

**COOK STREET VILLAGE ACTIVITY CENTRE**

# AGM 2024

*An AGM for all members*

*Friday, May 24, 2024 – 1:00 pm*



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# Minutes from 2023 AGM

## Cook Street Village Activity Centre 2023 Annual General Meeting

Quorum established with 45 members. Members were provided information about the AGM more than 60 days prior to the meeting both online and in person. To ensure that folks were able to vote all members were given the opportunity to vote by proxy or to vote on the day of the AGM.

1:02pm

### 1. Approval of the Agenda

Agenda distributed as part of the AGM package and was available upon arrival at the AGM.

Motion: To approve the agenda as presented

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 35 votes, 10 abstention

### 2. Minutes from 2022 AGM

Motion: To approve the 2022 AGM Minutes as presented

Motion made by: Carol O'Fallon

Seconded by: Noella Birch

Approved with 35 votes, 10 abstention

### 3. President's Report

Joni provided highlights from 2022 and noted some of what is planned for 2023

Motion: To approve the President's Report at presented

Motion made by: Joni Hockert

Seconded by: Diana Kozinuk

Approved with 35 votes, 10 abstention

### 4. Finance Report

The society has experienced a more positive year; however, we are working towards a much better financial year this year as restrictions have completed lifted, more people are returning to the Centre, and membership is increasing.

# Minutes from 2023 AGM cont'd...

in February our dishwasher died and a new one had to be purchased. Through a great number of donations about half of the cost has been generously given. Through continued requests for donations, the bottle drive, and allocating \$250 a month to a capitol expense replacement fund, the dishwasher will be paid for sooner rather than later.

Motion: To approve the financial report as presented

Motion made by: Nina Brown

Seconded by: Susan Mclsaac

Approved with 35 votes, 10 abstention

Each year the members must confirm who will be the external accountant for the Centre.

Motion: To appoint Clark Trowsdale to continue as the accountant for the Cook Street Village Activity Centre

Motion made by: Diana Kozinuk

Seconded by: Susan Mclsaac

Approved with 35 votes, 10 abstention

## 5. Program Manager's Report

Lily provided a summary of the programming options and stats from 2022. She also provided some potential programming that she would like to bring to the Centre throughout the next year.

## 6. Volunteer Coordinator's Report

Kat provided an update on volunteers and a new online wellness booking system which is close to being launched.

## 7. Partners and Supporters

Cook Street Village Activity Centre is very fortunate to have great partners/sponsors to work with each year. Carol presented a list of these folks from the AGM package as well as acknowledged the many people that support the Centre by making donations to the auction and other events.

## 8. Staff Recognition

A short recognition of the good and hard work all our staff have done over the last year. Thank you for giving all you do and being such a great team.

# Minutes from 2023 AGM cont'd...

## 9. Memorial Moment

Members who passed away since the last AGM were remembered. A list of the names of these members was provided in the AGM package.

## 10. Executive Director's Report

Carol provided a summary of her report. She also thanked the board for their service and dedication during the last year.

Motion: To approve all staff reports as presented

Motion made by: Greg Gale

Seconded by: Noella Birch

Approved with 35 votes, 10 abstention

## 11. Committee Reports

Committee Reports were reviewed

Motion: At approve all committee reports as presented

Motion made by: Suan McIsaac

Seconded by: Diana Kozinuk

Approved with 35 votes, 10 abstention

## 12. Questions and Answers

Do the supports and partners give their support only financially or in other ways as well?

Some of our Centre supporters and partners do give financially such as the City of Victoria. They give us an operating agreement grant, pay for our garbage/recycling removal, pay for janitorial, and pay our strata fees. There are also others such as Ballet Victoria and the hearing clinics which provide free services to our members and guests.

Who wrote the poem that Carol read as the thank you to the Board?

Carol had a copy of the poem from a volunteer event she went to many years ago. She modified the poem to make it fit for our Centre.

How much do we have towards the dishwasher?

The dishwasher cost \$13,160 to purchase. The last time the total had been checked, \$6,460 had been given through donations, therefore leaving about half of the funding still to be raised. This total does not include the money from the bottle drive, which is about another \$270.

# Minutes from 2023 AGM cont'd...

What progress is being made to reopen Saturday?

It was a difficult decision to temporarily close on Saturdays. Staff and board representatives are working hard to find someone who has the skills and the desire to work on weekends. As soon as we can we are going to open on the weekends again.

What is our noise policy for renters?

