



Board Meeting – Bow Valley Branch

Bow Valley Branch
Navy League of Canada of Alberta Division
PO Box 741
3545 - 32nd Ave NE
Calgary, Alberta T1Y 6M6

#166 John A Hamilton - Navy League of Canada Corps (NLCC) (JAH)
#335 Calgary - Royal Canadian Sea Cadets Corps (335 Calgary)

Minutes of Annual General Meeting (AGM),
held on Thursday, May 30th, 2024 @ Heritage Christian Academy (HCA)
Minutes recorded and typed by Tara Barnett, Secretary of the Board

Attendance:

Board Members:

Jacob Harriman, President
Brad Dolton, Vice-President
Wendy Yu, Treasurer
Tara Barnett, Secretary
Derek Ram
Carl Schwehr
Christian Gueco

Not available: Alan Raagas, Ejike Ezejiofor,

Non-Voting Members:

Chouda Chan
Katherine Elder
Emma Shymaski
Heherson Lucena
Amiee Harriman
Captain K. Campbell
Tony Song



Voting Members:

Alex St-John
Milena Mayorga
Felicel Lucena
Khan Najeeb
Jason Shymanski
Bill Weaver
Jia Yu Carden
Colleen Kennedy
Olivia Lumley
Sarah Ho
Ousseynou Dougu

1) **Call to Order** at 19:08. Discussion led by President, Jacob Harriman.

2) Welcome & Introduction

- a) Board President Jacob Harriman welcomed attendees and introduced Board members and key attendees
- b) Jacob noted that previous year AGM minutes had been distributed via email prior to meeting
- c) Jim [NTD: last name from Jacob], President of Alberta Branch of Navy League of Canada opening remarks: parents need to have a Branch; if there is no Branch, there is no Cadets
- d) Tonya Moore, on the Board of Directors on for the Navy League is present to oversee elections

3) Determination of Quorum

- a) Branch membership paid at the beginning of the year (\$100/family): enables one vote per family
- b) Board has 69 voting members; there is not sufficient representation for quorum (50%+1) with only 16 people present
- c) Voting to continue with meeting: majority of people present indicated support to continue
- d) Determination of Quorum accepted

4) Acceptance of Minutes of Previous Year's AGM:

- a) Minutes of May 25, 2023 AGM distributed via email
- b) **Motion to accept the previous AGM meeting minutes** by Carl Schwehr; **Seconded:** Derek Ram
- c) *Motion carried by majority vote*



5) President's Yearly Update

- a) Presented by Jacob Harriman, President
- b) Jacob took on role of President last year; previously Vice President; 8th year of involvement with program
- c) Three kids in program; two through the Cadet program and one in Navy League now
- d) Would characterize this as a year of change: new Board, new Commanding Officer (Song); school is adding new gym – negotiating for access for more space
- e) Challenge for the Branch: a lot of families participating but not involved with the program – parents dropping kids off but not coming in the door
- f) Scheduling with HCA has been challenging
- g) HCA rent is going up, and anticipate could go up with new gym; but both programs are growing, and we are running out of space
- h) Casino in February was very successful: 100% support for shifts with over 35 volunteers covering ~45 shifts; raised \$79,907, higher than previous casinos; this is the main fundraiser for the Branch; getting access to a casino every 18-months on average; next time slot is July-Sept 2025
- i) Previous Treasurer and President diligent in filing documentation on time and in compliance for Alberta Gaming, Liquor and Cannabis (AGLC); AGLC funds must be spent in compliance with guidance, within 24 months of receiving
- j) Bingos are the other key fundraiser for the Branch, raising on average \$2000/bingo; we have been trying to do 2 bingos / month to pay for programming; challenge is that we have not had enough parent volunteers – small group of regular parents are carrying the bulk of bingo shifts
- k) We will be distributing more information to parents regarding bingo; there are no bingos over the summer; the online sign-up easy and accessible
- l) This past year with bingos, we had bad luck on the timing with bingos schedule every holiday weekend – had to split them with another group or give up the bingo altogether due to conflicts
- m) Financial context: Branch is healthy, but money we are raising this year is for next year; everything has gone up; JAH camp is partially covered by Branch; for Cadets, this covers dinner, events, extra-curricular activities
- n) Cadets often characterized as a "free program"; not truly as the Commanding Officer (CO) and uniform are covered, but other activities are covered by fundraising by the Branch
- o) Biggest expense is rent; next is uniforms for JAH (\$600-700/uniform)



6) Treasurer's Yearly Update

- a) Presented by Wendy Yu, Treasurer
- b) Financial summary of 2022-2023 fiscal year was distributed in email prior to AGM
- c) Year-end 31 August 2023: Total Assets = \$204,646.02; Total Liabilities = \$204,646.02; Net Surplus = minus \$910.78 (deficit)
- d) One asset is sailboat, Arrow, at Glenmore Reservoir – requires some repairs; other assets include uniforms as these belong to the Branch
- e) Liabilities: Restricted Deferred Revenue is AGLC money; it is recognized as a liability due to restrictions, but it recognized as revenue once utilized for an approved use of proceeds
- f) Previous Treasurer only counted casino and bingo income once spent due to restrictions on approved use of proceeds, and if the Branch cannot spend in compliance or within time limit, then must return the funds
- g) Last page of financial summary is the detailed breakdown by program
- h) JAH was expensive that year: 3 camps (fall, spring, and Fleet Days)
- i) Fiscal year is September 1 to August 31; acknowledge that it is odd giving financial reports eight months after year-end. This is a result of COVID where the AGMs got off cycle; ideally this should be three months after year end.
- j) The Branch is registered with CRA as a registered charity and documents are available online for full transparency; filings are up to date
- k) In financial summary "Direct Public Support" covers casino, bingo and donations (Calgary Naval Veterans Association); "Program Income" is the registration fees
- l) **Motion to accept financial statement:** Bill Weaver; **Seconded:** Derek Ram
- m) *Motion carried by majority vote*
- n) April 30, 2024 update is provided, though not an official statement:
 - i) Current Assets: ~\$26,000
 - ii) Current Income: ~\$150,000
 - iii) Non-Current Assets: ~\$22,000
 - iiii) Total Assets: ~\$190,000 which does not include casino money
- v) As of April 30, ~\$75,000 has come in, ~\$66,000 spent, net ~\$9000
- o) Budget for 2023-2024 was ~\$131,000; we are tracking under budget but will not be able to confirm until all expenses are received
- p) We want to propose switching AGM cycle to the fall to give a current financial snapshot, aligned to 3-month guidance for closing end-of-year financials; targeting October-November
- q) Recognition to the Branch Board members: this is a volunteer organization and people putting in personal time



