

# **Royal City Athletics Club Annual General Meeting**

**Date:** Tuesday May 18<sup>th</sup>, 2021

**Time:** 7:30pm- 8:23pm

**Location:** Microsoft Teams (Online)

**Meeting Focus:** Building steps in progressing the newest track and field club in Guelph

## **Meeting Attendance:**

-Michael Sherar	-Holly Dolan	-Elizabeth Waywell
-Catherine Embree	-Ken Kudo	-Paul McNamara
-Andrew Catton	-Keegan Gaunt	-Chantelle Wood
-Gavin Hughes	-Paul Galas	-Phil Martin
-Guy Champagne	-Rachelle Campbell	

## **Agenda:**

- 1.0 Welcome and registration
- 2.0 President's report
- 3.0 Manager's update
- 4.0 Treasurer's report on 2020 financial statements
- 5.0 Appointment of external public accountant
- 6.0 Introduction of directors
- 7.0 Adjournment

**Meeting Decisions:**

- Once we reach quorum, we will engage Bakertilly to provide financial statements for the next year's report

**Action Items:**

Action	Assigned	Due
Send out email to membership regarding appointment of next year's financial accountant	Paul	ASAP

**Meeting Minutes****1.0 Welcome and registration**

- Nobody opposed to the agenda of the AGM and previously sent documents
- Screen grab of MS Teams attendance used as reference for registration

**2.0 President's report**

- Recap of how the club was started and the mission that the club follows
- Creating an enjoyable, safe, transparent and sustainable environment for the people of Guelph and the surrounding area
- Review of coaches and thanking those who have been working with the club
- Brief update on how we have strategically used funds
- Grant updates from Canada Summer Jobs and Tourism Guelph approvals
- Royal City Athletics Inferno in good financial shape with grant approvals from AO and AC, as well as prize money for events
  - There needs to be prize money for the international ranking of meet
- Goal to provide opportunities to a large range of age groups
- Highlighting the accomplishment of the most World Relay selections in 2021

**3.0 Manager's update**

- Club currently has 88 members listed (associates, athletes, coaches, officials)
- Programming for the summer looks promising as we have AO championships, NXT Champs, Olympic Games and Paralympic Games on radar
- Hopes to receive confirmation on when we can open back up after receiving updates from facilities at University and the provincial restrictions
- Singlets are in hand and ready to pass out to those who paid session one fee
- We are appreciative of the work all coaches and board members have been doing for our club and the progress we have made in these unprecedented times

#### **4.0 Treasurer's report on 2020 financial statements**

- Report on the financial statements included in email
- We have taken our statements to an independent accounting firm
- All expenditures require 2 signatures from directors on cheques
- We engaged Bakertilly as the independent firm and there have been no concerns brought forward from the firm
- Our year end is December
- We had funds from placeholder transferred over at beginning of first season
- Trackie sent a sum found at their year-end that was owed to us
- We had entered the year with a good financial cushion
- Largest expense was the track rental at the University
- Summary of policies listed in the document on what processes we follow financially and how we recognize revenue and expense
- Next year we will have a comparative document for financial statements with hopes to show growth in our programming and offerings

#### **5.0 Appointment of external public accountant**

- Every year we must appoint the next year's external accountant
- **ACTION:** Paul send out notice to the club to reach quorum for officially passing motion of new external accountant
- **Motion:** To appoint Bakertilly as next year's external accountant
  - Moved by Catherine Embree
  - Seconded by Guy Champagne
  - Nobody opposed on the call

#### **6.0 Introduction of directors**

- Thanking Kelly Bertrand for his work as secretary as he is now stepping down
- Elizabeth Waywell has been elected as the new club secretary
- Introduction of current board members
  - More information can be found at our website under the, "about us" tab

#### **7.0 Adjournment and Future Meeting**

Michael Sherar has motioned for adjournment of the meeting and it has been seconded by Phil Martin at 8:23pmET, motion carried.

Minutes submitted by: Paul Galas

Minutes Approved by: [Name]