

**69th Annual General Meeting
Thursday, June 23, 2022 – 6:20 p.m.
In Person – Conference Room #1, The Dunn Building
440 Elgin Street, Brantford, Ontario**

MINUTES

Minutes of the 69th Annual General Meeting of Community Living Brant held Thursday, June 23, 2022, at 6:20 p.m. in Conference Room #1 at The Dunn Building, 440 Elgin Street, Brantford, Ontario.

In attendance:

Pam Papez, President	Darlene Manzer-Hall, Vice-President	Daniel Custodio, Treasurer
Zile Ozols, Director	Bruce Jones, Director	Philip Scott, Director
Becky Chapple, Director	Tricia Klunder, Director	Stefennie Jagt, Director
Nadwa Elbadri, Director	Cristin Ladner, Secretary/Executive Director	

Administration:

Kathryn Dubicki, Director, Administrative Support Services
Wendy Matthews, Administrative Assistant, Recording

Guest:

Rob Parker, Millards Chartered Professional Accountants

Regrets:

Duncan Ross, Director

1.0 Welcome and Call To Order – President

Pam Papez called the meeting to order at 6:20 p.m. and welcomed the Members and Staff to the 69th Annual General Meeting of Community Living Brant.

2.0 Report of Quorum

Number of Members for 2021/2022 - 11
Number of Members present - 10
Vote by Proxy – Duncan Ross: - 1
Quorum Present - 11

Cristin Ladner, Secretary, reported that as stated in **Article 10.7 Quorum** of the Bylaws, a quorum for the transaction of business at any annual meeting of members shall be a majority of the Members of the Corporation entitled to vote in person or represented by proxy, and therefore, as there was a

majority of voting Members present, it was recommended the Annual General Meeting proceed to conduct business.

3.0 Approval of Minutes of the 68th Annual General Meeting held June 24, 2021

Moved by: Darlene Manzer-Hall and Seconded by: Bruce Jones That the minutes of the 68th Annual General Meeting of Community Living Brant held June 24, 2021, be approved as circulated. **Carried.**

4.0 New Business

4.1 Approval of Annual Report for 2021/2022

Moved by: Becky Chapple and Seconded by: Tricia Klunder That the Annual Report for 2021/2022 for Community Living Brant be received. **Carried.**

Pam invited comments, remarks, or questions related to these Annual Reports.
There being none, it was:

Moved by: Zile Ozols and Seconded by: Phil Scott That the Annual Report for 2021/2022 for Community Living Brant be approved. **Carried.**

4.2 2021/2022 Audited Financial Statements

Rob Parker, representing the firm Millards Chartered Professional Accountants who conducted the audit, joined the meeting and presented his comments about the audit conducted this year.

He noted that a significant amount of work was completed by Millards on their review and that Millards still has to run the statements through their quality control process. They did not encounter any problems during the initial audit. Rob stated that Kathryn provides very proficient documents, which greatly assists Millards in their review. The Auditor's Report is unchanged from prior years other than updating the Ministry's name change, and, basically, it is in accordance with the accounting principles and the requirements by the Ministry. This is a clean Auditor's Report and he felt there is nothing that required being brought to the attention of the Audit Committee nor the Board. There were no comments offered from the Board following Rob's report.

Moved by Darlene Manzer-Hall and Seconded by Becky Chapple That the 2021/2022 Audited Financial Statements for Community Living Brant for the period ended March 31, 2022, be approved as presented.

Pam invited comments, remarks, or questions related to the Audited Statements.

There being none, the motion was **Carried.**

4.3 **Appointment of Auditors for 2022/2023**

Moved by Darlene Manzer-Hall and Seconded by: Daniel Custodio That the firm, Millards Chartered Professional Accountants, be appointed as auditors for Community Living Brant for the year 2022/2023. **Carried.**

Pam thanked Rob and Millards for their services, and thanked Rob for joining the meeting. Rob and Kathryn left the meeting.

4.4 **Nominations Report**

The Nominations Report was circulated with the agenda. The only Nominee to the Board of Directors for the 2022/2023 year is Nadwa Elbadri. This nomination is for a 2-year term.

Pam read the nominations report. *Nadwa brings a technical background in engineering and management. She is a committed community volunteer with the Brantford Mosque and Equal Grounds Community Gardens. She believes everyone deserves to be able to be fully engaged in their community and that community developers are essential in achieving this.*

Moved by: Becky Chapple and Seconded by: Daniel Custodio that the Board approve the nomination of Nadwa Elbadri to a 2-year term on the Board of Directors of Community Living Brant for the period June 23, 2022 to June 30, 2024. **Carried.**

4.5 **Report on the Full Slate of Directors for 2022/2023**

Moved by: Darlene Manzer-Hall and Seconded by: Becky Chapple That the full Slate of Directors for the Board of Directors for Community Living Brant for 2022/2023 will be:

Pam Papez, Darlene Manzer-Hall, Daniel Custodio, Becky Chapple, Nadwa Elbadri, Stefennie Jagt, Tricia Klunder, Zile Ozols, Duncan Ross, Phil Scott and Cristin Ladner, Executive Director. **Carried.**

5.0 **Farewell and Thank You to Outgoing Member - Bruce Jones**

Pam announced that Bruce has completed his six-year term on the Board, and on behalf of the Board and the agency, presented him with a farewell thank you gift. Pam thanked Bruce for his dedication and commitment to the Board and Community Living Brant during his terms and in helping move our mission forward ensuring quality of life for people we support. She wished him well in his future endeavours.

Bruce presented his farewell thoughts on his appreciation for being given the opportunity to be part of the Board through the successes and challenges experienced during his terms. He wished the Board and the agency success in their future, as well. He noted that the Board is in good hands and thanked the Board for his experiences in the past 6 years.

6.0 Thank you to Outgoing President – Pam Papez

The Board acknowledged President Pam Papez on ending her term as President. On behalf of the Board and the agency, Darlene presented Pam with a thank you gift. Darlene thanked Pam for stepping in when the previous President's term ended unexpectedly and for her dedication and commitment to the Board and Community Living Brant by taking on this leadership role. Pam said she is proud of all that the Board has accomplished during her term and thanked the Board for their support. She said she has no doubt the Board will continue moving the agency's mission forward under the new President. Pam is remaining on the Board.

7.0 Adjournment

Moved by Nadwa Elbadri and Seconded by Phil Scott That there being no further business that the meeting be adjourned at 6:42 p.m. Carried.

Pam Papez, President

Cristin Ladner, Secretary