



1000-1 (Secretary)

22 Nov 14

CIC BA BC Website (Members-Only Area)

1<sup>st</sup> ANNUAL GENERAL MEETING, 1300 HRS, 18 OCT 14  
HELD IN-PERSON AT BEATTY STREET ARMOURY AND VIA TELECONFERENCE

#### INTRODUCTORY REMARKS

1. Meeting called to order by Capt Shewchuk at 1313 hrs.
2. Capt Warren Kerek, Beatty Street Armoury duty officer, welcomed the association and briefed on building safety.
3. Capt Shewchuk declared a quorum with 28 voting members participating in AGM (14 in-person, 5 by teleconference, and 9 by proxy).
4. Motion to accept agenda by Capt Welsh, seconded by Maj Adams. 28 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

#### NEW BUSINESS

5. President's Report – Capt Shewchuk began by thanking all for attending the association's inaugural AGM. He recognized it has been a long 3 year road to get to this point and it is a great milestone for the association. He also recognized Founding President and now Honourary Member, LCol (Ret'd) Deschamps, for forming original interim council in 2011.

- a. Accomplishments noted since formation:
- (1). Strong online presence including independently hosted website with links to RCIS training, scholarship, kit shop, and members-only area as well as Facebook group with 450+ followers from around BC who are sharing ideas and news in a respectful but informative manner;
  - (2). Events in Vancouver and Victoria organized by regional councillors which are helping existing members network, getting new members interested, and generating revenue;
  - (3). Constitution ratified by council in 2012;
  - (4). First and second elected councils in 2013 and 2014;
  - (5). Business practices established such as opening of a non-profit bank account, Adobe member registration database, and PayPal system; and,
  - (6). Continually growing membership, currently at 75, of which 90% are ordinary members and representative of all CIC elements, BC geographies, and ranks.
- b. Future plans and goals:
- (1). Minimum one event in each region per year through support of regional councillors and membership;
  - (2). Four wine and cheese events at the Lighthouse Mess in Metchosin, with a focus on exposing the association to different RCIS courses;
  - (3). Establish charitable status for the association with minutes from this AGM;
  - (4). Formalize working committees on finance, membership, and recruiting;
  - (5). Launch re-registration campaign with dues renewal (likely lower than first round but will be discussed at next council meeting); and,
  - (6). Encourage members of RCSU to join council (currently CO RCSU and SO2 (Land) are both highly supportive of the association).

2Lt Ferreira suggested that Class B CIC officers in BC should not be able to join council. Capt Shewchuk argued that they have valuable experience and perspective. Capt Welsh commented that council is elected so members can elect those they wish, but all CIC officers in BC are eligible to join council as per constitution. Capt Shewchuk suggested having short biographies for all nominees for the next election to aid in voting.

Capt Shewchuk ended by again thanking members and councillors for making the AGM and dinner possible after many years of hard work. Suggested we are at the tipping point for the association to grow and that we must maintain AGM momentum.

6. Treasurer's Report – Capt Hollis began by explaining the accounting system used to keep track of the association's financials is Sage 50 which is the system used universally in the CF. The system combines Paypal, Adobe, and the association's bank account. While the association could have used Excel, this system will provide better details and will help with future growth and charitable status. All association financials are currently based off a Dec 31 fiscal year end, but recent discussion has suggested changing to Sep 30 to line up with the now established Oct AGM.

7. Motion to accept Treasurer's Report by Capt Blackwell, seconded by Capt McAuley. 27 IN FAVOUR, 1 OPPOSED. CARRIED.

8. Budget – Capt Shewchuk presented and described next year's budget. Capt Yauck inquired about corporate donations and Capt Shewchuk explained council will be looking at gaming grants in the future. Capt Brekke asked if there was budgeted money for councillors to attend and present to league AGMs and Capt Shewchuk answered not at this time.

