statements do not conform to Generally Accepted Accounting Principles and because the Club is too small to warrant and fund the maintenance of the necessary internal controls required to conform to current audit standards. The statements should be considered to be Management Reports and the "Audit Report" as a review.

Objectives:

This report is intended to meet the following objectives of the review only:

1. To confirm that no unusual transactions occurred suggesting misappropriation or inappropriate spending.
2. To confirm the existence of internal controls reasonable for the size and sophistication of the operations.
3. To confirm that the records present a reasonable picture of the year's financial activities.

It should be noted that a sampling of transactions was undertaken. Materiality played a major part in the selection of the accounts or invoices sampled. There was not 100% confirmation of book entries. In addition, the evaluation of samples was intended to provide assurance that the elements of the financial statements were reasonably represented. The actual format of the statements was decided by the Management Committee; so this report does not offer any further comments in that regard.

Major review steps:

1. Confirmed opening cash balance to previous year closing cash balance.
2. Performed reasonableness test on the dollars recognized as dues.
3. Tested reasonableness of the Rent costs based on the sampled invoices.
4. Confirmed insurance costs to invoices.
5. Sampled speaker costs by reports or emails from the organizing member.
6. Expenses: Examined a representative sample for appropriate back-up and amount reasonableness.

Events:

There is a sub-ledger for each event which permits the coordinator and/or the Treasurer to calculate and report the net revenue or loss with greater accuracy.

I traced funds received to the books and the bank statements and similarly for expenses.  
(samples)

Cheques and Bank Reconciliation:

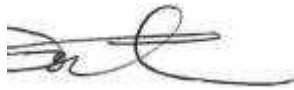
A year end bank reconciliation was prepared and agrees to the general ledger.

A number of cheques were reviewed to confirm two signatures.

Conclusion:

I did not detect any transactions that suggested that any of the aforementioned objectives were not being achieved. In other words, the amounts recorded under each revenue/expense category are reasonable.

Accordingly, I believe that the Management Report fairly represents the financial transactions and the closing cash balance.

A handwritten signature in black ink, appearing to read 'Earl Cochrane', with a stylized flourish at the end.

Earl Cochrane



