



## THE NEW MARINE CENTRE SOCIETY

### Notice of the 2019 Annual General Meeting – October 29<sup>th</sup>, 2019

Shaw Centre for the Salish Sea  
9811 Seaport Place  
Sidney, BC V8L 4X3

The 2019 AGM is to be held on **Tuesday October 29<sup>th</sup>, 6:30pm at the Shaw Centre for the Salish Sea** and is open to all current members of the society.

This event is open also to guests (19+ years only) with only current society members contributing directly to the business meeting content.

It will include a reception beginning **6:00pm** with light refreshments and live music by the *Shai Thompson Trio*.

6:00-6:30 – reception  
6:30-7:15 business meeting  
7:15-8:00 – reception continues

### MEETING AGENDA

1. Call to order and confirm that a quorum is present – Chair, Graham Debling
2. Approval of the Agenda – Chair, Graham Debling
3. Approval of the Minutes of the 2018 AGM – Chair, Graham Debling
4. Overview 2018/2019 Year for the Society: President's Report – Chair, Graham Debling
5. Finance Report by the Society Treasurer – Treasurer, Janine Morris
6. Questions
7. Appointment of Auditor – Treasurer, Janine Morris
8. Looking forward: Staff Report – Executive Director, Pauline Finn & the Centre's Senior Management Team
9. Nominations and Elections – Executive Director, Pauline Finn

Should any member wish to nominate themselves they should provide the Executive Director ([pauline.finn@salishseacentre.org](mailto:pauline.finn@salishseacentre.org)) with a short bio indicating how they think they can best contribute to the work of the Board and Society well in advance of the AGM (at least two weeks in advance of the meeting). All nominees should be aware that they will be required to provide written consent to being a director and confirm in writing that they are not disqualified from being a director.

10. Any new Business - Executive Director, Pauline Finn



## NEW MARINE CENTRE SOCIETY

### Minutes of the Annual General Meeting

November 6th, 2018

1. The **meeting was called to order** by the Society President at 6.30 pm. It was determined that there was a quorum, there being 14 members present.
2. **Acceptance of the agenda** was proposed by Sarah Cook, seconded by Anita Blakley and approved unanimously.
3. **Acceptance of the minutes of the 2017 AGM** was proposed by Nancy Shears, seconded by Deanna Mathewson and approved unanimously.
4. **Overview 2017/2018 Year for the Society: President's Report – Chair Graham Debling** (see meeting documentation for full report).

It should be noted due to changes in financial year timing, (1 June to 30 May instead of 1 October to 30 September), this AGM will be reporting on financials for the transition year period of 8 months.

Graham reported on the successes and challenges since the 2017 AGM, focusing on discussions with the Town. Graham thanked all the members of the Board and staff for their support and contributions during this very challenging and demanding 8 month period.

5. **Finance Report by the Society Treasurer – Treasurer, Janine Morris**  
(full financial report included with meeting documentation)

The finances have been reviewed by Chris Cowland CGA, and he has confirmed that all appears to be in order.

Janine proposed that Chris Cowland CGA be re-appointed to conduct a review of our finances.

Janine Morris presented the financial statements, the Treasurer's report.

Acceptance of the financial report was proposed by Janine Morris, seconded by Dennis Carlsen and approved unanimously.

#### **6. Appointment of Auditor – Treasurer, Janine Morris**

Treasurer Janine Morris presented a motion that the appointment of auditors be waved and Chris Cowland CGA be appointed to conduct a review engagement of the New Marine Centre Society financial statements for the upcoming year and to serve until the next Annual General Meeting with services provided and fees to be determined by the Finance Committee. Seconded by Chris Straub and carried unanimously.

#### **7. Looking forward: Executive Director Report – Executive Director, Pauline Finn**

Pauline reported on a busy and welcoming first 90 days on the job.

- Board, staff, volunteers and community folks have been welcoming and patient thus far.
- She believes that the best way to build trusting relationships and connection (both internally and with partners) is by doing real work together. If the first 3 months are an indication of the activity and pace to come, she is optimistic that great relationships will be developed.
- Pauline specifically thanked Deanna Mathewson for all the training and orientation she completed while continuing to navigate her core duties as the new team begins to imagine the future here together.

Pauline shared current year to date highlights.

- *Finance* - For the first 5 months of the current fiscal year net income has tracked better than plan. The plan was developed very conservatively both on the revenue and expense side. August had very strong attendance. The organization has been working with less than a full complement of staff throughout these first 5 months. Staffing is expected to be at 100% by the end of November.
- *Management* - Focus has been on stabilizing the team and initiating important planning for a more ambitious future where visitor experiences are even more vibrant and changing. Future planning will require a significant shift in institutional mindset from survival and toward constant improvement and investment in our facility (infrastructure and visitor experience).
- *New Donation* - A new donor, Willowgrove Foundation, contributed \$10K donation in August to support staff and volunteer engagement. These much-needed resources have already resulted in 6 of our team engaging in professional development experiences to strengthen our organization.
- *Submission to the Town of Sidney* - Pauline, staff and our volunteer Board have been working hard to prepare the submission to the Town. This work included a full day board retreat in September, extensive data collection, research, planning

and writing. These efforts will help further refine the plans, position and story going forward for our society.

- *Fundraising* - Two substantial grants were submitted to the BC Community Gaming Fund (\$60K) and the Federal Government NSERC (National Sciences and Engineering Research Council) Promo Science Program (\$139 over 3 years). Care was taken to ensure selected projects are core to our work and will not take the team off track in terms of stabilizing and improving the quality of the core offerings to the community.
- *Recruitment* - We are in the final stages of recruiting for our Facility and Maintenance Technician position. This is a critical position as we move toward significant capital upgrade work, life support improvement and proactive maintenance. The position closes this Saturday.

#### **8. Nominations and Elections – Executive Director, Pauline Finn**

Our Bylaws specify the Board membership should be between 7 and 13 members.

Six members of the current Board were elected at the 2017 AGM and thus have a further year to serve. Each had indicated a commitment to continue: Anita Blakley, Chris Straub, Colleen Craig, Dan Tulip, Dennis Carlsen and Sarah Cook.

The Bylaws reserve one place on the Board for a member who is on the register of current volunteers in the Centre and who is to be elected by volunteers in the Centre who are also members of the Society. David Pape had been so elected to serve for two years. David agreed to continue serving his second year.

This left up to 6 vacancies on the Board.

Three current members of the Board whose term would be completed at the end of this AGM had indicated to the Nominations Committee that they wanted to offer themselves for nomination: Graham Debling, Janine Morris and Nancy Shears.

In addition, the Nominations Committee was happy to propose two additional nominees: Robyn Quinn and Stuart Culbertson.

The Executive Director noted that short bios for each nominee had been included in the papers for the meeting. She then called for additional nominees from the floor three times. There being none she declared the nominees elected by acclamation.

#### **9. Any other Business – Graham Debling**

Reminder to board members that there is a short meeting to confirm or elect officers of the Society after the AGM.

**10. The meeting was adjourned at 7.15 pm**

Anita Blakley

Secretary (30 Nov 2018)