9. Motion to accept the budget by Capt Adams, seconded by Capt Welsh. 28 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

10. Constitution Ratification by Membership – Capt Adams introduced the final version of the constitution for ratification by membership, which is essentially the version ratified by council in 2012 along with incorporated improvements found from the last 2 years of operation. The main goal of the constitution was to not unreasonably limit council's ability to run the association. Specific questions:

- a. Capt McAuley inquired whether associate members should elect their own council representative. At this time, since there are so few associate members, there may not even be a nominee, never mind more than a few voters, so best for council to appoint someone who would be a good fit.
- b. Capt McAuley inquired whether ordinary members should elect their own regional councillors. At this time, because some regions have very few members, it was deemed better to let the entire ordinary membership vote for regional councillors.
- c. A member participating via teleconference asked how the \$5000 council spending limit was established. It was a relic from the CIC Circle constitution which was the original template for our constitution and deemed reasonable.
- d. A member participating via teleconference asked if any thought had been put into a minimum balance in the bank account. Since council is charged with responsible use of the associations funds, it was not deemed necessary to limit their ability to operate the association with a minimum bank balance.

11. Motion to ratify the final version of the constitution by Lt (N) Cardoza, seconded by Capt Yauck. 28 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

12. Open Forum – Capt Brekke, on behalf of members in attendance, acknowledged the hard work of council over past 3 years and reiterated the significance of the day to all CIC officers in BC.

CLOSING REMARKS

13. Capt Shewchuk again thanked everyone for attending and looked forward to another successful year of serving the CIC and cadet programs in BC.

ADJOURNMENT

14. Motion to adjourn the meeting at 1425 hrs by LCol (Ret'd) Deschamps, seconded by Capt Brekke. 28 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

//signed//

//signed//

C. Shewchuk  
Capt  
President  
778-977-5311

M. Adams  
Capt  
Secretary  
604-209-1838

# CIC Branch Association of BC

## Balance Sheet As at 16/10/2014

### ASSET

<b>Current Assets</b>		
PayPal Account	2,095.07	
Cash Draws	0.00	
Petty Cash	0.00	
Savings Bank Account	0.00	
Chequing Bank Account	846.31	
Foreign Currency Bank	0.00	
Total Cash		2,941.38
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Advances & Loans	0.00	
Total Receivable		0.00
Purchase Prepayments		0.00
Prepaid Expenses		0.00
<b>Total Current Assets</b>		<b>2,941.38</b>
<b>Inventory Assets</b>		
Swag and Collectibles Inventory		0.00
Other Inventory		0.00
<b>Total Inventory Assets</b>		<b>0.00</b>
<b>Capital Assets</b>		
Leasehold Improvements		0.00
Office Furniture & Equipment	0.00	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		0.00
Vehicle	0.00	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		0.00
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
<b>Total Capital Assets</b>		<b>0.00</b>
<b>Other Non-Current Assets</b>		
Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
<b>Total Other Non-Current Assets</b>		<b>0.00</b>
<b>TOTAL ASSET</b>		<b>2,941.38</b>

### LIABILITY

<b>Current Liabilities</b>		
Accounts Payable		0.00
Import Duty Clearing		0.00
Bank Loan - Current Portion		0.00
Bank Advances		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
El Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	

# CIC Branch Association of BC

## Balance Sheet As at 16/10/2014

Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		0.00
GST/HST Charged on Sales	0.00	
GST/HST Charged on Sales - R...	0.00	
GST/HST Paid on Purchases	0.00	
GST/HST Payroll Deductions	0.00	
GST/HST Adjustments	0.00	
ITC Adjustments	0.00	
GST/HST Owing (Refund)		0.00
Prepaid Sales/Deposits		0.00
<b>Total Current Liabilities</b>		<u>0.00</u>
<b>Long Term Liabilities</b>		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Shareholders		0.00
<b>Total Long Term Liabilities</b>		<u>0.00</u>
<b>TOTAL LIABILITY</b>		<u>0.00</u>
<b>EQUITY</b>		
<b>Share Capital</b>		
Common Shares		0.00
Preferred Shares		0.00
<b>Total Share Capital</b>		<u>0.00</u>
<b>Retained Earnings</b>		
Retained Earnings - Previous Year		0.00
Current Earnings		2,941.38
<b>Total Retained Earnings</b>		<u>2,941.38</u>
<b>TOTAL EQUITY</b>		<u>2,941.38</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>2,941.38</u></u>

