

## 2014 Annual General Meeting

### Minutes

Date: Thursday, September 11, 2014  
Time: 7:00 pm  
Location: Coquitlam Foundation Room – Coquitlam Public Library City Centre  
1169 Pinetree Way, Coquitlam, BC

Present: Janet Toddington -Chair, Julie Fisher-Vice Chair, Bob Tanaka -  
Treasurer, Terry O'Neill, Colleen Talbot, Ron Grender (acting secretary),  
Richard Stewart, Gerri Wallis, Randy Webster  
Absent: Sam Nakai - Secretary, Linda Meneghello, Ken Catton  
Observer: Dale Clarke, Coquitlam Foundation Executive Director

#### 1. Opening Remarks - Janet Toddington, Chair

Janet Toddington welcomed all the guests to the meeting and invited everyone to introduce him or herself. A package containing an agenda, Minutes of the 2013 Annual General Meeting, General Information on the Foundation as well as committee reports for 2013, financial statements and other documents were made available to the attendees.

#### 2. Approval of Agenda

**Moved** by Julie Fisher, seconded by Bob Tanaka that the agenda be approved.

**Carried**

#### 3. Approval of Minutes of September 10, 2013 Annual General Meeting

**Moved** by Terry O'Neill, seconded by Colleen Talbot that the minutes of the September 10, 2013 Annual General Meeting be approved.

**Carried**

#### 4. Business Arising

##### a) Approval of Financial Statements

Bob Tanaka presented Audited Financial Statements prepared by the Coquitlam Foundation's auditor; the chartered accountants firm Manning Elliott.

**Moved** by Terry O'Neill, seconded by Julie Fisher that the Audited Financial Statements for the year ended June 30, 2014 as presented, be approved by the Board of Directors.

**Carried**

b) Appointment of Auditor

Bob Tanaka recommended to the Board that the chartered accountants firm of Manning Elliott again be appointed as the Foundation's auditor.

**Moved** by Terry O'Neill, seconded by Julie Fisher that Manning Elliott be appointed as the auditor for the Coquitlam Foundation for 2014-2015.

**Carried**

c) Appointment of Committee Chairs

Committee Chairs agreed to serve for the 2014-2015 term.

- I. Finance and Investments – Bob Tanaka
- II. Fund development – Colleen Talbot
- III. Events – Linda Meneghello
- IV. Grants – Ron Grender
- V. Marketing and Communications – Terry O'Neill

**Moved** by Julie Fisher, seconded by Bob Tanaka that the Committee Chairs, as indicated, be approved for 2014-2015.

**Carried**

d) Approval of Committee Members.

Approval of committee members was deferred to a later meeting.

5. Committee Reports

Annual Committee Reports were handed out and reviewed by the respective chair or their alternates.

- i. Finance and Investment Committee – presented by Bob Tanaka
- ii. Fund Development Committee – presented by Colleen Talbot
- iii. Events Committee – presented by Gerri Wallis
- iv. Grants Committee – presented by Janet Toddington
- v. Marketing and Communications Committee – presented by Terry O'Neill
- vi. Nominations Committee – presented by Julie Fisher

6. Other Business

a) Announcement of Executive Officers and Statutory Appointments

Janet Toddington, Chair  
Julie Fisher, Vice-Chair  
Bob Tanaka, Treasurer  
Sam Nakai, Secretary  
Richard Stewart, representing City of Coquitlam  
Randy Webster, representing Tri Cities Chamber of Commerce  
Gerri Wallis, representing School District #43 (Coquitlam)

b) Questions from the floor

A question was raised regarding the eligible age for Mayor's Scholarships. It was clarified that they are for post-secondary students, as are the others. A general overview of different funds was provided.

7. Adjournment

**Moved** by Julie Fisher and seconded by Terry O'Neill to adjourn the meeting.

**Carried.**