

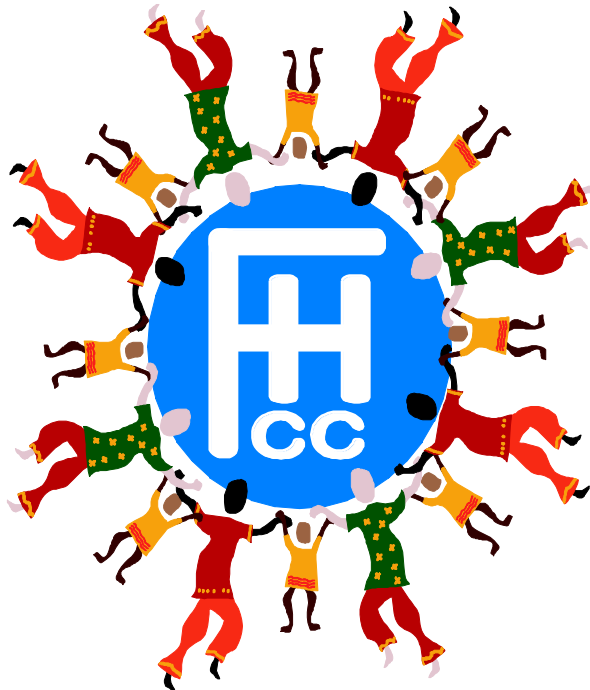
Franklin Horner Community Centre

ANNUAL GENERAL MEETING

WEDNESDAY AUGUST 24, 2011
11:30 A.M.

FOR THE FISCAL YEAR

APRIL 1, 2010 to MARCH 31, 2011



FRANKLIN HORNER COMMUNITY CENTRE

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**FRANKLIN HORNER COMMUNITY CENTRE
ANNUAL GENERAL MEETING**

WEDNESDAY AUGUST 24, 2011

AGENDA

1. Call to order
2. Confirm Quorum
3. Motion to accept agenda
4. Motion to Dispense with the Reading of the Minutes of the Previous Meeting
5. Approval of Minutes of the last meeting
6. Board of Directors Report
7. Auditor's Report
8. Motion to Appoint Auditor
9. Election of Board Members
10. Adjournment

MISSION STATEMENT

Franklin Horner Community Centre is a charitable, not-for-profit community centre serving the southern Etobicoke and surrounding areas. The Community Centre provides a unique environment where community groups can access quality program and meeting space to develop their own specific programs, together with a variety of social, sport and recreation, leisure and wellness programs developed by the Centre. The Franklin Horner Community Centre serves people of all ages.

MINUTES OF PREVIOUS GENERAL MEETING

FRANKLIN HORNER COMMUNITY CENTRE Annual General Meeting AUGUST 25, 2010

1. Call to order: The meeting was called to order by Krys Angel at 11:35 a.m.

2. Quorum confirmed.

Krys acknowledged the passing, in 2010, of the following members and volunteers: Wes Hosick, Norma Fyffe, George Butler, Bill Watson, Jim Venner, Joanne Wakefield, Gideon Castro suddenly in a car crash just three weeks ago and Don Law, long time Board Chair and founding member of the Centre. There will be a memorial service for Don Law on September 19 at 3:00 p.m. at the Unitarian Church. Krys invited members in the audience to say a few words about Mr. Law after the meeting was adjourned.

Krys also introduced Laura Latham, Executive Director who was taking the minutes of the meeting and the Board members who were present.

3. Motion to accept agenda: Moved by Joan Craig that the agenda be accepted, seconded by Florence Currie - carried.

4. Motion to Accept Minutes of Last AGM: Moved by Krys Angel to dispense with reading the minutes, seconded by Phyllis Boulet and carried.