# CIC Branch Association of BC

## Income Statement 01/01/2014 to 16/10/2014

### REVENUE

<b>Sales Revenue</b>	
2014 Association Dinner	2,030.00
Hospitality Events Revenue	0.00
Other Events Revenue	0.00
Membership Fees	1,420.00
Donations - Bequests	0.00
Donations - Corporate	0.00
Operating Revenue from Fund Raising	0.00
Operating Revenue from Other Source	0.00
Program Fees	0.00
Sales	0.00
Sales Returns	0.00
Early Payment Sales Discounts	0.00
<b>Net Sales</b>	<u>3,450.00</u>

<b>Other Revenue</b>	
Freight Revenue	0.00
Interest Revenue	0.28
Miscellaneous Revenue	0.00
<b>Total Other Revenue</b>	<u>0.28</u>

**TOTAL REVENUE** 3,450.28

### EXPENSE

<b>Program Costs</b>	
Association Dinner Expenses	0.00
Hospitality Events Expense	47.50
Other Event Costs	0.00
<b>Total Programs Cost</b>	<u>47.50</u>

<b>Cost of Goods Sold</b>	
Swag & Collectibles COGS	0.00
Other Inventory Costs	0.00
Inventory C Cost	0.00
Subcontracts	0.00
Inventory Variance	0.00
Item Assembly Costs	0.00
Adjustment Write-off	0.00
Transfer Costs	0.00
Purchases	0.00
Purchase Returns	0.00
Early Payment Purchase Discounts	0.00
Net Purchases	<u>0.00</u>
Freight Expense	0.00
<b>Total Cost of Goods Sold</b>	<u>0.00</u>

<b>Payroll Expenses</b>	
Wages & Salaries	0.00
El Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
Employee Benefits	0.00
<b>Total Payroll Expense</b>	<u>0.00</u>

<b>General &amp; Administrative Expenses</b>	
Accounting & Legal	0.00
Advertising & Promotions	0.00
Bad Debts	0.00
Business Fees & Licenses	0.00
Cash Short/Over	0.00
Courier & Postage	0.00

**CIC Branch Association of BC  
Income Statement 01/01/2014 to 16/10/2014**

Credit Card & PayPal Expenses		122.45
Currency Exchange & Rounding		0.00
Amortization Expense		0.00
Income Taxes		0.00
Insurance		0.00
Interest & Bank Charges		9.00
Office Supplies		0.00
Internet Service Provider Fees		329.95
Motor Vehicle Expenses		0.00
Miscellaneous Expenses		0.00
Realized Exchange Gain/Loss		0.00
Rent		0.00
Repair & Maintenance		0.00
Telephone		0.00
Travel & Entertainment		0.00
Travel & Ent:Non-Reimbursable		0.00
Utilities		0.00
Visa Commissions	0.00	
MasterCard Commissions	0.00	
American Express Commissions	0.00	
Other Credit Card Commissions	0.00	
Total Credit Card Commissions		<u>0.00</u>
<b>Total General &amp; Admin. Expenses</b>		<u>461.40</u>
<b>TOTAL EXPENSE</b>		<u>508.90</u>
<b>NET INCOME</b>		<u><u>2,941.38</u></u>



## CIC Branch Association of BC Budget 2015-16

### Income

Membership Dues	\$	2,000	Goal 100 mbrs
RCIS Wine and Cheeses	\$	1,000	Goal 4 events, 20 attendees @ \$5 each
AGM Dinner	\$	2,000	Goal 40 attendees @ \$50 each
Regional Engagement Recovery	\$	250	Goal 5 events, 10 attendees each @ \$5
<b>Total Income</b>	<b>\$</b>	<b>5,250</b>	

### Expenses

#### Administration

Adobe	\$	175	
Pay Pal	\$	88	\$0.88 cost per membership

#### Regional Engagement

Fraser Valley	\$	200	
Okanagan Region Event	\$	200	
North/Kooteany Region Event	\$	200	
Lower Mainland Event	\$	200	
Vancouver Island Event	\$	200	
RCIS Wine and Cheese Events	\$	800	\$200 budget x 4 events

#### CSTC Visits

Albert Head	\$	200	
Vernon	\$	200	
Quadra	\$	200	
Comox	\$	100	

#### AGM Expenses

AGM Admin 2015	\$	200	
AGM Dinner 2015	\$	1,800	Goal 40 attendees cost @ ~ \$45 each

**Total Expenses** \$ **4,763**

**Net Income (Expenses)** \$ **487**