

**NORWOOD COMMUNITY CENTRE
ANNUAL GENERAL MEETING
October 22, 2009 – DRAFT**

The Annual General Meeting of the Norwood Community Centre was held on Tuesday October 28th, 2008 at 7:00 at the Norwood Community Centre (87 Walmer Street).

PRESENT:		
Dorothea Blandford	Teri Moffatt	Marie Sinnock
Bruce Samson	Carrie Beaudoin	David Beeusaert
Bruce Verry	Wendy McFadden	Jason Perring
Darla McFarlane	Julie Ford	Leslie Perring
Ross Kozielec	Geoff Ford	Shelley Kent
Cheryl Dixon	Leslie Johston	Lorraine Lambert
Regan MacDonald	Dorothea Blandford	Katharine Cherewyk
Ted Blandford	Morris Stefanec	
Janet Kost	Alex Coutu	

1. Call to order-the meeting was called to order at 7:10 p.m. by Bruce Verry.
2. Approval of the Minutes of the October 28, 2008

It was

**Moved by Katharine Cherewyk
Seconded by Darla McFarlane**

**THAT the minutes of the October 28, 2008
AGM be approved.**

Carried.

3. Business arising from the minutes- None

4. Constitutional Changes- Bruce Verry read the amendments in Appendix A aloud and each was voted on:

Constitutional Amendments

It was

**Moved by Bruce Samson
Seconded by Ross Kozielec**

**THAT Constitutional Amendment 1 be
approved, as read.**

Carried.

It was

**Moved by Dorothea Blandford
Seconded by Regan MacDonald**

**THAT Constitutional Amendment 2 be
approved as read.**

Carried.

**It was
Moved by Ted Blandford
Seconded by Jason Perring**

**THAT Constitutional Amendment 3 be
approved, as read.**

Carried.

**It was
Moved by Bruce Samson
Seconded by Ted Blandford**

**THAT Constitutional Amendment 4 be
approved, as read.**

Carried.

**It was
Moved by Darla McFarlane
Seconded by Katharine Cherewyk**

**THAT Constitutional Amendment 5 be
approved, as read.**

Carried.

**It was
Moved by Jason Perring
Seconded by Regan MacDonald**

**THAT Constitutional Amendment 6 be
approved, as read.**

Carried.

**It was
Moved by Paul Pelletier
Seconded by Bruce Samson**

**THAT Constitutional Amendment 7 be
approved, as read.**

Carried.

**It was
Moved by Regan MacDonald
Seconded by Karen Tarr**

**THAT Constitutional Amendment 8 be
approved, as read.**

Carried.

**It was
Moved by Bruce Samson
Seconded by Ted Blandford**

**THAT Constitutional Amendment 9 be
approved, as read.**

Carried.

By Law Amendments -

Committee

It was

Moved by Shelley Kent

Seconded by Leslie Johston

**THAT By Law Amendment 1 be approved,
as read.**

Carried.

It was

Moved by Dorothea Blandford

Seconded by Lorraine Lambert

**THAT By Law Amendment 2 be approved,
as read.**

Carried.

It was

Moved by Dorothea Blandford

Seconded by Katharine Cherewyk

**THAT By Law Amendment 3 be approved,
as read.**

Carried.

It was

Moved by Darla McFarlane

Seconded by Ted Blandford

**THAT By Law Amendment 4 be approved,
as read.**

Carried.

It was

Moved by Ross Kozielec

Seconded by Dorothea Blandford

**THAT By Law Amendment 5 be approved,
as read.**

Carried.

It was

Moved by Ross Kozielec

Seconded by Karen Tarr

**THAT By Law Amendment 6 be approved,
as read.**

Carried.

It was

Moved by Shelley Kent

Seconded by Ted Blandford

**THAT By Law Amendment 7 be approved,
as read.**

Carried.

**It was
Moved by Shelley Kent
Seconded by Katharine Cherewyk**

**THAT By Law Amendment 8 be approved,
as read.**

Carried.

**It was
Moved by Bruce Samson
Seconded by Lelsie Perring**

**THAT By Law Amendment 9 be approved,
as read.**

Carried.

**It was
Moved by Dorothea Blandford
Seconded by Vicki Magnifico**

**THAT By Law Amendment 10 be approved,
as read.**

Carried.

**It was
Moved by Leslie Perring
Seconded by Dorothea Blandford**

**THAT By Law Amendment 11 be approved,
as read.**

Carried.