There is a clause in our rental agreements that upstairs residents should not be disturbed by noise from our rental groups. Should a renter cause unreasonable noise the issue should be brought to Carol's attention and a fine will be issued to the renter.

What was the cause of the fire department being at the Centre a few weeks ago?

Carol was told that there was no fire, although some members of strata were told that there was an issue with cooking that triggered the alarms. Carol was told that it was a sensor that failed. Carol will follow up.

## 13. Presentation to Retiring Board Members

Bev and Eleanor were presented with gifts for their service over the last 8 years. Both women have served in several capacities ranging from members of the Executive to committee members and committee chairs. We look forward to seeing both Eleanor and Bev in the regular activities and at events even though they will not be on the board. Both will be greatly missed.

## 14. Election of the Board of Directors

This year eight people are standing for election to the Board of Directors. Thank you to all nominees for your willingness to take on a leadership role within our organization by participating as part of our Board of Directors.

Motion: To elect Nina Brown to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 45 votes,

Motion: To elect Greg Gale to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 33 votes, 2 abstention

# Minutes from 2023 AGM cont'd...

Motion: To elect Joni Hockert to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 43 votes, 2 abstention,

Motion: To elect Diana Kozinuk to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 44 votes, 1 abstention,

Motion: To elect Anita McCaw to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 44 votes, 1 abstention,

Motion: To elect Susan Mclsaac to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 42 votes, 3 abstention,

Motion: To elect Pat Preston to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 42 votes, 2 abstention,

Motion: To elect Fran Rapaport to the Board of Directors

Motion made by: Joan Halvorson

Seconded by: Carol O'Fallon

Approved with 44 votes, 1 abstention,

Motion to adjourn the 2023 AGM at 1:33pm

Motion made by Susan Mclsaac



## 2024 Motions

### Appointment of Accountant:

Each year the members must confirm who will be the external accountant for the Centre.

Motion: To appoint Clark Trowsdale LLP to continue to the Accountant for the Cook Street Village Activity Centre.

Motion: To amend Article 4- Directors and Officers, #5 to read:

Directors who have served their complete tenure must be off the Board of Directors for a period of one (1) full year before taking up a position on the board again.

Motion: To approve the President's Report as presented.

Motion: To approve the financial reports as presented.

Motion: To approve the staffing reports as presented.

Motion: to approve the committee reports as presented.

# President's Report

## Vision Statement:

To provide a positive environment for enjoyment and personal growth through community interaction

## President's report

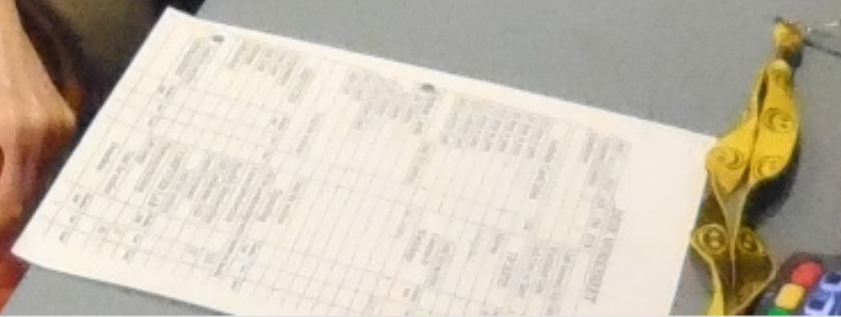
As acting President, I am most pleased to see the competence and enthusiasm of our staff, some of them newly hired, during this, our year of transition. 2024 saw the appointment of a new Executive Director as well as the interim appointment of myself, the current vice president, to President.

Quarter one of 2024 has posed considerable budget-balancing challenges. As issues regarding credentials of practitioners and the Personal Information Protection Act arose, the Board of Directors made the difficult and necessary decision to change the organizational model of our second unit. We are working diligently to rent the rooms in Unit 2 (now known as The Annex) to self-sufficient businesses and organizations who set up to provide direct services to the community. This shift has contributed to a temporarily difficult financial position for the centre. Our board has been working diligently to ensure the correction of this imbalance and are putting measures in place for the next board to carry on.

This is my last year as a Director, as mandated by our by-laws. I wish the new Board well and I foresee many successes coming in the future of the Centre.

