

# Friends of Gatineau Park—Annual General Meeting

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October 21, 2017

## Minutes (approved on November 3<sup>rd</sup>, 2018)

12 p.m. Volunteer luncheon (34 participants)

**Members:** 24 present (6 Board members/directors, and one representative from NCC guest speaker, 1 staff member, 1 Chair of committees).

1:08 p.m. AGM begins with greetings from President Sarah Crowe.

**Election of meeting Chair, Sarah Crowe nominated. Moved by Graeme and seconded by Diane, all in favour.**

**Election of meeting Secretary, Chris Paci. Moved by Catherine and seconded by Julien, all in favour.**

Agenda was posted, an announcement was sent out in keeping with the bylaws. No new items. Agenda accepted as posted.

**Motion** to approve the Agenda. Moved by Chris and seconded by Diane; all in favour, motion is passed.

**Guest Speaker:** Ms. Catherine Verrault, Senior Manager, Land and Natural Resources, Gatineau Park (NCC), presents trail management. Responsible trail management project, since June 2014. Master Plan revisions (to be completed in May 2019 following Parliamentary approval). Invitation to the November meeting in Gatineau. 200 km of trail managed, but 500 km of trails in the park. Lots of species at risk (legally protected habitat). Four rounds of consultation since 2014. Renewal of the trails in Gatineau Park. 80 groups from municipalities to NGOs. Requests for all sorts of access and activities. It is now all mapped. Adding 110 km of trails. Will be official 310 km. Reducing unofficial trails in Lac La Pêche area is a priority. There are lynx in that section and the goal is to still have summer canoe camping, but reduced unofficial trails to reduce the footprint and cumulative impacts. From 530 km (current unofficial trails) to 310 km (official). 3-5 years of implementation, mitigate impacts of trails, raise awareness.

**Proposal:** Catherine submits an idea to raise awareness of trail use: *I am a responsible trail user* badge.

2:05 p.m. The Chair thanks Ms. Verrault.

Minutes from last year were circulated, available in both official languages.

**Motion** to accept the minutes from AGM 2016, as amended. Moved by Diane and seconded by Catherine; all in favour, the motion is approved.

**Motion** to circulate the draft 2017 AGM minutes following the meetings, to make corrections in advance of the meeting, rather than present them at the meeting. In addition, if there is information and actions in the Minutes, to think about and act on them before the next AGA (2018). We will post draft minutes following the AGA.

**Motion** proposed by Chris and seconded by Francois. All in favour, motion is approved.

# Friends of Gatineau Park—Annual General Meeting

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2:08 pm      The President tables this year's Report. **Highlights** include to thank Marie-Michèle Dallaire. Thank Simon and commend him on his work. Simon to present the annual report.

Simon introduces the members and outlines the work with an organization chart.

**Volunteer Report:** most of the volunteer activities can be characterized as education, stewardship and administrative. Adopt-A-Trail: 35 people volunteer 138 visits, reported up to 34 issues to NCC. Two work bees: 22 volunteers. Thanks to all the volunteers.

**Finance Report:** Raised \$112,708 in donations since 1999. Cameron Purene fund \$2K worth of research in the Park.

**Programming Report:** Gershon, Chair, creating programs and finding subjects of interest: 490 participants. Parks Day was well attended. Research forum was well attended with 5 presentations.

**Communications Report:** Sandra was Chair replacing Francis who is on leave. Website work was the main focus.

**Membership Engagement Report:** Engagement committee was not in place last year. Catherine Dumouchel is a one-woman army.

**Management and Administration Report:** NCC school groups brought in 946 students, \$3400 in revenues. Spa Nordik attracted 67 visitors; 9 outings were planned but one was canceled. 50% drop from the previous year. Last winter was not snowshoe friendly, due to lots of ice and rain. The 36 Private groups totalled 850 participants, including guided bus tours.

**Motion to accept the reports.** Moved by Diane and seconded by Sandra. All in favour, motion is passed.

Elizabeth: CWF, (Canadian Wildlife Federation) thanks to Catherine, Simon, Francis and Marie-Michèle, along with others, for great work. Record Bioblitz 150 national coordinator, did great work in Gatineau Park.

**Financial Report:** Graeme and Diane present the financial report. Accountant is not available to present the financial reports; this is a review engagement, which is what we adopted in a Motion 3 years ago. We lost our auditor and book keeper at the end of the year. Both were replaced by interim. Financial report highlights: we moved to a full-time coordinator. This year, revenues reached \$112K. In 2016, we saw a small deficit, this year net surplus of \$4K. On page 3, special projects are a concern for Graeme, current liabilities, the issue is about the \$5K we normally receive for special projects. The Board will confirm the amount in November with the new accountant. Other note is to see that savings were moved to short term investments, to raise some additional revenue. Capital asset is the canoe that maintains its \$12K value every year.

## Questions:

How can we document in-kind and volunteer hours in the financial statement? Is there a reasonable way

## Friends of Gatineau Park—Annual General Meeting

---

to manage this issue? Graeme the Treasurer will ask the accountant. We are a registered charity so we need to be mindful of volunteer hours and those issues and the administrative expenses to track this number. What is the cost to raise money, etc.?

