



Celebrating Our Past
Imagining Our Future

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71st Annual General Meeting
Thursday, June 27, 2024
5:53 p.m.
Conference Room #1, The Dunn Building
440 Elgin Street
Brantford, Ontario

MINUTES

Minutes of the 71st Annual General Meeting of Community Living Brant held Thursday, June 27, 2024, at 5:53 p.m. in Conference Room #1 at The Dunn Building, 440 Elgin Street, Brantford.

In attendance:

Lonnie Johnson, Vice-President, Acting Chair
Cristin Ladner, Secretary/Executive Director
Stefennie Jagt, Director
Jim MacAlpine, Director
Duncan Ross, Director

Tricia Klunder, Treasurer
Marylou Chatland, Director
Tim Papez, Director
Matthew Marriott, Director

Administration:

Kathryn Dubicki, Senior Director
Wendy Matthews, Administrative Assistant, Recording

Regrets:

Daniel Custodio, President
Greg Hall, Director

Guest:

Kevin Carr, Millards

1.0 Welcome and Call To Order – President

Lonnie Johnson, Acting Chair, called the meeting to order at 5:53 p.m. and welcomed the current Board and Guest, Kevin Carr, to the 71st Annual General Meeting of Community Living Brant.

2.0 **Report of Quorum**

Number of Members for 2023/2024:	11 Members
Number in attendance:	9 Members
Vote submitted by Proxy for Greg Hall:	1 Member
Quorum to proceed:	10 Members

Cristin Ladner, Secretary, reported that according to **Article 10.7 Quorum** in 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 the required quorum of voting members was present. Therefore, it was recommended the Annual General Meeting proceed to conduct business.

3.0 **Approval of Minutes of the 70th Annual General Meeting held June 29, 2023**

It was Moved by: Tim Papez and Seconded by: Matthew Marriott that the minutes of the 70th Annual General Meeting of Community Living Brant held June 29, 2023, be approved as circulated. **Carried.**

4.0 **New Business**

4.1 **Approval of Annual Report for 2023/2024**

It was Moved by: Duncan Ross and Seconded by: Jim MacAlpine that the Annual Report for 2023/2024 for Community Living Brant be received. **Carried.**

Lonnie invited comments, remarks, or questions related to these Annual Reports.

There being none, it was Moved by: Duncan Ross and Seconded by: Matthew Marriott that the Annual Report for 2023/2024 for Community Living Brant be approved. **Carried.**

4.2 **Approval of the Audited Financial Statements for 2023/2024**

Kevin Carr, representing our auditor, the firm Millards Chartered Professional Accountants who conducted the audit, was in attendance and presented his comments about the audit conducted this year.

He noted the status of the audited financial statements is completed and final. Millards did not encounter any problems during the audit nor at the quality control review. Kathryn and her staff provide very proficient documentation, which assists Millards with the audit's completion. The audit is in accordance with the accounting principles and the requirements by the Ministry and Millards is issuing a clean audit report. There were no comments offered from the Board following Kevin's comments.

It was Moved by: Tricia Klunder and Seconded by: Duncan Ross that the 2023/2024 Audited Financial Statements for Community Living Brant for the period ended March 31, 2024, be approved as presented.

Lonnie invited comments, remarks, or questions related to the Audited Statements. There being none, the motion was **Carried**.

Lonnie thanked Kevin for his services and for joining the meeting, and he left the meeting.

4.3 **Appointment of Auditors for 2024/2025**

It was **Moved by: Tim Papez and Seconded by: Duncan Ross** that the firm Millards be appointed as auditors for Community Living Brant for the year 2024/2025. **Carried**.

- The Board questioned whether we send this out for tender to other firms.
- Kathryn note that we haven't and highlighted some of the reasons why: they know the history of CLB – our variances and anomalies, our policies and procedures - we could lose that; we do have different staff from Millards conducting the audits; we get value for our money – there has been very little change in our fees over the years; our fees are very similar with other firms; their review includes the level of audit the Ministry requires; many accounting firms do not wish to do these types of audits; our relationship with Millards has been very good; some good recommendations we have in place for our policies and practices were recommended by Millards; their annual fee includes the spot audit; they have good experience in the not-for-profit sector. The Board accepted this and was comfortable with the recommendation to keep Millards as our accounting firm for 2024/2025.

4.4 **Nominations Report**

4.4.1 **Report of Nominees**

The Nominations Report was circulated with the agenda.

It was **Moved by: Matthew Marriott and Seconded by: Tim Papez** that the Board approve the nominations as presented for a 2-year term on the Board of Directors of Community Living Brant for the period June 27, 2024, to June 30, 2026, as presented. **Carried**.

4.4.2 **Report on the Full Slate of Directors for 2024/2025**

The full Slate of Directors for the Board of Directors for 2024/2025 will be:

Daniel Custodio, Lonnie Johnson, Tricia Klunder, Cristin Ladner, Marylou Chatland, Greg Hall, Stefennie Jagt, Jim MacAlpine, Matthew Marriott, Tim Papez, and Duncan Ross.

It was **Moved by: Tricia Klunder and Seconded by: Stefennie Jagt** that the full Slate of Directors for Community Living Brant for 2024/2025 be approved as presented. Carried.

5.0 **Closing Remarks**

Lonnie commented on his time on the Board with the agency during the past year and feels this organization is doing great things and has great people. He is looking forward to another good year building on what we experienced this year.

Lonnie and Cristin thanked the Directors for the commitment of their time this year to the Board, and they look forward to working with them through the upcoming year.

6.0 **Adjournment**

It was Moved by Marylou Chatland and Seconded by: Matthew Marriott that there being no further business that the meeting be adjourned at 6:08 p.m. Carried.

Lonnie Johnson, Vice-President

Cristin Ladner, Executive Director/Secretary