**It was
Moved by Regan MacDonald
Seconded by Paul Pelletier**

**THAT By Law Amendment 12 be approved,
as read.**

Carried.

Programs:

**It was
Moved by Shelley Kent
Seconded by Katharine Cherewyk**

**THAT Program By Law Amendment 1 be
approved, as read.**

Carried.

Signing Authority:

**It was
Moved by Leslie Perring
Seconded by Ross Kozielec**

**THAT Signing Authority By Law
Amendment 1 be approved, as read.**

Carried.

Purchasing/Disbursement Policy:

It was

Moved by Katharine Cherewyk

Seconded by Bruce Samson

**THAT Purchasing/Disbursement
Amendment 1 be approved, as read.**

Carried.

It was

Moved by Bruce Samson

Seconded by Karen Tarr

**THAT Purchasing/Disbursement By Law
Amendment 2 be approved, as read.**

Carried.

It was

Moved by Ted Blandford

Seconded by Shelley Kent

**THAT Purchasing/Disbursement By Law
Amendment 3 be approved, as read.**

Carried.

It was

Moved by Paul Pelletier

Seconded by Dorothea Blandford

**THAT Purchasing/Disbursement By Law
Amendment 4 be approved, as read.**

Carried.

It was

Moved by Ted Blandford

Seconded by Shelley Kent

**THAT Purchasing/Disbursement By Law
Amendment 5 be approved, as read.**

Carried.

Program Budgets:

It was

Moved by Regan MacDonald

Seconded by Vicki Magnifico

**THAT Program Budget By Law Amendment
1 be approved, as read.**

Carried.

5. Reports-

- 5.1 Financial Statement as of July 31, 2009 was presented by Paul Pelletier for the last time; Bruce Verry thanked Paul for his years of service.

It was

Moved by Paul Pelletier

Seconded by Bruce Samson

THAT the financial statements for the year end July 31, 2009 be approved as presented.

Carried.

- 5.2 President's Report dated October 22, 2009 was read by Dorothea Blandford (Appendix B). Bruce Verry thanked Dorothea for her many years of service to the center.

6. Election of Officers- officers nominated as noted below. All agreed to accept the nominated positions.

President- Leslie Johnston	Acclaimed
Vice-President-Operations - Regan MacDonald	Acclaimed
2 nd Vice-President- Buildings and Grounds - Bruce Samson	Acclaimed
Treasurer-Ross Kozielec	Acclaimed
Secretary-Alex Coutu	Acclaimed
Past President-Dorothea Blandford	Acclaimed

The following program convenor/director positions were acclaimed or elected as noted:

Buildings & Grounds-	DELETED
Canteen-	VACANT
Hall Rentals-Morris Stefanec	Acclaimed
Membership-Vicki Magnifico	Acclaimed
Newsletter-Katharine Cherewyk*/ Darla McFarlane	Acclaimed
Norwood Nursery School- Cheryl Dixon and Teri Moffatt	Acclaimed
Security-Gary Oakley	Acclaimed
Aerobics-Wendy McFadyn/ C Beaudoin/C Hatherly	Acclaimed
Badminton-Betty Cowan/ Teresa Maguet	Acclaimed
Basketball-Patrick Anderson	Acclaimed
Baseball/Softball-Karen Tarr	Acclaimed
Dance-	Vacant
Hockey-Caroline Deerpalsing	Acclaimed
Karate- Rhea Beltran	Acclaimed
Pilates-Teri Moffatt	Acclaimed

Playgroup-Monique Wagner/ Alex Coutu/Leslie Perring	Acclaimed
Soccer- Mike Baillie/ Jim Darcel	Acclaimed
Tennis-Brian Pound	Acclaimed
Yoga-Glen Armstrong	Acclaimed

Member at Large:

Jason Perring	Geoff Ford
Shelley Kent	Marie Sinnock
Bruce Verry	
Paul Pelletier	

It was

Moved by Shelly Kent

Seconded by Bruce Samson

**THAT the Officers, Directors, Convenors
and Members at large stand as nominated
and accepted.**

Carried.

7. New Business- Bruce Verry read a letter from a member of the community thanking the Volunteer Appreciation Night Committee for a wonderful event.
8. Adjournment-

It was

Moved by Ted Blandford

Seconded by Bruce Samson

**THAT the meeting be adjourned at
8:15 pm.**

Carried.