Moved by Irene Bryant to approve the minutes of the November 21, 2009 meeting, seconded by Joan Craig and carried

5. Board of Director's Report: as written on page 5 of the AGM Report. There were no questions or comments.

6. Auditor's Report: presented by Julia Stavreff, Chartered Accountant and Licenced Public Accountant who had performed the audit for the past three years. Julia reviewed the Statement of Financial Position and the Statement of Revenue, Expenses and Net Assets explaining each page of her report in a clear and concise fashion and explained that this report covered nine months from July 1 2009 through to March 31, 2010. Julia complimented the Board of Directors for managing the financial affairs of the Centre in a responsible manner and for

following the recommendations she had made in her previous report. Julia also commented on the very important role that the FHCC volunteers make to the well being of the Centre. Without their contributions of hundreds of hours of work, the Centre could never afford to run its many programs and events. Julia moved that the Auditor's Report be accepted, seconded by May Wiseman and carried.

6a. Appointment of Auditor: Moved by David Crack that Julia Stavreff Chartered Accountant be appointed Auditor to hold office until the next Annual Meeting at a remuneration to be fixed by the Board, seconded by Marion Hall and carried. David also commended Irene Bryant, Monica McKay and Laura Latham for their work on the 9 month financial statements while also having to learn the use of the new software required for grant management and reporting.

7. Constitution/By-Law Amendments: there were no recommendations for changes

8. Election of Board members: Krys Angel introduced Nominating Committee members Shirley Davey and Phyllis Boulet. Krys advised that Vic Sing has accepted his nomination to the Board and read his biography to the membership. Krys gave a brief description on the responsibilities of board members. As there were no nominations from the floor, Krys moved that nominations be closed and that Vic Sing be voted on to the Board, Seconded by Joan Craig – carried.

12. Meeting Adjournment: moved by David Crack – carried and adjourned at 11:55 a.m. after which members enjoyed a light lunch

Minutes submitted by Laura Latham, in the role of Secretary _____

Minutes approved by Krys Angel, Board Chair _____

Date _____

BOARD OF DIRECTORS REPORT

Welcome to the 2011 Franklin Horner Community Centre Annual General meeting. I am pleased to present the annual report for the fiscal year April 1, 2010 through to March 31, 2011. Thank you for taking a moment to join us for our annual review of our financial standing, our programs and our services.

It was another eventful year for our Centre with the roof and much of the electrical wiring being upgraded plus the installation of automatic door openers. There is still more to come. We thank the City's Capital Department for helping us to improve and upgrade the building.

Last summer your Board created a Governance Committee which was charged with reviewing, updating and/or creating new governance policies for our Centre. This team, which includes Karen Harris, Sandra Hendrickson, Adele Hunt, Pravin Patel and me, meets monthly and has written, so far, a Membership Policy, a Conflict of Interest Policy and a Comments and Complaints Policy. I thank my teammates on this Committee for their dedication and commitment to this task.

One of my goals for 2010 was to continue to champion Board Governance training for our Board members, so last year, a governance expert from Management Advisory Services conducted a training session here at the Centre. In addition, Mary-Douglass MacDonald, Vic Sing and I attended a one-day governance forum in February. We are improving in the areas of oversight, resources management, strategic direction, protection and representation.

Our Finance and Human Resources Committee completed the 2010-2011 budget which the Board passed in February. The rest of the time, this committee conducts monthly reviews of all of the Centre's financial activities. I thank my teammates David Crack, Irene Bryant, Mary-Douglass MacDonald, Vic Sing and Laura Latham for their careful oversight of our finances and for their patient determination to become well versed in the daily financial life of our Centre.

Our card playing events are not only as successful as ever but are also attracting new participants from the community. Our bus trips have all been booked solid and for one, due to the good response, we needed to add a second bus. I congratulate Marion Hall and her team of helpers who continue to make these Centre events popular, enjoyable and profitable. Marion will be holding a Euchre Tourney in November, and don't forget to attend our Extravaganza Friday Night Bingo Kick-off on September 9th at 7:00 p.m. sharp.

At the Sherway Hometown Fair, last October, the Craft Ladies, led by Lou Brown sold more of their beautiful, hand crafted items than ever before. There had to have been over 700 items for sale, all of them hand made. The time and skills required to not only create these items but also transport, display and sell them is extensive and very much appreciated by your Board.