Fran Rapaport  
Acting President

Welcome  
ترحيب  
Добро пожаловать!  
Bienvenido



# Financial Statement

**COOK STREET VILLAGE ACTIVITY CENTRE SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2023**

	2023	2022
<b>REVENUES</b>		
Courses	\$ 11,668	\$ 536
Donations and memorials	11,305	14,296
Drop-in activities	22,060	18,442
Food services	10,380	11,074
Fundraising	10,139	7,453
Grants	130,120	102,155
Interest	1,617	278
Memberships	15,732	12,589
Rental	88,998	59,049
Special events	4,092	3,818
Support services	84,191	66,377
Wage subsidy	-	7,571
	<u>390,302</u>	<u>303,638</u>
<b>EXPENSES</b>		
Amortization	9,845	11,286
Courses	13,396	6,106
Database/Computer	5,832	8,948
Drop-in activities	4,942	5,720
Fundraising	245	-
Insurance	6,943	6,399
Interest and bank charges	6,045	4,563
Kitchen food services	21,618	18,495
Miscellaneous	4,774	4,800
Office	39,335	34,635
Professional fees	1,948	1,598
Repairs and maintenance	2,831	2,240
Salaries and benefits	184,798	119,379
Special events	2,060	1,226
Support services	76,714	58,066
Utilities	4,581	3,762
	<u>385,907</u>	<u>287,223</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 4,395</u>	<u>\$ 16,415</u>

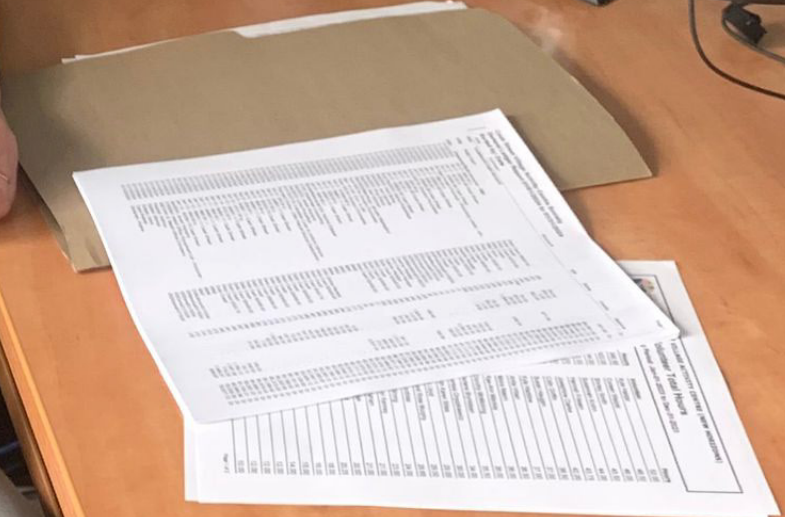




## Treasury Report

As I look at the financial statements for the year end I am pleased, we have been able to show a profit of \$4395. It isn't as much profit as some previous years, but it has been a year of growth and change. We have had many staff changes and the payroll costs have risen, but we must pay our staff more to survive these inflationary times we find ourselves in. We are starting a new account to keep money in when one of our major appliances go like the dishwasher last year and the freezer this year, so if you find yourself with some extra funds, remember us and it will be acknowledged with tax receipt. Thank you.

Diana Kozinuk  
Treasurer





# Executive Director's Message

I want to take this opportunity to express my sincere gratitude to every one of our members for your steadfast support throughout the ups and downs of the past year at the Cook Street Village Activity Centre.

It's been quite a journey. We've faced significant challenges, beginning with the unexpected loss of our dishwasher. However, thanks to the incredible generosity and solidarity of our community and of the Victoria Foundation, we were able to swiftly replace it, ensuring the smooth functioning of our operations.

The departure of key members of our team, including our Executive Director, Carol, and Program Manager, Lily, was a shock and a major loss to the community. We thank them both for their dedicated service to the Cook Street Village Activity Centre.

I commend our new staff, who have seamlessly integrated into our team and worked tirelessly to improve our center for all. As many of the administrative systems in the Centre had not been documented, the task of training themselves was no small feat. Together, we've tackled the task of overhauling many administrative systems, bringing order to chaos, and setting the stage for more efficient operations moving forward.

I extend my sincere gratitude to the 2023 board of directors for their unwavering support and encouragement in my newly appointed role. I eagerly anticipate collaborating with our incoming nominees and continuing to serve this vibrant community.

I am truly fortunate to work with the incredibly interesting, fun and kind folks here at the centre. My life is enriched by volunteers, staff and members everyday. I can't wait to see what 2024 will bring us!