Appendix A

Constitutional Amendments Proposed

1. Amend **Article 2**, **Article 3.1** and **Article 3.2** to include social activities, such that these articles read as follows:

Article 2: Purpose. The purpose of the Centre is to provide a broad range of recreational, **social**, and leisure activities for persons of all ages resident within the designated areas as defined in ARTICLE 5 through the management and operation of the facilities and grounds.

Article 3.1. To plan and initiate or conduct a variety of recreational, **social** and leisure activities suited to the needs and requirements of all residents of the designated areas as defined in ARTICLE 5.

Article 3.2. To communicate with the residents of the designated area so as to determine their needs for recreational, **social** and leisure activities, and to ensure that they are aware of the activities and programs being offered by the Centre.

2. Delete **Article 3.4**, and include as **Article 16.2** (new) under finance. Article 16.2 to read as follows:
Article 16.2. The Board will prepare budgets, financial and activity reports for presentation to the City of Winnipeg, as well as residents of the designated area.
3. Renumber **Article 3.5**, **Article 3.6** and **Article 3.7** as **Article 3.4**, **Article 3.5** and **Article 3.6** respectively.
4. Amend **Article 7**: Fiscal year to read: The fiscal year **end** of the Centre shall be July 31st.

5. Amend **Article 8.2** to provide for two Vice-Presidents, namely, Vice-President – Operations and Vice-President – Buildings & Grounds. Accordingly, the affected Articles will read as follows:

Article 8.2. the Executive committee shall consist of at most six officers, being: the President, Past President, **Vice-President – Operations, Vice-President – Building & Grounds**, Secretary and Treasurer, and at least three being: the President, Secretary and Treasurer.

Article 8.2.1 (Stays the same)

Article 8.2.2 (Stays the same)

Article 8.2.3: (Amended)

VICE-PRESIDENT – OPERATIONS: Any resident of the area may be nominated for Vice-President – **Operations**. S/He shall officiate in the absence of the President. **In matters of the Centre s/he will be responsible for the administrative management of the Centre including human resources and programming.** S/He shall act for the President when the President requests.

Article 8.2.4 (New)

VICE-PRESIDENT – BUILDING & GROUNDS: Any resident of the area may be nominated for Vice-President – Building & Grounds. S/He shall officiate in the absence of the President. In matters of the Centre s/he will be responsible for all matters relating to the facilities, grounds and related infrastructure. S/He shall act for the President when the President requests.

Article 8.2.5 (Stays the same, but is renumbered from **Article 8.2.4**)

Article 8.2.6 (Stays the same, but is renumbered from **Article 8.2.5**)

6. Addition of new article – **Article 8.9** to read as follows:
Article 8.9 In the event that a Member of the Board sits on a committee or board outside of the Centre, while acting in the capacity as a representative of the Centre, s/he will speak and/or vote in compliance with the decision(s) of the Board, and will represent the best interests of the Centre in all related matters.

7. Amend **Article 12.1** to include the General Manager’s (GM) report, such that Article 12.1 reads as follows:
 Article 12.1 The Board of Directors, including the Executive Committee will meet at least once a month except during the months of July and August. Meetings during these two months will be held at the discretion of the Executive Committee. Notice of the meeting, including minutes of the previous meeting, a preliminary agenda, **and the GM Report** shall be provided to each Board member at least three days prior to each meeting.

8. Amend **Article 16.1** to read as follows:
 Article 16.1 The Board will administer all funds and securities of the Centre and present an Annual Financial Review **and Budget** at the Annual **General** Meeting.

- If Article 16.2 has been included – Item #2 above:
9. Renumber **Articles 16.2, 16.3, 16.4, and 16.5, 16.6, 16.7, and 16.8** as **Articles 16.3, 16.4, 16.5, 16.6, 16.7, 16.8** and **16.9** respectively.

By-Law Amendments Proposed

COMMITTEES - Proposed amendments include:

1. Amend By-Law 3.3.1 – Buildings & Grounds Committee to read as follows:
 This committee **will be chaired by the Vice-President – Buildings & Grounds, and** will be responsible for all matters relating to facilities, grounds and related infrastructure, **as well as all matters relating to machinery and equipment owned or leased by the Centre. The General Manager will be an ex officio member of this committee.**

2. Delete By-Law 3.3.2 – Mechanical Maintenance Committee (responsibilities included in revised 3.3.1)

3. Delete By-Law 3.3.3 – Sports Equipment Committee

4. Delete By-Law 3.3.4 – Membership Committee

5. Delete By-Law 3.3.5 – Sports Committees

6. Delete By-Law 3.3.6 – Canteen Committee

7. Delete By-Law 3.3.7 – Hall Rentals Committee

8. Delete By-Law 3.3.8 – Promotion Committee

9. Add New By-Law 3.3.2 – **Operations Committee**, to read as follows:
This committee will be chaired by the Vice-President – Operations, and will be responsible for all matters related to the organization and operation of all sports, social and leisure programming.