Our woodworkers have also been very busy creating new as well as their already popular wooden products to sell. We are getting more orders for custom items than ever before plus we have welcomed many new members to the Woodshop. Probably our crowning achievement of the year has been the success of the woodworking classes. They run four evenings a week and keep our four instructors very busy.

At almost every hour of the day and into the evenings, the Centre is humming with members and user groups enjoying their activities. I thank all our user groups for your loyal patronage of our facility. I thank and welcome our new corporate sponsors Bayshore Home Health, MEDiChair and First Class Home Care, who together with our current sponsors enable us to continue to provide high quality events.

A very special thank-you goes to Great Lakes Brewery for choosing our Centre as this year's recipient of their 8th Annual Fundraising BBQ. We were delighted and grateful to receive a cheque for \$5,000.00. You can see the poster-sized copy attached to the front counter in our office.

Many thanks to re-elected Etobicoke-Lakeshore, Ward 6 Councillor, Mark Grimes, for his continued support of FHCC and for his participation on our Board of Directors.

With the addition of new events and programs plus the stress of having to learn to navigate ever changing financial software programs required for government funding reports, our staff and office volunteers must at times feel overwhelmed. Yet, they learn together, help each other and work through the shared experiences to get the countless tasks done. The Board thanks Laura, Monica, Irene, Rasa plus summer helpers Heather, Navina and William and Jimmy, Raymundo and Vanessa for their contributions to the successful, day-to-day operation of our Centre.

I would also like to acknowledge the contributions of my colleagues, the members of your Board, whose oversight and strong deliberations are critical to our continued success.

THANK YOU to our dedicated, talented and tireless volunteers. I can't believe how much stamina some of you have! Thanks for your confidence in and loyalty for the evolution of our Centre. Longevity experts tell us that people who are open to new ideas and seek out challenging experiences live longer, healthier and happier lives. I'm so fortunate to be part of a Centre of individuals who are putting this theory into practice.

Finally, a quick reminder that Extravaganza 7 takes place on Saturday September 10. Every year, it gets bigger and better and this year will be no exception as we will add a Dunk Tank and Bingo to the already full list of fun activities. We need as many volunteers as we can get to help out during this, our biggest fund raiser, so please sign up at the office and join in the fun.

Krys Angel, Board Chair

2011 BOARD MEMBERS		
John Amoah	Colin D'Costa	Mary-Douglass MacDonald
Krys Angel	Bruce Francisco	Pravin Patel
Irene Bryant	Mark Grimes	Joe Quesenberry
Don Cameron	Marion Hall	Vic Sing
David Crack	Karen Harris	

FRANKLIN HORNER COMMUNITY CENTRE
CONSTITUTION AND BY-LAWS 2009

Article 1

MEMBERSHIP

Any person who supports the aims and objectives of the Centre and has paid the annual membership fee shall be considered a member of the centre with all the privileges therein.

Article 2

MEETINGS OF THE MEMBERSHIP

a) Annual Meeting:

- i) The Annual Meetings shall be held within six months following the end of the fiscal year. At the Annual Meeting the membership shall receive an audited statement and the Annual Report of the Board of Directors.
- ii) The place and date of the Annual Meeting shall be fixed by the Board of Directors.

b) Special Meetings:

- i) The Board may call a special meeting of the members at any time, the general nature of which will be specified in the notice calling the meeting.
- ii) Special meetings must be called by the Board upon written request of no less than 5% of the members, entitled to vote at the proposed meeting.

c) Voting:

- i) Each member present at the meeting, excluding the Chairperson, shall have one vote on any motion coming before the meeting.
- ii) Proxy votes will be accepted only on motions presented and published in advance of the meeting.
- iii) In the event of a tie, the Chairperson shall cast the deciding vote.

d) Quorum of the Meeting of Members:

- i) A quorum for the Annual General Meeting of the Membership shall be 50 members

e) Notice of Meetings:

- i) Notice of the Annual Meeting shall be posted at least 30 days prior to the date of the said meeting.
- ii) Notice of Special Meetings shall be posted at least 14 days prior to the date of said meeting.

