

2021 Annual General Meeting

AGENDA

Tuesday, October 16, 2021 @ 09:00

Meeting held via ZOOM

In attendance: Toni ANDERSON, Maggie HAWKES, Carolyn ROUX, John STEPHENSON, Wendy KARSTAD, Alexandra KING, Jean-Marie MARIEZ, Angela ROY and David WASYLCIW.
Observers: Réal Déquier (PCH) and Caroline LAFONTAINE (PCH)
Staff: Trish ROGVALDSON (Branch Development Officer) and Michael TRYON (Executive Director)

- 1. Call to Order:** 09:08
- 2. Approval of Agenda:** Moved by David WASYLCIW, seconded by Wendy KARSTAD that the agenda be adopted as presented. *Motion carried.*
- 3. Approval of Minutes:** Moved by Carolyn ROUX, seconded by David WASYLCIW that the minutes be adopted as presented. *Motion carried.*
- 4. Financial Report:** CPF Alberta has been responsible for the financial management and transactions for CPF NWT, the CPF NWT financials were provided to their financial auditor, Friesen Viney Stasiuk Chartered Professional Accountants for a full audit. Due to complications in the way that the finances were initially handled, the auditors have been going back and forth with as how to handle it. There are two (2) main issues:
 - The first has been around the fact that the CPF Program Coordinators salary was processed and tracked through CPF Alberta's ADP payroll account. CPF Alberta would then invoice CPF NWT and transfer the money back.
 - The second was that initially the accountant advised CPF Alberta to set CPF NWT up as a project in our accounting system. Once the audit began, the auditor realized that this was not going to work. For the current fiscal year, CPF NWT has been set up as a totally separate entity and all expenses are being tracked as such.

We were just informed this week, that the accountant required additional information which has been provided to them and that, therefore, the audited financial statement is not ready for

presentation at this time. We are anticipating that the reviewed finances will be received by the NWT Board of Directors by the end of November. They will be reviewed and accepted by the board of directors after which they will be distributed to the membership for review. We will then host a meeting for the membership to review, ask questions and accept the financial review. We apologize for this delay.

We can share with you that the bank account balance as of the end of March was \$117,075.18 with receivables of \$1,300.00. We are unsure at this point in time how much was part of our commitment to our contribution agreement with Canadian Heritage and how much is from other sources. Since March, our bookkeeper has been tracking all transactions using the appropriate accounting software and protocols and will continue to do so moving forward. The current bank account balance is \$116,775.69 with \$53,869.61 due in payables for salary, expenses and programming.

We would also like to take this opportunity to public thank our primary funders, the Department of Canadian Heritage under the leadership of its minister, the Honourable Mélanie Joly.

5. **President's Report:** Moved by Jean-Marie MARIEZ, seconded by Wendy KARSTAD to accept the 2020-21 President's Report. *Motion carried.*
6. **Staff Report:** Moved by Alexandra HOOK seconded by MARIEZ to accept the 2020-21 Executive Director's Report. *Motion carried.*
7. **Report of the Bylaws Committee:**

CPF NWT is still working with the corporate registrar on filing an acceptable version of our bylaws. The bylaws were accepted by the membership two years ago and they are the ones that we are currently working under. Your board of directors will commence a regular review process this fiscal year and will report back to you at the next AGM with any proposed amendments or additions.
8. **Report of the Policies Committee:**

The National Canadian Parents for French Policy Committee has released the new Policies. They are available for review on the CPF National website. These policies will be what CPF NWT uses as theirs until such time amendments or additions are required. CPF NWT will commence reviewing the policies for amendments or additions this fiscal year and will report any changes in the monthly communique.

9. Report of Nominations Committee:

Moved by, David WASYLKIW seconded by Wendy KARSTAD to accept the 2020-21 Nominations Report. *Motion carried.*

10. Elections:

Having received no additional nominations from the floor, Toni ANDERSON, and Maggie HAWKES *are elected by acclamation.*

11. Remarks:

President HAWKES opened the floor for questions from the floor.

There were two (2) questions:

- i. What are the membership numbers for the NWT? ~80
- ii. What are CPF "teams"?

12. Adjourned:

10:26



For Angela Roy, Secretary