



**COQUITLAM FOUNDATION
2016 ANNUAL GENERAL MEETING
MINUTES**

Thursday, September 15, 2016
7:00 pm
Coquitlam Foundation Room
Coquitlam Public Library, City Centre
1169 Pinetree Way, Coquitlam, BC

Present: Janet Toddington, Chair; Ken Catton, Vice-Chair; Justin Kim, Secretary; Ron Grender; Linda Meneghello; Madhavee Inamdar; Randy Webster; Chuck Denison; Terry O'Neill; Jason Carvalho; Jill Cook, Executive Director

Regrets: Justina Mark; Colleen Talbot

The meeting was called to order at 7:07PM with the introduction of the board.

1. **OPENING REMARKS – JANET TODDINGTON, CHAIR**

Janet Toddington welcomed guests to the meeting and invited everyone to introduce him/herself. A package containing an agenda, minutes of the 2015 Annual General Meeting, general information on the Foundation as well as committee reports for 2015, auditor's report and financial statements were made available to the attendees.

2. **APPROVE AGENDA**

Moved by Terry O'Neill and seconded by Randy Webster to approve the Agenda.

CARRIED

3. **MINUTES OF THE MEETING HELD SEPTEMBER 10, 2015 AGM**

Moved by Jason and seconded by Chuck to accept the Minutes of the September 10, 2015 Annual General Meeting.

CARRIED

4. **BUSINESS ARISING**

(a) **Approval of Financial Statements**

Ken Catton presented audited financial statements prepared by the Coquitlam Foundation's auditor, the chartered accountants firm Manning Elliott and a report prepared by Justina Mark,

Treasurer of the Board.

Moved by Ken Catton, seconded by Jason that the audited financial statements for the year ended **June 30, 2016** as presented, be approved by the Board of Directors.

CARRIED

(b) Appointment of Auditor

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

Moved by Ken Catton, seconded by Linda Meneghello that Manning Elliott be appointed as the auditor for the Coquitlam Foundation for 2016-17.

CARRIED

(c) Appointment of Committee Chairs

Committee Chairs agreed to serve for the 2015-16 term.

- Finance and Investments - Justina Mark
- Fund Relations - Justina Mark
- Resource Development - Ken Catton
- Grants - Ron Grender
- Events - Linda Meneghello
- Marketing & Communications - Terry O'Neill
- Nominating - Janet Toddington
- Multicultural - Madhavee Inamdar
- Policy Development - Janet Toddington

Moved by Colleen Talbot, seconded by Ron Grender that the Committee Chairs, as indicated, be approved for the 2016-17 term.

CARRIED

(d) Approval of Committee Members

Approval of committee members was deferred to the respective committee meetings.

5. COMMITTEE REPORTS - Annual committee reports were handed out and presented by the respective chair or designate. Each chair expressed their sincere appreciation to their respective committee members for their work over the past year.

(a) Finance and Investment Committee – Ken Catton (Vice-Chair) presenting for Justina Mark

(b) Grants – Ron Grender
Ron Grender presented his written report.

(c) Resource Development – Ken Catton
Ken Catton highlighted that the committee is focused on updating marketing material and is working with Marketing and Events committees.

(d) Events – Linda Meneghello
Linda Meneghello presented her written report.

- (e) Marketing & Communications – Terry O’Neill
Terry O’Neill presented his written report.
- (f) Multicultural – Madhavee Inamdar
Madhavee thanked members of Multicultural Committee.
- (g) Nominations – Janet Toddington
Janet announced that Jason Carvalho filled a director position starting July 1st, 2016.

Moved by Linda, seconded by Terry to accept all committee reports as presented.

CARRIED

6. OTHER BUSINESS

- (a) Announcement of Executive Officers and Statutory Appointments

Janet Toddington - Chair
Ken Catton - Vice Chair
Justina Mark - Treasurer
Justin Kim - Secretary

Terry O’Neill, representing the City of Coquitlam
Randy Webster, representing the Tri-Cities Chamber of Commerce
Chuck Denison, representing School District #43

- (b) Questions from the floor - None

Janet highlighted that Coquitlam Foundation worked with Coquitlam Fire Emergency to set up the fun and help many victims of fire by distributing Superstore gift cards. Librarian Sylvana Harwood thanked CF and for doing all the help.

Coquitlam Foundation will celebrate 25th anniversary in 2017.

Janet thanked everyone.

7. ADJOURNMENT

Moved by Terry, seconded by Jason to adjourn the meeting.

CARRIED

Meeting adjourned: 7:47pm.

Chair – Janet Toddington

Secretary - Justin Kim