Kat Hojczyk  
Executive Director

## Executive Director's Message cont'd...

Looking ahead to 2024, we're excited to focus more on public outreach. Partnering with organizations like Silver Threads and James Bay New Horizons, we're expanding our food security programs to better serve seniors in Victoria. We're thrilled to be collaborating with the fire department on our upcoming "Meet Your Neighbour Day," event aimed at tackling the loneliness epidemic. As we reflect on the past year and look ahead to the future, I thank you once again for your unwavering support. It's because of you that we're able to weather any storm and continue serving our community with dedication and passion.



# Program Manager's Report

Throughout 2023, Lily Catellanos served as the program manager at CSVAC, bringing with her a background in kinesiology. Her notable achievements during this time included expanding fitness classes to encourage improved physical health and independence, as well as boosting rentals in the Annex (Unit 2).

Additionally, Lily introduced several new programs, such as Zumba, a monthly soap making workshop, and somatic yoga. Despite her busy schedule, she dedicated time to teach a highly successful Spanish for travelers class, further enriching the offerings at the center.

2023 also saw a number of special events at the Centre including an International Women's Day fashion show, a UVIC Speakers Bureau series, a Welcome Back party, and a Winter Wonderland Festive Lunch. Thank you to Lily for creating the foundation on which I work. I wish her all the best in her new adventure.

It has been an amazing 5 month journey already since I joined the Centre. The awesome members and team were so welcoming as I was thrown into the daily challenges at the Centre. I have learned so much and really look forward to each day with the great community at the Centre.

I immediately took to planning the wildly successful Mardi Gras party in February. I look forward to the next exciting event, the Mad Hatters' Tea Party. I proudly chair the LGBTQIA+ advisory committee. My focus in the coming years will be removing systemic barriers and fighting social isolation in the 50+ community.

Monica Walker  
Program Manager



# Volunteer Coordinator's Report

Looking back at my year in volunteer coordination, I am proud of the work we accomplished. I created easy to follow volunteer training materials for kitchen, reception and the Wellness Centre. I carved out new roles for administrative volunteers and supervised 7 practicum students. Following anti-2SLGBTQ+ vandalism and a volunteer's encounter receiving homophobic slurs from a centre user, I worked with greater intentionality to ensure a safer environment was created for our marginalized volunteers. I organized workshops and programs to improve 2SLGBTQ+ awareness and community development. I'm proud to say that this initiative has blossomed into the Rainbow Social, a volunteer-led initiative dedicated to bringing more 2SLGBTQ+ programming to seniors in Victoria. We're thrilled to celebrate this achievement with you at the upcoming launch party, where we will be joined by esteemed speakers including Mayor Mariane Alto and MLA Grace Lore.

I could not be happier to be succeeded in this role by Carla Rebelo, our former Reception Liaison. She has already gone above and beyond in this role, successfully onboarding and retaining volunteers in several roles here at the centre. In addition to volunteers, Carla's position now covers Rental Coordination. The first few months in this role saw Carla completely revamp our rental systems, significantly reducing human error. I couldn't be prouder of the growth Carla has shown in these first few months and look forward to seeing all she is able to accomplish this year.

Kat Hojczyk  
Executive Director

# Committee Reports

## Membership & Marketing:

With the change in Marketing in 2023, all marketing used the updated logos for the Centre. In recent months, the marketing team has been focussing on online marketing and actively marketing on Facebook for the rental of the Annex offices. As the Centre strategic plan comes to an end, the TOR for the committee will be updated in the coming year to align with the Centre priorities.

## Kitchen Committee Report:

2023 has seen our chef Dana with a record for culinary successes. However it has been challenging to keep our budget under control and we have been forced to raise prices on some items and seek out other solutions. Papa Nadia's, an Egyptian restaurant has been renting our facilities and is running a successful business off our premises. This is still a new arrangement and will be undergoing some adjustments which will accommodate everyone.

## Emergency Preparedness committee

This year we began with an excellent presentation on emergency preparedness by the representative of the capital region. We look forward to further presentations this year. As well as always being aware of providing a clear path for our members, the staff have worked hard to clear clutter so members can access activity supplies safely.

## **Committee Reports Cont.**

### Multicultural and programming committee

As is last year we will continue to integrate a multicultural flair into our activities. We encourage our centre members to make suggestions. We have also increased our posting of multicultural activities in the neighbourhood to encourage new members to our centre.