10. Add New By-Law 3.3.3 – **Executive Committee**, to read as follows:
This committee will be responsible for all matters relating to the Article 8.2 of the Centre’s Constitution.

11. Add New By-Law 3.3.4 – **NNC/NNS Committee**, to read as follows:
This committee will be responsible for all matters relating to the operation of the Norwood Nursery School Inc. within the Centre.

12. Add New-By-Law 3.3.5 – **Finance Committee** to read as follows:

This committee will be chaired by the Treasurer, and will be responsible for all matters relating to Article 16 of the Centre’s Constitution.

PROGRAMS – Proposed Amendments include

Amend By-Law 4.3 to read as follows:

Program **convener**s are normally to be appointed by the Board of Directors and will be responsible for operating the programs in accordance with the Centre’s By-laws and policies, and any special conditions that may be established by the Board. **Where no program convener is appointed, the General Manager or Vice-President – Operations may serve as convener.**

SIGNING AUTHORITY – If the Amendment to Article 8.2 was approved (Item #5 of Proposed Constitutional Amendments):

Amend By-Law 5 to read as follows:

The signing authority for the control of all monies of the Centre will be held by the following positions: Treasurer, President, Vice-President – Operations and Vice-President – Buildings & Grounds. Signing authority at any given time will be a combination of any two of the above.

PURCHASING/DISBURSEMENT POLICY

1. Add New By-Law 6.2 to provide for expenditures of the General Manager, to read as follows:

All purchases made by the General Manager for the operation and maintenance of the Centre must have prior approval of the Board. All expenditures must be consistent with the approved budget and must be reported on a monthly basis.

If above-noted By-Law 6.2 (New) is approved:

2. Renumber By-Law 6.2 (old), 6.3, 6.4 and 6.5 to By-Law 6.3, 6.4, 6.5 and 6.6 respectively.

3. Amend By-Law 6.4 – Change Committee Heads to **Conveners**.

4. Amend By-Law 6.5 – To authorize the Executive Committee to authorize expenditures up to **\$5,000.00** without the prior approval of the Board when it is necessary to the functioning of the Centre or the Centre’s programs.

5. Amend By-Law 6.6 to reflect correct by-laws (if Item #1 and #2 approved), to read as follows:

Any purchases or disbursements made under By-Law **6.2, 6.4 or 6.5** must be reported to the board at the next meeting for review and ratification.

PROGRAM BUDETS

1. Amend By-Law 7.2 – change Program Heads to **Conveners**.

APPENDIX B PRESIDENT'S REPORT

This past year, Norwood Community Centre continued to thrive and grow. At our AGM last year, we were able to recruit some unbelievable talent to our board; talent, I am pleased to note, that is poised to begin to pick up the leadership reins. This is great news as it enables us to develop a succession plan. It is also great news in light of Plan 2025 whereby the City of Winnipeg and the GCWCC are in the process of developing long term plans for community centres, recreational centres and aging infrastructure. While some area community centres were initially targeted for closure, I am pleased to say that Norwood was not even on the radar screen. However, in order to remain viable, Norwood must continue to maintain and increase programming, to maintain and upgrade our facilities and to meet the needs of its membership.

Once again, our finances are in excellent shape. We continue to have a strong bank balance, and we closed the year with total assets worth close to \$385,000. Although we did not post a surplus this year, we have made significant improvements to our infrastructure.

Over the course of the past year, we have had some changes to our staff. As I noted last year, managing employees is a tricky job for an organization that is run by a volunteer board. This year we implemented an ad hoc HR committee comprised of Leslie Johnston, Bruce Samson, Morris Stefanec, Darla MacFarlane and myself to manage these issues. As a result, we now have a P/T General Manager to oversee the day-to-day operations of the community club, as well as a F/T caretaker. These two individuals are assisted by a seasonal grounds keeper (funded by a Green Team grant) and a seasonal ice-maker. Our staff is further complemented by several contractors – a bookkeeper, an event supervisor and several program instructors.

