

## **Minutes – Annual General Meeting**

**Association des Chemins des Deux 2 Lacs – Grand & McArthur**

**Saturday - July 16, 2016**

**Val-des Monts – Parc Thibeault**

Present for the Executive: Roger Paul – President, Tom Martin – Treasurer, Dale Smith, Sue Goodwin, Andre Larose, Diane Parent, JoAnn McGrath acting as Secretary

- 1. Welcome** by Roger Paul - Meeting in English with translation as required. Questions in either language.

Scrutineer's Report – Quorum (JoAnn McGrath and Sue Goodwin)

Bylaws require 20 members - 27 voting members in good standing (3 by proxy)

Meeting properly constituted

- 2. Approval of Agenda**

- Welcome and report re quorum
- Approval of the Agenda
- Approval of the Minutes of the 2015 AGM
- President's Report
- Treasurer's Report
- Administrative Issues – Bookkeeper & By-law change (e-mail address)
- Fee increase for one year (10%)
- Election of Executive Committee Members
- Other Business
- Adjournment

No new items from the floor.

*Motion by #27 David Jurkowski, seconded by #12 Don Goodwin to accept the Agenda. Motion carried- unanimous.*

- 3. Approval of Minutes 2015 – AGM**

*Motion by #18 Abby Hoffman, seconded by #13 Irene Cowen to accept last year's AGM Minutes.  
Motion carried - unanimous.*

#### **4. President's Report**

"As you know, the 2014-2015 summer maintenance was demanding as it included the hammering of protruding rocks and this year for 2015-2016 has been again very demanding on our budget because of the freak rain storm that occurred in the spring of 2016 and caused quite a bit of damage to our road. We have an annual program in place to punch holes in the remaining snow banks/ditches to allow spring rains to evacuate the road base easily. Unfortunately the storm arrived very early in the spring season, before we had the opportunity to dig trenches in the frozen banks, and some damage resulted that had to be repaired on an emergency basis. We will have to watch this more carefully as to timing in the future.

However, on the good news side, we were very lucky that La Villa agreed last year that they would give us the same price and the same contract over another 3 year period for snowplowing in the winter. We have two more years remaining with La Villa before we renegotiate with them or another contractor."

*Motion by #9 Lynn Larose, seconded by #26 Nathan Cooper to accept the President's Report.  
Motion carried - unanimous.*

#### **5. Treasurer's Report – Tom Martin**

The report covers 2015-2016 to June 30<sup>th</sup>. (Report attached)

We have \$4,120 in reserve. The trend is that we are spending more than we are bringing in. We collect approximately 81% of the dues we bill. We spent \$15,000 for improvements and repairs over regular maintenance in the last two years. We have had two tough years but we have kept the road in good shape despite this.

Questions/Discussion on the Financial Report:

Discussion ensued about the construction of the new Bell Tower and payment by Bell for the use of our private road. It was suggested that corporations like Bell and other service providers who use our roads will not likely pay. We should, however, assess the developer and eventual new buyers. The committee accepts this suggestion.

In response to a question, it was confirmed that we are still on the municipal D&O liability insurance program.

Paul Prudhomme from McArthur brought up a number of important issues as it related to maintenance of the road and preventative strategies. He recommended more work on ditches vs grading the road, more strategic work to manage water damage and the possibility of recycled

asphalt in certain spots. Andre Larose acknowledged the issue of more preventative work and the committee's ongoing work on this.

Tom Martin reviewed the summary of Outstanding Balances (Summary attached) – 30 accounts unpaid - \$22,997, over 6 years and growing at \$5,000 a year. We are expecting to receive another \$3400. (\$1000 received already). Eight members are most problematic.

Tom Martin suggested some collecting strategies: 1) community peer pressure 2) use of a collection agency 3) potential forgiveness of past debt or some portion thereof to get them 'back on the books' 4) hire a bookkeeper to assist with the demands of Treasurer's work and communicate with members on fees and 5) an increase in fees.

Tom Martin notes 2017 forecasted expenditures – snowplowing \$25,000 and improvements/maintenance \$4,250.

Discussion ensued about non payers:

Who are they, why don't they pay? It was explained that several factors relate to non-payment and that we had taken the matter to court with some success but enforcement of any judgement remains an issue.

Noted that Dale and Tom did some maintenance on the signs. Positive acknowledgement by the membership for this work.

Tom Martin reminds us that invoices will go out in September.

*The following Financial Motions were proposed by Tom Martin:*

1. A motion to approve the 2015/16 financial results as of June 30, 2016 as presented  
*Motion by #27, David Jurkowski, seconded by #4, Alex Newcombe to approve the finances as presented.*  
*Motion carried - unanimous.*
2. A motion to direct the committee to carry out the proposed 2016/2017 road improvements and summer maintenance as presented with estimated cost of \$5,000 and the winter maintenance of approximately \$25,000  
*Motion by #2 Jocelyne Lemery Paul, seconded by #23 Jacques Roy to approve the road improvements and summer/winter maintenance as presented.*  
Question from the floor as to the amounts – are they comparable to last year? No, they are much less in comparison, due to our lack of available reserve and current required maintenance.  
*Motion carried - unanimous.*
3. A motion to waive the audit requirement under corporation law for the financial results for 2015/2016.