### Decorating Committee

It has been a rough year for the decorating committee. We were trying to establish some sort of order after the absence of any need for decorating over Covid. We also had to deal with staff lay offs during that time so no one was looking after decorations. Many of our decorations were stored in cardboard boxes and had gone moldy. Others were shoved to the very back under the stage and were very hard to get out. We were able to get enough to decorate for the Holiday season though. We have been able to purchase some new things. We are now trying to store everything in better containers as well so things are looking up now.





## **Staff Recognition**

The board of directors sincerely thanks all CSVAC staff members for their hard work and dedication throughout this turbulent time.

Kat has been with us since 2022 and in her new role as Executive Director since December 2023. She has taken on her new challenge with alacrity and has been a most pleasant surprise with her competence, enthusiasm and willingness to take on new challenges. It has been an unqualified pleasure to work with her.

Succeeding Program Manager, Lily Castellanos, on January 1st 2024, Monica Walker has blown us all away with her incredible sense of compassion and dedication to serving this community. Her background in wedding planning and project management has brought immense value to the team during this time of transition.

## **Staff Recognition**

Former CSVAC reception volunteer, Linda, was a shoo-in when we suddenly required a Reception Liaison. Not only is Linda the voice of reason on the team, but her keen attention to detail has improved many administrative processes and resulted in meticulous work.

A joy and valuable addition to our team, Alyana seamlessly complements Linda's role through job sharing. Demonstrating a shared commitment to meticulousness, Alyana has proactively enhanced administrative procedures while fostering meaningful relationships with center members and volunteers.

Affectionately named "The Barracuda" for her no-nonsense approach to reforming our rental systems, Carla Rebelo is in fact, a truly kind and dedicated addition to our team. Her perseverance in carving out the new role of Rental and Volunteer coordinator is commendable and sincerely appreciated by management.

## Staff Recognition

Don't mistake our youngest member of staff, Sophie Ruhl (Saturday activity assistant), for the one with the smallest personality. This strong-willed teenager and granddaughter to board nominee, Bev, has strong family ties to the centre.

Though a largely unseen member of staff (works on weekends and from home), bookkeeper Tina Twinn is far from peripheral. Tina works meticulously to ensure all centre income and expenses are accurately kept and manages all payroll and invoicing needs. We are so fortunate to benefit from Tina's fine attention to detail.

Our wild and wonderful kitchen coordinator, Dana, has been with the centre since 2022. Her enthusiasm and outgoing personality fosters a uniquely welcoming café environment. This year, Dana has excelled in nurturing a closely bonded volunteer kitchen team and implementing a thriving frozen meal program.



## Retiring Board Members

In recognition of their outstanding dedication and service, we extend our deepest gratitude to our retiring Board members at CSVAC.

To Board President Joni Hockert, whose remarkable leadership over the past 7 years has been truly exceptional. Stepping into the role amidst the challenges of COVID, Joni demonstrated unwavering resilience and ingenuity in navigating our center through unprecedented times. Her instrumental contributions, including the establishment of our food distribution program and the acquisition of The Annex, have significantly enhanced the well-being and resilience of our community. Even in retirement, Joni continues to generously volunteer her time and expertise, serving as an invaluable advisor, supporting our food distribution efforts, and contributing to grant writing initiatives. We express our heartfelt thanks to Joni for her unwavering support and commitment to CSVAC.

We also extend our sincere appreciation to Nina, Anita, Marilyn, and Fran, whose dedicated service on the Board has made a profound impact on our community. Their collective efforts have enriched the lives of our members and strengthened the bonds within our closely-knit community. We thank them for their tireless dedication and invaluable contributions to CSVAC, and we wish them all the best in their future endeavors.

# Board of Director Candidates

## **Shirley Handley (she/her):**

Former teacher and long-time CSVAC volunteer, Shirley has chaired many boards including Saskatoon Sexual Assault Centre and Working for Women. Shirley is a community organizer like no other, who regularly volunteers for Victoria Folk Music, Victoria Story Tellers, Victoria Hospice Society and more.

## **Bev Ruhl (she/her):**

Bev Ruhl belongs to a four-generation family of the centre! Bev joined her Mom in volunteering at the Centre 20 years ago and has since enlisted her children and grandchildren (including our now employee, Sophie!) into volunteering here, too. After a successful career as a teacher and Vice Principal, Bev sat on our board of directors for a total of twelve years. We are thrilled to welcome her back to the board after having taken a one-year pause.

