

**Project Literacy Kelowna Society
Annual General Meeting Minutes
Thursday December 1, 2016**

In attendance:

Fern Carr, Ruth Walper, David Steele, Gordon Prokes, Parveen Shergill, Raghwa Gopal, Sharon Shepherd, Christine McWillis, Elaine Johnston, Bonnie Heather, Anna Jamkowy, Shirley Hutchinson, Colin Kirkpatrick, Debbie da Silva, Tabitha Bosch, Mark MacGregor, Bev Mallett, Joan Irvine, Diana Groffen, David Brooke, Armineh Azizi, Johnie Downie.

1. Call to order

Meeting called to order at 6:00 pm by Fern Carr, Board Chair.

a) Welcome and Introduction of Current Board Members

Fern Carr introduced current Board members.

b) Approval of Agenda

Motion by Sharon Shepherd to approve agenda as circulated. Seconded by Ruth Walper. Carried.

c) Approval of 2015 Annual General Meeting Minutes

Motion by Ruth Walper to approve minutes of December 1, 2015 Annual General Meeting as circulated. Seconded by Parveen Shergill. Carried.

2. Staff Recognition

Fern Carr introduced Project Literacy Kelowna Society staff and formally thanked them for their hard work and dedication. Gifts presented as a token of appreciation.

3. Financial Report

a) Introduction of Interim Accountants

Accountant Debbie da Silva from KPMG introduced her team of Mark MacGregor and Tabitha Bosch who had worked on preparing year-end financial statements for Project Literacy Kelowna Society.

b) Presentation of Financial Report

Statements reviewed by Tabitha Bosch.

c) Approval of Financial Report

Motion by Raghwa Gopal that year-end financial statements presented by KPMG be accepted as presented.

Seconded by Sharon Shepherd. Carried.

d) Appointment of Accountants for the 2016-2017 Fiscal Year

Motion by Fern Carr that KPMG be appointed as accountants for Project Literacy Kelowna Society for the 2016-2017 fiscal year. Seconded by Raghwa Gopal. Carried.

4. Board President's Report

Presented by Fern Carr as circulated.

5. Executive Director's Report

Presented by Christine McWillis as circulated.

6. Election of Directors

a) Status of Directors' Terms

Reviewed by Fern Carr. Noted that Ruth Walper and Parveen Shergill will continue on to their second year of a two-year term and therefore don't require nomination.

b) Nominations

As indicated and circulated in Board Nomination Biographies: incumbents Fern Carr and Raghwa Gopal – nominated for re-election; interim appointees to the Board David Steele, Gordon Prokes and Sharon Shepherd – nominated for election; two additional nominees – Shirley Hutchinson and Colin Kirkpatrick.

c) Elections

Motion by Sharon Shepherd that Fern Carr be re-elected as a director on the Project Literacy Kelowna Society Board of Directors. Seconded by Ruth Walper. Carried.

Motion by Sharon Shepherd that Raghwa Gopal be re-elected as a director on the Project Literacy Kelowna Society Board of Directors. Seconded by Parveen Shergill. Carried.

Motion by Fern Carr that David Steele be elected as a director on the Project Literacy Kelowna Society Board of Directors. Seconded by Ruth Walper. Carried.

Motion by Fern Carr that Sharon Shepherd be elected as director on the Project Literacy Kelowna Society Board of Directors. Seconded by David Steele. Carried.

Motion by Parveen Shergill that Gordon Prokes be elected as a director on the Project Literacy Kelowna Society Board of Directors. Seconded by Ruth Walper. Carried.

Motion by Sharon Shepherd that Shirley Hutchinson be elected as a director on the Project Literacy Kelowna Society Board of Directors. Seconded by David Steele. Carried.

Motion by Fern Carr that Colin Kirkpatrick be elected as a director on the Project Literacy Kelowna Society Board of Directors. Seconded by Parveen Shergill. Carried.

d) Presentation by Fern Carr of 2016-2017 Project Literacy Kelowna Society Board of Directors

Fern Carr, Raghwa Gopal, Parveen Shergill, Ruth Walper, David Steele, Sharon Shepherd, Gordon Prokes, Shirley Hutchinson and Colin Kirkpatrick.

7. Treasurer's Report

Presented by Ruth Walper as circulated.

8. Secretary's Report

Presented by Parveen Shergill as circulated.

9. Membership Committee Report

Presented by Parveen Shergill as circulated.

10. Fundraising Committee Report

Presented by David Steele as circulated.

11. Additional Questions from the Floor

Fern Carr solicited additional questions from the floor. Bev Mallett asked how many tutors are currently active. Confirmed by Christine McWillis that there are currently 100 tutors.

12. Adjournment

Closing remarks. Meeting adjourned at 6:42 pm.