

## Canada Skateboard 2022 Annual General Meeting Minutes

September 27, 2022 1pm PST / 4pm EST

### 1. Call to Order & Roll Call - Brent Coyne

**Attendees** (via video/telephone conferencing):

*Ben Stoddard, Kyle Dion, Annie Guglia, Jim Barnum, Kevin Harris, Vlad Tucakov, Heather Ambery, Brent Coyne, Hagan McCreath.*

**Regrets:** *None*

Appointment of Recording Secretary: Brent Coyne

Appointed Chair of Meeting: Ben Stoddard

### 2. Opening Remarks – Ben Stoddard

- Acknowledgment of the unceded territories of indigenous peoples
- Motion to conduct the AGM in English: Motion: Ben Stoddard | Seconded: Jim Barnum

### 3. Approval of August 17, 2022 Board of Directors Meeting Minutes Motion: Kyle Dion | Seconded: Vlad Tucakov

### 4. Approval & Adoption of the 2022 Annual General Meeting Agenda: Motion: Brent Coyne | Seconded: Jim Barnum

- No additions sought to written Agenda prepared by Vlad Tucakov.
- Time permitting board will seek to discuss retaining an external accountant to provide ongoing bookkeeping services for CS.

### 5. Review and Approval of the 2021 / 2022 Financial Statements - Vlad Tucakov

*\*2021/ 2022 Financial statements form part of the Minutes of this Meeting*

- (a) General discussion about disseminated financial statements prepared by accounting firm Johnston Johnston & Associates Ltd. for year ending March 31, 2022

- (b) Review, analyze and discuss current and prospective financial position of CS with particular reference to projected cash flow, breakdown of 2022 income and expense projections.
- (c) Discussion about hiring external bookkeeper for additional oversight and rigor, obtaining GST number and collection. Items to be canvassed with accountant.
- (d) Approval of 2022 Financial Statements: Motion: Vlad Tucakov | Seconded: Kyle Dion. Kyle and Vlad to execute statements o/b/o CS for CRA reporting purposes. Johnston & Associates to submit executed financial statements to CRA.

**6. Review and Approval of the Updated 2022/2023 Budget – Hagan McCreath**

*\*2022/ 2023 revised budget forms part of the Minutes of this Meeting.*

- (a) Review and discuss updated 22/23 budget for remainder of fiscal year. General discussion regarding approaches/methodologies to forecasting budgets. Considerations as to manner of recording actual versus adjusted forecasted figures on a month over month basis. Board recognizes that due to nature of funding and expenses that budgets can change on month over month basis.
- (b) Identified key line items in budget for next fiscal year 2023/ 2024. General agreement among board that it would be prudent to begin the process of creating next budget. Hagan will undertake this initiative.
- (c) Proposal by Benny Stoddard, and discussion amongst board regarding creation of a discretionary “slush fund” to address any ad hoc expenses that may arise throughout the year. Dialogue amongst board members querying the scope and extent and value of possible creation of a discretionary account overseen by Hagan. Acknowledged concerns about the nature and extent of a proposed discretionary fund how that would be implemented and overseen, in light of the present financial position of CS.
- (d) Vlad led discussion about certain funds received by CS earmarked for future programs, athlete support and CS initiatives. Recognition that while CS presently has cash in accounts, majority of funds are to promote future projects, and are notionally spent, CS does not have a considerable surplus per se to create a separate account for discretionary spending at this juncture.
- (e) Proposal by Benny Stoddard to increase salary, cost-of-living allowance to contractors of CS. Board in broad agreement that this would be considered in context of creating the 2023/ 2024 budget. Board recognizes there has been a significant increase in cost-of-living post COVID and inflationary pressures and that this will be an item for further discussion as part of future budget for next fiscal year.

(f) Approval of revised 2022/ 2023 Budget: Motion: Vlad Tucakov | Seconded: Brent Coyne

7. **Board Election & Director Mandates** - Brent Coyne

(a) Brent led discussion about rotational term of Office of Director(s) per 5.2 of the Bylaws:

**Current Directorship Rotation List**

(b) **Following List of Directors commencing Year 1 of a new 2 Year Directorship Term:** (*Nominations by show of hands, following verbal expression of interest*)

- Ben Stoddard – Yes: unanimous approval
- Annie Guglia – Yes: unanimous approval
- Heather Ambery – Yes: unanimous approval
- Kevin Harris – Yes: unanimous approval

**Following List of Directors expressed commitment to proceed with 2<sup>nd</sup> year of current term (Year 2 of 2)** (no vote required do to continuation of current term):

- Brent Coyne – Yes
- Kyle Dion – Yes
- Vlad Tucakov – Yes
- Jim Barnum – No

(c) **Resignation:** Jim Barnum – Verbally tendered resignation notice to board, effective September 27, 2022 following prior email to board advising of intention to step down at the AGM. Board Members accepted resignation effective immediately, and thanked Jim for his services.

(d) **Miscellaneous Governance Issues and Sub-Committees:** General discussion, led by Heather Ambery, Kyle Dion and Brent Coyne about creating and implementing certain sub-committees to explore opportunities to leverage areas for future board growth. Identified opportunities for sub-committees include: a recruiting committee for prospective members; governance and compliance committee; and financial and HR committee, as part of buildout of CS 2.0, and maturation of the organization.

- (e) Board identified a recognized need(s) for a financial director and human resources personnel to assist growth and build out of CS in accordance with C.S. 2.0 and long term initiatives. Board reviewed and remarked as to key items in the Watson Governance document disseminated by Hagan McCreath to assist in these efforts.
- (f) Heather Ambery to provide supplementary information, and “skills matrix” to board to leverage her knowledge in assisting other NSO’s and to assist CS in identifying key areas of opportunity for growth for members’ feedback.

**8. Other Business:**

(a) Kyle Dion led discussion about hiring **BDO Langley LLP** to provide regular bookkeeping and reporting services o/b/o CS. Board of view based on information presented by Kyle, a necessary action item; quoted costs for services to retain BDO fairly priced for CS’s present financial needs. Board recognized this may offer ancillary benefits pertaining to streamlining of our current accounting system, preparation of quarterly statements and general reporting requirements.

(b) Recommendation: to authorize Hagan McCreath to engage and retain BDO Langley o/b/o CS to provide ongoing bookkeeping services. *Motion: Brent Coyne to vote: Seconded: Unanimous Approval of the Board by show of hands.*

(c) **Gender Inclusion Policy Initiative:**

*\*Gender Inclusion Policy Statement previously presented to members and form part of the Minutes of this Meeting.*

(d) Discussion led by Kyle for CS to adopt and implement statement. Motion: Kyle Dion | Seconded: Vlad Tucakov.

**9. Closing Remarks & Motion to adjourn:** Motion: Brent Coyne |Seconded: Annie Guglia

(a) Board agreed to schedule next meeting via email, with view to discuss 2023/2024 budget and creation of subcommittees.