Elizabeth asks how to compile volunteer hours. Where is it reported, listed in activities? Simon responds that it has not been done the last few years. It is easy to calculate when compiled. In the last few years, volunteer coordinator has not done this; he is standing down and will need to be replaced.

Tracking volunteer hours is important as part of the NCC master agreement.

**Motion to approve the financial statements as presented.** Moved by Diane and seconded by Jo Ann. All in favour, motion is passed.

**Motion to appoint the auditor Andrea Poole for 2017-2018, Review Engagement.** Professional fee is to a maximum of \$3,600 (2% above \$3,000). Moved by Barbara Lapointe and seconded by Catherine; all in favor, motion is passed.

**Change to Bylaws:** The bylaw changes are being made to engage volunteers more, members, bring people on to the Board. We are doing this by revising our vision statement. Change of mission statement in the bylaws. We will keep our letters patent as stated (wording to be attachment).

**Moved** by Catherine and seconded by François. All in favour, the motion is passed

**Motion to amend the new mission statement, wish to include “and protection”.** Moved by Jo Ann and seconded François; all in favour, the motion is passed.

Vision is in our strategic plan, not part of the bylaws. There was no French version, now we have new wording in English and French. Vision is for strategic direction. Catherine says we don't need the new vision. Old statement guides the Board more. Simon responds about the original wording and to simplify the reason for the changes. Questions and lots of debate raised. Vision is going to be tabled and strategic plan should be reviewed by the new Board, 2013 was when it was last updated. Timely to bring it back to the AGA in 2018.

**Nominations Committee Report:** in 2016, the Executive was the President, Sarah Crowe; the VP, Graeme Roderick; the Treasurer, Diane Schreiner; and the Secretary, Chris Paci.

Members of the 2016 Board : the Executive plus Natalie Peters, Francis Beauchamp, François Leduc, Sandra Moore, Gershon Rother, François Couture, Gabriel Buillet, Quiros Jose Pablo Proveda, Anouchka Soto, Marie-Claire LeMay.

**Left during the Year:** Gabriel Buillet, Quiros Jose Pablo Proveda, Anouchka Soto, Marie-Claire LeMay.

**Not Returning for Second Year:** Chris Paci.

**In 2<sup>nd</sup> Year of Term:** Sarah Crowe, Francis Beauchamp (on leave) and Sandra Moore.

# Friends of Gatineau Park—Annual General Meeting

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**Standing for Elections:** François Couture, Natalie Peters, Gershon Rother, and Graeme Roderick. Waiver for Graeme who exceeds the limit of continuous services.

Calling for nominations from the floor. No one stands.

**Motion to adopt the Nominations Report as submitted.** Moved by Graeme Roderick and seconded by Catherine Dumouchel. All in favour, the motion is passed.

**Appointment from the membership to the Nominations Committee:** This is a committee of the membership, there needs to be someone sitting on the committee. **Chris Paci accepts. Moved by Catherine and seconded by François.** All in favour, the motion is passed.

Idea for next year to make nominations first to encourage participation of members. To send out Nominations report in advance of the AGM and the list of all committee members.

Catherine: testimonial of why do I do what I do, great feature to post on Facebook and on the website.

Elizabeth: statement and overview of committees and who is on them. Noted in the report.

**Call for New Logo:** Modernize the logo, note. Talk to your friends about the logo contest with monetary prize that will be held in 2017-2018.

**Recognition Awarded to Volunteers for 2016:** Yveline Lalande-Borris, Maude Derome, Mario Simard, and Marie-Michele Dallaire.

Catherine to use Survey Monkey to ask what members would like to see.

**Dates to Keep in Mind:** November 18<sup>th</sup> 11am to 3pm for Cultural Heritage Research Forum. Great Panel. At the Visitor's Centre. NCC on Thursday 16<sup>th</sup> on Elgin. Next Board meeting is October 26<sup>th</sup>, 7:15 pm.

**Motion to adjourn.** Moved by Catherine and seconded Diane. All in favor. Approved 3:20 pm

## Appendix A: Presence/Attendance

- 1 Carolyn Aubry
- 2 Alexandre Blain
- 3 Karen Contreras
- 4 Claude Cousineau
- 5 Sarah Crowe (P)
- 6 Catherine Dumouchel
- 7 Jo Ann Gagnon
- 8 Barbara Lapointe
- 9 Bill McGee
- 10 Sandra Moore (B)
- 11 Chris Paci (S)
- 12 Julien Raby

## Friends of Gatineau Park—Annual General Meeting

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- 13 Graeme Roderick (VP)
- 14 Estelle Rother
- 15 Diane Schreiner (T)
- 16 Wynet Smith
- 17 Francois Couture (B)
- 18 Robert Logie
- 19 Jennifer McCrea-Logie
- 20 Diane Blais
- 21 Guy Boisvert
- 22 Claire Mattar
- 23 Simon Aubry
- 24 Teena Mysouhg
- 25 Elizabeth Bammell
- 26 Brett Stevens