*Motion by #3 Tom Martin, seconded by #7 Gilles Larose to waive the need for an audit.*  
Question from the floor as to the legality of this action. Response from the committee that this is a very common procedure and saves the association the cost of audit fees estimated at \$ 4-5K.  
*Motion carried - unanimous.*

## **6. Administrative issues**

### **Bookkeeper & By-law change**

#### First item – Bookkeeper

Discussion ensued first on ideas put forward re managing outstanding debt. The committee is looking for guidance, not necessarily a motion, although a motion did come forward.

*Motion by #19 David Gibbard, seconded by #14 Alec Newcombe that we utilize a Collection Agency to assist with the recoveries of outstanding debt (fees).*

Further discussion: Should we negotiate first as an Association and threaten if they do not comply? How does a Collection Agency work? Tom Martin responded that the Collection Agency can do the pardoning. It is not something he wishes to do, the load being too great and the possible 'push back' from people who are opposed to paying. The committee responded also that the discounts demanded by the Collection Agencies depend on a variety of factors, likely 50% but this is better than nothing and possibly gets the member on a regular payment schedule. There was favour from the membership to combine pardoning some past debt and using a Collection Agency.

A motion came from #8. Tim Frank to support the executive having authority to collect:  
*That we agree with the methods suggested by the Treasurer to collect in a reasonable manner and at the discretion of the Committee...*

This motion was not seconded. Roger Paul explained procedural issues directing a continued discussion on D. Gibbard's motion currently on the floor.

Other questions came forth: Would the Collection Agency use the pardon and other strategies at your direction? Committee answers yes, this is how they work. Paul Prudhomme suggested walking around, meeting people first, knowing why they do not pay and discussing payment options. Someone asked if the committee can affect the credit rating of a member. Committee answers no and nor do we wish to. The Committee is interested in trying less intrusive methods but also a Collection Agency if other methods are not successful. Tom Martin indicates that the books/outstanding accounts can be reviewed by any member. Paul Prudhomme was invited to help us work on the issue.

Discussion ends and the membership are asked if all are in favour of D. Gibbard's motion, *that among other collection strategies, to ultimately be implemented by the Board, we utilize a Collection Agency to assist with the recoveries of outstanding debt (fees).* *Motion carried - unanimous.*

Discussion of Treasurer's suggestion: Hire a Bookkeeper

Tom Martin suggests \$25.00 an hour as a reasonable rate (\$1000 to \$1200 annual estimate) which would cost the membership approximately \$10.00 more annually on each billing. This would help efficiency of collections and remove some of the administrative burden for the Treasurer. Does anyone know of such a person? It was mentioned that students are not always helpful in that they leave and you have to train a new one. There was a suggestion to check local bookkeeping companies and get a budget. The Committee preferred not to be restricted to locals and as previously mentioned we are anticipating a \$1200.expenditure.

*Motion by #9 Michel Blanchette, seconded by # 10 James McGrath that the Executive have the mandate to hire a bookkeeper and that the result will be evaluated at the next AGM.*

*Motion carried - unanimous.*

#### Second item under Administrative – By-law change (e-mail addresses)

Roger Paul read the following in both languages:

In order to increase efficiency in both time and effort, the Executive proposes the following motion to change Bi-law #7 by adding the following sentence:

Each voting member must provide a current e-mail address, updated as required, in order to receive all relevant documentation to exercise their membership rights.

In keeping with this change, a slight amendment is suggested in By-law #21 that is to add after regular mail', brackets containing the following: (by exception only).

Motion by #13 Irene Cowan, seconded by #9 Michel Blanchette that the change in the by-law be accepted as read.

Discussion: Concern over who may not have e-mail system...the second change in By-law #21 speaks to this. 'By exception only allows us to accept members who need regular mail. It was suggested that those who do not pay, will not give their e-mails. The committee responded that this may be the case but e-mail addresses is just good practice on a go forward basis. Sue Goodwin pointed out that there are 29 members for whom we do not have e-mail addresses and 13 are non-payers.

*Motion passed - unanimous.*

#### **7. Fee Increase for one year (10%)**

*Motion by #3 Tom Martin, seconded by #18 Abby Hoffman that the fee be increased permanently for summer maintenance from \$70. to \$100.*

This would result in an additional \$3,300 in annual fees billed. The question was asked: Is this enough? The committee realizes that it is not, that a carry-over surplus of \$10,000 would be more appropriate, but the thought was to start 'gently' and build up the reserve over time. The fee pertains to all lots and lots with homes.

*Motion carried- unanimous*

## **8. Election of Executive**

Prior elected committee officers all agreed to continue for next year and they were acclaimed without an election. They are: Tom Martin, Andre Larose, Sue Goodwin, Dale Smith, Diane Parent and JoAnn McGrath. (Note: The committee, upon their first meeting selects from its members the Vice-President, the Treasurer and the Secretary). Both Paul Prudhomme and Michel Blanchette have graciously agreed to assist the committee this year.

### **Election of President:**

*Motion by #6 Dale Smith to elect Roger Paul as President. Seconded by #23, Jacques Roy. – Motion carried - unanimous*

There were no other volunteers from the floor.

## **8. Other Business - None**

## **9. Adjournment –**

*Motion by #3 Tom Martin to adjourn. Seconded by #6 Dale Smith.*

*Motion carried – Unanimous*

### **Attachments:**

*Treasurer's Report*

*Statement of Revenues and Expenses from July 2015 to June 30, 2016*

*Summary of Outstanding Accounts as of June 30, 2016*