

**BOBCAT BACKERS SOCIETY  
ANNUAL GENERAL MEETING MINUTES  
Thursday, October 21, 2020 @ 7:00 PM  
Meeting via ZOOM**

In Attendance: Tracy Bruins (acting Chair), Mia Kruger, Susan Brauss, Judy Heck, Christy Boot, Jim Reilly, Clint Frearson, Erin Sturgeon, Tina Pearson, Karla Diaz, Hirra Memon

Regrets: Twila Dzerk, Jaimie Anton

1.0 Call to Order

- ❖ The meeting was called to order at 7:10 p.m. by Tracy Bruins
- ❖ Verification of quorum: Quorum for the AGM was verified.

2.0 Review & Approval of Agenda

The agenda was approved by Susan Brauss, 2nd by Erin Sturgeon.

3.0 Approval of Minutes of Previous Annual General Meeting

May 21, 2019 (<https://bowvalley.rockyview.ab.ca/pdf/bbs-may-2019>)

The minutes of the May 21, 2019 meeting was approved by Mia Kruger, 2nd by Susan Brauss.

4.0 Reports

4.1 Treasurer

4.1.1 Previous Fiscal Year Audited Financial Statements

Mia Kruger reported on the BBS Financial Statement from October 1, 2019 to September 30, 2020. Proceeds in the account have come from various sources such as Michels Canada donation, CandyGram, Bottle Drive, miscellaneous donations, etc. Mia Kruger reported that our ATB Community Spirit Account Balance on September 30, 2020 was \$2,054.23. The motion to accept the financial statement was unanimous.

4.1.2 Current account balances: General

Mia Kruger reported that our ATB Community Spirit Account Balance for September 30, 2020 was \$2,054.23. This figure does not include the recent Bottle Drive/Drop Off or Shell Foothills Legacy Fund Grant we have yet to receive.

4.2 Board

4.2.1 Bylaw Amendments: Special Resolution

BBS Bylaws can be viewed on the Bow Valley High School website at:  
<https://bowvalley.rockyview.ab.ca/pdf/bbs-bylaws-2019>

There were no amendments to the Bylaws of the Society at this time.

5.0 Standing Business

5.1 Organization Structure Review: (membership, directors, voting, accountability, insurance, business plan)

Tracy Bruins reviewed the start up history of BBS, membership and responsibilities (these are also detailed in the Bylaws). There is a draft Business Plan that will be circulated to new members. Insurance for the Society has been investigated through Marsh Canada Insurance, but we have deferred getting the insurance (cost is approximately \$800 per annum) until we have a fundraising initiative that will warrant obtaining it.

5.2 Receipt of current “Wish List” requests (school, school council) **for information only**  
Mr. Reilly is in the process of updating the Top Needs of Bow Valley High School wish list. The 7-8 passenger vehicle primarily used to transport students from the “Life Skills” program at BVHS to work experience, etc in the community is still high on the list of priorities. Mr. Reilly will also try to include an approximate cost for each item on the list.

## 6.0 New Business

### 6.1 Fundraising Opportunities: Approved and new for Consideration:

6.1.1 Bottle Drive: September 28-Oct 2, 2020. We agreed to take part in the Dieleman Fundraising Fall/Christmas catalogue campaign (the DFS Virtual & Contact Free Fundraising option - for info <https://dfscanada.com/>) and Judy Heck will contact Dieleman to get started.

6.1.2 Casino: **We don't have an opportunity to do one.**

### 6.1.3 Consideration of Non-Gaming Fundraisers to increase General Account

There were some great ideas generated for fundraising:

- Susan suggested the Alberta Highway CleanUp Program: The highway cleanup program is held on the first or second Saturday in May every year, weather permitting. All non-profit groups or clubs are encouraged to participate as a fundraising opportunity. Alberta Transportation pays participating non-profit groups and clubs \$100 per km cleaned. We would definitely need to obtain insurance for the Society before doing this initiative. For more information see: <https://www.alberta.ca/alberta-highway-cleanup-programs.aspx>
- Hirra suggested looking into Town of Cochrane Grants/Bursaries, WalMart sponsorship. She will relay the contact information.
- Christy suggested an Online Auction using local businesses such as being done by Cochrane Now.
- A 50/50 Raffle using Rafflebox
- Involve students in a Social Media Challenge - Instagram, Snapchat

It was also suggested to include the reason or “what” we are fundraising when publicising or promoting our fundraising events.

## 7.0 Elections:

### 7.1 Dissolution of the current Board

Susan Brauss made a motion to dissolve the current BBS Board. 2nd by Clint Frearson. On behalf of the Board, Mia Kruger thanked Tracy Bruins for taking on the role of acting Chair while it was vacant as well as doing her own duties as Vice-Chair

### 7.2 Election of New Board Members: Chair, Vice-Chair, Secretary, Treasurer, Three Members at Large

Board Position	
Chair	Mia Kruger nominated Christy Boot for Chair. Christy accepted the position. There were no other nominations. Approved. Motion carried unanimously.
Vice-Chair	Susan Brauss nominated Erin Sturgeon for Vice-Chair. Erin accepted the position. There were no other nominations. Approved. Motion carried unanimously.
Treasurer	Judy Heck nominated Mia Kruger for Treasurer. Mia accepted the position. There were no other nominations. Approved. Motion carried unanimously.

Secretary	Mia Kruger nominated Judy Heck for Secretary. Judy accepted the position. There were no other nominations. Approved. Motion carried unanimously.
Members at Large	Hirra Memon (Alternate: Tracy Bruins) Susan Brauss (Alternate: Tina Pearson) Clint Frearson

7.3 Two Financial Auditors (members w/o signing authority and no relations)  
Susan Brauss and Clint Frearson agreed to review and audit the Financial Statement prepared by Mia Kruger.

#### 8.0 Signing Authority Change

Mia Kruger will make arrangements with ATB for the necessary new Board members to get signing authority.

#### 9.0 Next Meeting

The next general meeting of the Bobcat Backers Society will be **Wednesday, January 13, 2021 at 7:00 pm.**

#### 10.0 Adjourn

The meeting was adjourned at 7:59 pm by Tracy Bruins.

#### Action Items:

- 1) **Chair:** Notify Corporate Registries, in writing, of all new and returning Executive/Board
- 2) **Chair** Submit Special Resolution re bylaw changes to Corporate Registries (if needed)
- 3) **Chair:** Notify AGLC, in writing (form on AGLC website), of all new and returning Executive/Board
- 4) **Chair:** Notify AGLC, in writing, of approved bylaws once received from Corporate Registries (if needed)
- 5) **Vice-Chair:** Arrange updating of website with new names and contact information (if needed)
- 6) **Vice-Chair:** Source and distribute information on resources, support, training available for board (if needed) such as ASCA, AGLC, Alberta Board Development, etc.
- 7) **Treasurer:** Set an appointment with the bank to change signing authorities (if needed). Update banking portfolio. Arrange for annual audit.
- 8) **Secretary:** Provide summary (or draft minutes) of meeting to all members and interested parties.