7) #166 NLCC John A. Hamilton CO's Yearly Update

- a) Presented by LT(NL) Tony Song, Commanding Officer (CO) of JAH
- b) Navy League includes Cadet 9-12 years old; motto is "Today's Youth, Tomorrow's Leaders"
- c) Currently consist of 63 Cadets and 8 Officers; targeting 70 but limited by training space
- d) Training: leadership, public speaking, community involvement, parade, camp
- e) For sailing, range and first aid, currently do not have a qualified Civilian Instructure (CI), so hoping to do that next year
- f) Officer training: includes duties and responsibilities, drill, rank training, leadership, public speaking, instructional techniques, etc., as well as yearly training on Harassment Prevention, Workplace Violence Prevention and Child Abuse Prevention Policies. Volunteers can be civilian or officer.
- g) Communication: Multiple channels; announcements at 8:30 sunset; new website (jahamilton.ca); Facebook; Division Office phone and text
- h) Implementing a new cadet drop-off and pick-up procedure, for Cadet safety reasons
- i) Implementing a new parent meeting request procedure to reduce Administration Officer workload
- j) Monthly activities through 2023-2024: monster golf; Poppy campaign; Remembrance Day; fall camp; swimming; holiday mess dinner; advanced weekend training; casino; band practice with other groups; Military Museum; Battle of Atlantic memorial; picture day; awards dinner and Annual Ceremonial Review (ACR)
- k) Donations received this year will cover branch clothing (ball cap and corps t-shirt)
- l) Two Navy League Cadet medal of excellence awarded this year: PO1 Huang and CPO1 Le
- m) Challenges: biggest expense is uniform – need to be returned when Cadets are aging out, as these are Branch assets; band practice – currently no instructor; marks of respect – by Cadets, to build good habits, both during parade and outside of Cadets; communication – less parents showing up in person

8) #335 RCSCC Calgary CO's Yearly Update

- a) Presented by Captain Campbell, CO for 335 Sea Cadets Calgary
- b) ACR to be held June 15 then Cadets are done for the year
- c) Some Cadets are attending summer camp and some attending as staff
- d) Currently consist of 103 Cadets registered; parade about 80 per night; fairly normal percentage loss for kids due to conflicting activities
- e) Key activities through 2023-2024: mess dinner in December, weekend exercises; Rocky Mountain House Training Centre (RMHTC) weekend; sailing last weekend (focal point of program)
- f) Biggest challenge is getting Cadets to attend events that they signed up for; we expect commitment when they sign up
- g) This corps has top Cadet of the Year for all of Canada, and two Cadets of Year for Alberta



#335 RCSCC Calgary CO's Yearly Update Con't

- h) Big challenge is space; trying to get other gym for next year and more off-site activities
- i) Difficulty getting into summer Cadet camps: parents indicating they postpone vacation until late but don't receive any news; Defence Canada has scaled back post COVID with fewer camp spots for all of Canada; 3 summer camps in our region; attempt to get everyone signed up through MS Teams; office in Winnipeg holds choice on who gets to go across five provinces for five camps open over six weeks; chances are getting smaller that Cadets will get participation in camp
- j) Two different times this year that the program has had to cut budget due to constraints
- k) ACR this year: no banquet; June 15 13:00 will include quick parade and demonstrations; then come to the HCA theatre for awards and presentations; Christmas mess dinner is celebration dinner

9) **New Business:**

- a) Proposing a new AGM on new timing in fall – October-November; will notify Branch members 30 days prior via email; at that time will dissolve Board and vote in new people (different from what is noted on Agenda, based on discussion with Alberta Navy League representatives)
- b) Brad Doulton has resigned as Vice President; will need to vote a new VP
- c) Melissa Eriksson coming on as new Branch member
- d) Proposing AGM between November 15-30; present financials for 2023-2024 and present budget for 2024-2025
- e) Carl Schwehr: Tightening up reporting timeline makes good sense; duties between now and fall are not overwhelming

10) **Voting of Continuing and New Bow Valley Branch Members:**

- a) Jim [Name]: VP has resigned; can appoint someone from Board until next AGM
- b) **Motion to hold AGM and Board of Director elections in November 2024:** Derek Ram;
Seconded: Carl Schwehr
- c) *Motion carried by majority count: 16 in favour*
- d) Anyone can join the branch at any time; workload is one meeting per month, 2nd Thursday per month at the HCA; always looking for additional participation

11) **Meeting Adjournment**

- a) **Motion to adjourn the meeting** by Carl Schwehr; **Seconded:** Christian Gueco
- b) *All in favour, motion carried*
-- Meeting ended: 20:36

Bow Valley Branch – Navy League of Canada