Over this year, we established a number of committees that have been busy reviewing our operations and making recommendations to the board.

- We have finally twisted enough arms to have a Finance Committee to oversee the finances of the community center. As a consequence we have an operating budget for this year; a first in my 15 years of sitting on this board. Thanks to Bruce Verry, Paul Pelletier and Ross Kosielec for letting us twist your arms.
- Though the continued work of the NNS/NCC Joint Subcommittee, we are pleased to have been able to support the NNS as they expanded their services this year to include additional spaces in their Before and After School Program. They now have access to the Small Hall or Common Room on a daily basis for their programming. This is a great resource for members of the community and ensures a steady stream of people coming through our doors. Special thanks to Leslie Johnston, Lorraine Lambert, Dave Beeusaert and Lindsay Rakowski.
- Our Redevelopment Committee was instrumental in ensuring that improvements were made to our facility this year. Due to the efforts of Jack Juffs (GM), Bruce Samson, Bruce Verry and Jason Perring we have:
 - Replaced the folding doors between the small and large halls;
 - Painted the large and small halls and common room, as well as the MPAC;
 - Replaced the wall covering with an arborite product to protect the walls against scrapes and scuffs;
 - Renovated the countertop in the small hall; and,
 - Renovated the bar countertop

- A Hall Rentals committee chaired by Jason Perring was established in order to review our practices and bring recommendations forward on how best to streamline the process - minimizing the level of effort and maximizing our revenues. This work is ongoing, and will address our responsibilities and liabilities as “owners” of the facility. Tackling this task with Jason were Shelley Kent, Morris Stefanec, Ross Kozielec, Leslie Perring and Alex Coutu.
- The Constitution Review committee consisting of Jason Perring, Regan MacDonald and myself, undertook a thorough review of our constitution. This has resulted in the modifications that were proposed (and approved) at our meeting this evening. We believe that these changes will provide a stronger governance structure for our community club.
- Finally the Nominating Committee has worked diligently to organize the AGM. Thanks to Bruce Verry and Vicki Magnifico for making a thousand phone calls to provide us with a full slate of nominees.

Norwood is also pleased to offer a number of programs that meet the needs of our community: aerobics, badminton, basketball, hockey, karate, pilates, soccer (both indoor and outdoor), tennis lessons and clinics, playgroup, yoga, and pleasure skating. We have added a knitting program as well as a Gi Gong program, and will be adding a Men’s Fitness program starting in January, 2010. We are also exploring the possibility of adding a Zumba Dance program for adults as well as a drop-in Volleyball program, so stay tuned and check our website frequently. As we did last year, we continued to partially fund the operation of the wading pool so that it remained open 7 days a week during the summer season.

Norwood CC once again, hosted a number of annual events – Breakfast with Santa, Winter Carnival, Mother’s Day Pancake Breakfast, the Norwood Ladies Golf Tournament, Volunteer Appreciation Evening, and a Boating Safety Course and a First Aid Course. These events are organized by members of the community for members of this community. Thanks to all who made these events a success.

One of our goals from last year was to increase our communication to the community. We have been successful in this regard. In addition to the newsletters that have been published and delivered to each home in the Norwood area over the course of the year, we finally have a website up and running. I encourage you to visit the site and to provide us with feedback. We have also initiated e-mail mail-outs to members in good standing for whom we have e-mail addresses, and are looking to expand on this over the course of the next year.

We continue to experience significant problems with our canteen. Over the next several months we will need to determine whether Norwood needs to run a canteen, and if so how it will be done. In addition, our challenges for the coming year include further development of the facility (upgrade of bathrooms and kitchen, and enhanced storage space). As well, we continue to look for new volunteers to join our board or start a program. This centre belongs to each and every person in Norwood. As such, I invite you to ensure that your interests are met.

Finally, as my third year as President draws to a close, I want to thank all of the volunteers – program conveners, coaches and manager and board members - who make Norwood a great community club. I have had an excellent Board of Directors to work with, and an outstanding executive committee with great leadership skills. As I step down this year and hand over the gavel, rest assured I will not miss chairing the board meetings. I will however, continue to support the operation of this club as Past President in any way that I can. I encourage all of you to take ownership of this club, and to continue to support the individuals who give so freely of their time and energy running this facility.

Thank you,
 Dorothea Blandford,
 President, Norwood CC (2008-2009)