



## **ANNUAL GENERAL MEETING KINGSPORT COMMUNITY ASSOCIATION**

**For Fiscal year  
November 1, 2021 to October 31, 2022**

Thank you for taking time to attend the Annual General Meeting. A special welcome is extended to new members attending this evening.

### **Explanation of meeting process, rules of order and meeting agreements:**

The AGM meeting is a review of the past year's activities of the Kingsport Community Association, a registered charity. The procedure for tonight's meeting is set out on the following Agenda.

We will hear a report from The President, David Upton along with Committee Reports by each committee chair, followed by the Treasurer's Report and approval of the Financial Reports.

A **question period** will follow. Questions may also be brought to the next KCA General meeting, which will be held in January 2023.

An **auditor/bookkeeper** will be chosen to review the books for the next fiscal year (*By-laws requirement*).

**Retirement of all current Directors** then takes place, followed by an **Election of Executive Officers and Directors** for the next fiscal year ending October 31, 2023.

***A full Board consists of ten directors! A minimum of five directors is required, in order to continue as an organization. If there are ten nominees or less, they are acclaimed at this time. If there are more than ten nominees, an election by ballot will be required to vote them in.***

The Chairperson for the election this year is Howard Eaton. Thank you for agreeing to oversee the election procedure.

Following the election, the new President will adjourn the meeting.

***All new Directors are asked to gather in the office for a few minutes, following this meeting.***

***Committee Volunteer 'Sign up' sheets are available.  
Volunteers are vital to the organization!  
Please sign up following the meeting.***

## **AGENDA**

**Date: November 29<sup>th</sup> 2022, 7:00 pm – Lloyd Memorial Centre**

**Board members:**

**Community Members**

1. Call to order
2. Approval of agenda
3. Approval of minutes of AGM emailed Nov 23/21

4. Approval of minutes
  - a) General Meeting – September 22<sup>nd</sup>, 2022
  - b) BOD minutes from October & November.
  
5. President's Annual Report (*Time: 7 mins*)
  
- 6a. Standing Committee Reports
  - Building & Maintenance – Hazen Fry
  - Canteen – Ken Kingsbury
  - Pleasant Street Park – Val Simmons
  - Waterfront – David Upton
- b. Special Committee Reports (*Read by Chair*)
  - Communication/Media – Maria Swindells
  - Comfort Centre/EMO – Jan White
  - Finance – Val Simmons
  - Fundraising/Special Events– Pam Matheson
  
7. Appointment of Auditor/Bookkeeper for fiscal year Nov 1/23-Oct 31/23
  
8. Treasurer's Annual Report/Auditor's Review/Financial Reports, Nov 1/21-Oct 31/22  
(*Time: 20 mins.*)
  
9. **Questions** on above reports. (*Time: 7 mins.*)
  
10. Motion and vote to approve above reports.
  
11. Appointment of Special Committees 2022-23
  - Communication/Media
  - Comfort Centre/EMO
  - Finance
  - Fundraising/Special Events
  
12. Acknowledgement
  
13. Resignation of the current Board of Directors. (*Board members step down*)
  
14. Election of new Board of Directors: *Chairperson, Howard Eaton (Time: 15 mins)*

Call for nominations:

**Executive Officers**

President:

Vice-President:

Secretary:

Treasurer:

**Directors at Large**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

15. Voting, if required

16. Announcement of results
17. Motion to dispose of ballots (*if vote was required*)
17. Acknowledgements
18. Adjournment of meeting by new president.