Article 3

DIRECTORS

a) Responsibilities of the Board:

- i) The Board of Directors is responsible for the supervision and governance of the Executive Director who shall exercise such powers, acts and things as may be exercised and done by the Centre not otherwise expressly provided for in the by-laws or special resolutions of the Centre or as required to be done by an Annual or General Meeting.
- ii) The Board may appoint committees to identify demands and services and unmet needs in the community and to take appropriate action which may from time to time be deemed necessary.

b) Indemnification of Directors:

Every Director and his heirs, executors and administrators and estate and effects, respectively, shall be indemnified and saved harmless by the Centre from and against:

- i) All cost, charges and expenses whatsoever that she/he sustains or incurs, in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, for or in respect of any act, deed, matter or anything whatsoever, made, done or permitted by him in or about the execution of the duties of his office; and,
- ii) All other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful act.

c) Composition of the Board:

- i) The Board of Directors shall consist of not less than twelve and not more than fifteen persons elected by the membership at the Annual Meeting.
- ii) Other persons may be appointed to the Board from the community by the elected Board Members as required.
- iii) In addition to the fifteen officials, the Executive Director will be an ex-officio member of the Board without voting privileges.

d) Disqualification:

- i) Should a Board Member cease to be a member in good standing, he or she shall no longer be considered a Board Member.
- ii) Should a Board Member be absent from three consecutive meetings of the Board of Directors without just cause, he or she may be asked to resign.

e) Election of Board of Directors:

- i) The Board of Directors are elected at the Annual Meeting by the membership. Board Members shall remain in office for a period of three years with the possibility of re-election for two additional terms. Board Members must then stand down for one year prior to standing for election for another term.
- ii) Before each Annual Meeting the Board of Directors shall appoint a nomination committee to prepare a slate of candidates.
- iii) Further nominations shall be accepted from the floor at the Annual Meeting provided that at the time of such nomination, personal or written acceptance of the nominee has been received and the nominee is present. Members may nominate only one candidate each from the floor.
- iv) All Board Members who have completed their term shall hold office until their successors have been elected or appointed. Resignations are effective upon receipt of a letter of resignation by the Board.

Article 4

MEETINGS OF THE BOARD OF DIRECTORS

a) Meetings:

- i) Meetings should be held once monthly by the Board of Directors with a minimum of 10 meetings per year.
- ii) A meeting of the Board of Directors may be convened by the Chairperson of the Board. The Chairperson is required to convene a meeting if requested to do so by any four members of the Board. Notice of such meeting shall be delivered, mailed or telephoned to each Board Member not less than two days before the meeting is to take place, provided always that meetings of the Board of Directors may be held at any time without formal notice if all of the Board Members are present or those absent waive notice or signify their consent in writing to the meeting being held in their absence.

b) Minutes of Meeting:

- i) The Secretary shall prepare minutes of Board Meeting, which shall be approved by motion at the subsequent Board Meeting.

c) Voting:

- i) Each Board Member present at a meeting, excluding the Chairperson, have one vote on every motion brought before the meeting.
- ii) In the event of a tie, the Chairperson shall cast the deciding vote.

d) Quorum:

- i) At least 50% plus one shall constitute a quorum of the Board.

e) Officers:

- i) At the first meeting after the Annual Meeting, the Board of Directors shall elect from amongst themselves a Chairperson, a Vice-Chairperson, Secretary and Treasurer. The duties of the officers shall be such as generally exercised by such as may be assigned to them respectively, by the Board of Directors from time to time.

Article 5

COMMITTEES

- a) Committees shall be determined by the Board on an ad hoc basis.
- b) The duties of these committees will be as set out from time to time by the Board.
- c) In the event that there are vacancies on any of these committees, they shall remain open until they are filled by the Board.

