

**Annual General Members' Meeting
Border Towne Co-operative Homes
Wednesday, October 21, 2020
6:30 p.m.
757 Nancy Road, Fort Erie**

Due to the current COVID-19 pandemic and the physical distancing requirements the meeting will be conducted by phone-in only. Accommodations will be provided by request if members do not have a means to call in. Further details will be available before the meeting.

DRAFT AGENDA

Welcome All Members – Verbal Sign In

- | | |
|---|---|
| 1. Call to Order | I |
| 2. Recognize the Chairperson and Recording Secretary | D |
| 3. Approval of Agenda | D |
| 4. Approval of Minutes of previous meeting held:
October 25, 2019 – 1 st , GMM (following AGM 2019)
Minutes attached | D |
| 5. Annual Report – Board and Staff | D |

NEW BUSINESS

- | | |
|--|---|
| 6. Audit | |
| a) Understanding the Audit | I |
| b) Audit Presentation | I |
| c) Q & A | I |
| d) Approval of the Audited Financial Statements | D |
| e) Appoint Auditors for 2020 | D |
| 7. Budget | |
| a) Understanding the Budget | I |
| b) Budget Presentation | I |
| c) Q & A | I |
| d) Budget Approval | D |
| 8. Elections | |
| a) Board of Director's Elections – 4 Positions | I |
| b) Board Information – Roles & Responsibilities of the Board | I |
| c) Call for Nominations 3 times via Phone | I |
| d) Candidates Introduction | I |
| e) Instructions for Completing ballots | I |
| f) Motion to destroy ballots | D |
| 9. Other Business | I |
| 10. Adjournment | D |

BORDER TOWNE CO-OPERATIVE HOMES INC.

1st General Members' Meeting
(following AGM June 2019)

October 22, 2019
6:30 p.m.
Common Room
Fort Erie, ON

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PRESENT / REGRETS / ABSENT: Refer to Sign in Sheets

GUESTS: Chuck Greenham, Dave Smart, Jane Mair
 Accountant *GHF* *GHF*

NPH STAFF: Robyn Garner Kristi Rusnov

1. **CALL TO ORDER**

A quorum of the membership being present and notice having been duly given, the meeting was declared duly constituted for the transaction of business at 6:48 pm.

2. **RECOGNIZE CHAIRPERSON AND RECORDING SECRETARY**

MOVED by D. Dama / SECONDED by J. Huzarski THAT Jane Mair act as
Chairperson and Robyn Garner and Sandi Atherton act as Recording Secretary's.
CARRIED.

3. **APPROVAL OF AGENDA**

MOVED by C. Overholt / SECONDED by J. Huzarski THAT the Agenda be
approved. CARRIED.

4. **CONFLICT OF INTEREST DECLARATIONS**

None.

5. **APPROVAL OF MINUTES**

MOVED by K. Mallion / SECONDED C. Overholt THAT the Minutes of the Annual
General Members' Meeting held June 19, 2019, be approved as presented.
CARRIED.

6. **NEW BUSINESS BUDGET PRESENTATION**

- a) Understanding the Budget: The Chair reviewed what is a budget reflecting on how much the Co-op will spend; what the money will be spent on and where the funds will come from.
- b) Q & A on Housing Charge Increases: The Chair reviewed the document on housing charge increases.
- c) Budget Presentation, Chuck Greenham: Chuck reviewed the revenue and expenses estimated for 2020. These figures were based on last year's budget, the projected actuals and the estimate for the upcoming fiscal year. Chuck reported laundry revenue up by \$1000.00 based on 2019 and increased Maintenance by \$3,000.00.

Proposed Housing Charge increase recommended at 2.2%:

1 Bdrm – Incr. \$15 2 Bdrm – Incr. \$16 3 Bdrm – Incr. \$17

- d) Budget Approval: MOVED by B. Naylor / SECONDED by B. Volzke THAT
the Budget be approved as presented. CARRIED.
- e) August 2019 Financial Statement: MOVED by M. Hollingsworth /
SECONDED by M. Brown THAT the August 2019 Financial Statement be
approved. CARRIED.

7. **PRESIDENTS REPORT**

Linda updated the membership on the new elevator company that will be taking over in November 2019. We are hoping that Thyssen Krupp can assist with the issues that members have in the elevator. Linda also spoke about the Canada Post box that will allow large parcels to be directly delivered to members; the box will be placed in the lobby.

8. **STAFF REPORTS**

Robyn presented the year in perspective including changes to maintenance personnel; fire safety; the Good Food Box and the benefits of the Tenant Pay system. Darlene Sheldon expressed how easy tenant pay is to load as an app on your phone etc.

MOVED by D. Sheldon / SECONDED by M. Fergusson THAT the Annual Reports
be approved as presented. CARRIED.