## **Lors Heit (they/them):**

A master's student with the School of Public Health at UVic, Lors has worked across the globe in international aid, including for the UN in refugee camps and supporting Syrian 2SLGBTQ+ refugees in Beirut. They specialize in cross-cultural practice & mental health with expertise in workshop development, training & group facilitation.

## **Frances Riley (she/her):**

Retired government building operations worker, Frances, sits on our LGBTQ2S+ advisory committee, with a strong commitment to creating a welcoming space for gender and sexually diverse seniors. When she's not volunteering her time to various community initiatives, Frances can be found cruising around Victoria in her 1947 Hot Rod, affectionately named Minty.

## **Jenny Zee Majzoub (she/her):**

Hailing from Lebanon, Jenny Zee is a trilingual professional with a background in interior design and community outreach. Her dedication to service is exemplary and includes volunteer work for initiatives promoting rock climbing for refugees and dental care relief in Lebanon. Jenny has served as a volunteer Red Cross first responder and continues to donate her time to the Majid Al Iman in Victoria, BC.

# Board of Director Candidates cont'd...

## **Eleanor Ward (she/her):**

A social worker born and raised in Winnipeg, Manitoba, Eleanor has lived and worked in Halifax, Toronto, Thunder Bay and Surrey. Having joined the centre in 2011, she served this community on the board for eight years and has sat on multiple committees over her one-year break. We are excited to welcome Eleanor and her extensive knowledge of the centre back to the board.

## **Aileen Eakins (she/her):**

Aileen, a working realtor, and exuberant grandmother to two rambunctious children has lived in Victoria for 30 years. Aileen's support for the centre has already begun as she provides invaluable marketing mentorship for our staff. We look forward to harnessing Aileen's creative thinking and expertise in strategic planning in 2024.

## **Carol O'Fallon (she/her):**

Born and raised in Victoria, Carol is a registered dietitian with 35 years of experience in food and dietary service administration. Carol brings extensive board participation to the table. Having chaired the Okanagan District, and Nationally serving as B.C. representative for Dietitians of Canada, Carol looks forward to being of service to the centre. She hopes to work as a team to provide good governance for the centre.

## **Diana Kozinuk (she/her):**

This returning board member brings indispensable business acumen to the table, adding significant value to the centre. Diana has a wealth of experience as our current treasurer, a committee member, committee chair and former CSVAC board secretary. Whether she's participating in Fun and Fitness activities, enjoying her morning coffee at the Rendezvous Cafe, or supporting special events, Diana is always actively engaged in our community.

## **Mary Lou Magee (she/her):**

Active member and former CSVAC activity leader, Mary Lou, is passionate about increasing diverse membership and inclusive and intergenerational programming. 30 years a nurse and business owner, she comes with extensive board experience with the YMCA, community clinics and CSVAC. Mary Lou understands that the Centre is integral to the healthy lifestyle of the 50+ community in Victoria. She is a strong supporter of the staff and volunteers and looks forward to working with them.





# BALLOT PAGE 1: Motions and Nominations

Please write yes or No beneath all motions to vote.

## **MOTIONS**

Appointment of Accountant:

Each year thge members must confirm who will be the external accountant for the Centre.

Motion: To appoint Clark Trowsdale LLP to continue to the Accountant for the Cook Street Village Activity Centre.

Vote Yes or No: \_\_\_\_\_

Motion: To amend Article 4- Directors and Officers, #5 to read:

- Directors who have served their complete tenure must be off the Board of Directors for a period of one (1) full year before taking up a position on the board again.

Vote Yes or No: \_\_\_\_\_

Motion: To approve the President's Report as presented.

Vote Yes or No: \_\_\_\_\_

Motion: To approve the financial reports as presented.

Vote Yes or No: \_\_\_\_\_

Motion: To approve the staffing reports as presented.

Vote Yes or No: \_\_\_\_\_

Motion: to approve the committee reports as presented.

Vote Yes or No: \_\_\_\_\_

# BALLOT PAGE 2: Board of Directors Nominations

To vote, please mark an X next to the names of all nominees you would like on the Cook Street Village Activity Centre's board of directors 2024/25. There are enough seats on the board for all nominees should they receive popular vote. Ballots can be submitted at CSVAC reception.



	VOTE
	X
Election of 2024/25 Board of Directors	
Aileen Eakins	
Shirley Handley	
Lors Heit	
Diana Kozinuk	
Jenny Zee Majzoub	
Mary Lou Magee	
Carol O'Fallon	
Frances Riley	
Bev Ruhl	
Eleanor Ward	