Article 6

FINANCIAL ARRANGEMENTS

- a) The signing officers shall be any two of the following persons:
 - Chairperson
 - Treasurer
 - Vice-Chairperson
 - Executive Director

Article 7

AMENDMENTS

- a) These by-laws may be amended by a majority vote of the members of the organization present and voting at any general meeting of the membership.
- b) Notice of the meeting at which amendments to these by-laws are to be considered, shall be received at least two weeks before the date of such meeting and shall embody the proposed amendment.

NOVEMBER 2009

ELECTION TO THE BOARD

This AGM includes some changes in Board membership. Directors at Large John Amoah, whose term of office is ending in August 2011, and Bruce Francisco, due to work and family commitments, will be retiring from the Board. In addition, Victor Sing who served as Vice Chair and member of the Finance and Human Resources Committee is also stepping down due to work and family obligations. These three fine gentlemen have added valuable insights to our organization. We thank them for their participation and assistance in Board and Centre events and we look forward to their continued attendance at our events and programs. We also send heartfelt congratulations to John and his fiancé, Kyla, who are getting married this month.

The Nominating Committee is pleased to recommend the following individuals to join the Board:

David Seeler:



David has been a member of the FHCC for three years and actively involved in the woodworking shop. He has helped develop the woodworking courses currently offered by the Centre and is one of the woodworking instructors and has worked on developing, with other committee members, an annual woodshop accreditation practice as part of the Centre's initiative to promote safety in the woodshop. The new accreditation practice requires all renewing shop members to attend demonstrations of the safe operation and proper use of all the woodworking machines. David is president of Big Barn Distribution, selling and managing license rights of television programs to educational and cable networks in Canada. Prior to Big Barn, David was Vice President of The Multimedia Group of Canada, one of Canada's largest independent television program distributors. Before entering the television business, David was a government relations consultant providing research on government policy and strategic guidance to corporations. David holds a BA in Economics, University of Windsor, a MA in Public Administration, Carleton University, and a Certificate in Cabinet Making, Humber College. David has lived in the High Park area of Toronto for the past 25 years. When not indulging his passion for woodworking he tries to play golf and tennis.

Shelley Sing:



Shelley has been employed with TELUS Communications for over 15 years. She has been an active Member of the Royal Canadian Legion for over 30 years and has been on the Executive at the Branch, Zone, District and Provincial Levels in various capacities. She is currently the 1st Vice President and Public Relations Chairman for Royal Canadian Legion, Branch 3. She has been an active volunteer at Franklin Horner over the past year, helping at the Lunch & Learns, Christmas Dinner, Breakfast with Santa and the Annual Golf Tournament to name a few. Based on Shelley's volunteer work, TELUS has made donations to the Centre through its TELUS Employee Community Volunteer Program.

David Courtney:

David is co-owner of Medichair Halton and Etobicoke along with his wife Kristin Courtney. He is a father of three wonderful children and a proud Grand Father. David is very active in the Etobicoke area and is also a member of the Lake Shore Yacht Club. He is ready to serve with the Franklin Horner Community Centre and make a difference where possible.



Nominating Committee

Don Cameron - Committee Chair, Kryz Angel, Laura Latham, Jean Nicholson

IN MEMORIAM

Alexander Allison, Sophia Berneski, Eileen Docherty, Doreen Heighway,
Eunice Holloway, William Jones, George Kitson, Albert Laffradi,
Gordon Pollock, Abdullah Tarzi, Gerry Theriault, Maria Wasylina

PROXY FORM

August 24, 2011 Annual General Meeting

To designate another member to vote on your behalf, please print their name on the line below.

I, hereby designate: _____

Note: this form confirms authority to vote only on the motions presented below.

1) ELECTION OF DIRECTORS:

	For	Against	Abstain
David Courtney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Seeler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelley Sing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This proxy must be received by the office 48 hours prior to the August 24, 2011 General Meeting.

NAME (please print) _____

SIGNATURE _____

Date Office Received

Received By:

**We gratefully acknowledge the support
of:**

**The Ministry of Health and Long-Term Care
New Horizons for Seniors
Canada Summer Jobs
City of Toronto**



**Please see the reverse for a list of some of our
corporate sponsors.**