



**Grande Prairie Volunteer Services Bureau  
ANNUAL GENERAL MEETING  
VSB Boardroom, 10031 – 103 Avenue  
March 31, 2008 @ 5:30 p.m.**

**AGENDA**

1.0 Approval of the Agenda

2.0 Approval of Minutes (AGM March 27, 2007):

3.0 Financial Report

- 3.1 2007 Financial Statements – Melodie McCracken, Treasurer
- 3.2 Internal Audit Controls – Melodie McCracken, Treasurer
- 3.3 2008 Budget to Date – Jacqueline Hutton, Executive Director

4.0 Old Business

- 4.1 Executive Director Hiring Process – Treena Coney, President
- 4.2 Policies – Todd Strang, Vice President
- 4.3 Wages & Gaming Proceeds – Jacqueline Hutton, ED

5.0 Chairperson's Report

6.0 Executive Director's Report

7.0 Nomination & Election of New Directors & Executive

8.0 New Business

- 8.1 Signing Authority @ RBC

9.0 Next General Meeting: TBD

**Grande Prairie Volunteer Services Bureau  
Annual General Meeting  
March 31, 2008**

---

In attendance: VSB Board Members  
Treena Coney, 2007-2008 President  
Todd Strang, 2007-2008 Vice President  
Melodie McCracken, 2007-2008 Treasurer  
Jennifer Douglas, 2007-2008 Director  
Anna Scott, 2007-2008 Director  
VSB Staff  
Jacqueline Hutton, Executive Director  
Donna Durnford, Program Coordinator  
Guests  
Kai So, CVITP Volunteer & VSB Member  
Marjorie Stevenson, Big Brothers Big Sisters  
Bonnie Rhys, Big Brothers Big Sisters

Call to Order: 5:40 pm

1.0 Approval of Agenda

Motion: to approve the agenda  
Moved by: Todd Strang  
Seconded by: Melodie McCracken  
Motion Carried

2.0 Approval of the March 27, 2007 AGM Minutes

Motion: to approve the minutes from the March 27, 2007 AGM  
Moved by: Todd Strang  
Seconded by: Melodie McCracken  
Motion Carried

3.0 Financial Reports presented by Treasurer Melodie McCracken

3.1 2007 Financial Statements

Discussion: Jacqueline & Melodie met with accountant, who verified that the current systems the VSB has in place for internal financial controls are generally good; however there's some room for improvement (i.e. internal audit procedures).  
Motion: to accept financial statements as presented M/S Jennifer/Anna  
Moved by: Jennifer Douglas  
Seconded by: Anna Scott  
Motion Carried

3.2 Internal Audit Controls

Discussion: Within the Societies' Act, two board members can perform internal financial audits of the organization. The board recognized that they should be more involved with the financial record keeping. After reviewing the financial statements, the board discussed that a bookkeeper could be used in lieu of the accountant's office for monthly transactions in order to keep costs lower; however the accountant's would still be contracted to perform a year-end review.  
Accountant to perform year end review  
Motion: to utilize a bookkeeper for quarterly transactions and an accountant for the annual review  
Moved by: Melodie McCracken  
Seconded by: Anna Scott  
Motion Carried

**Grande Prairie Volunteer Services Bureau  
Annual General Meeting  
March 31, 2008**

---

4.0 Old Business

4.1 ED Hiring Process

Discussion: An advertisement was run in the local paper twice, four candidates were interviewed and we intend to make an offer by the end of the week.

4.2 Policies

Discussion: Todd still reviewing existing policies and will have an associate volunteer time to review.

4.3 Wages & Gaming Proceeds

Discussion: Program Coordinator position cannot be paid from gaming as gaming funds can only be used to pay wages for specialized job descriptions (i.e. like a trainer with PARDS that has special skills and training).

5.0 Nomination & Election of New Directors & Executive

Discussion: Treena Coney officially resigned as the President of the Volunteer Services Bureau and from the Board as a whole.

Motion: to combine Treasurer and Secretary positions

Moved by: Todd Strang

Seconded by: Melodie McCracken

Motion Carried

Nominations for:

President: Todd Strang, Policies Committee

Vice-President: Anna Scott, Finance Committee

Treasurer / Secretary: Melodie McCracken, Finance Committee

Director: Kai So, Marketing Committee, Special Events Committee

Director: Jennifer Douglas, Personnel Committee, Special Events Committee

Nominations were unchallenged and accepted by the board as presented.

Youth Involvement – Melodie has former “Leader” who may be interested

6.0 New Business

6.1 Society Annual Return

Todd to sign

6.2 Registered Charity Info Return

Two board members from 2007-2008 to sign

6.3 GST Rebate Paperwork

Todd to sign

6.4 Signing Authority Update @ RBC

Discussion: All signing authorities (President, Vice President, Secretary/Treasurer, and Executive Director) need to go to RBC to be added to signing authority, and all members must sign before anyone’s authorized.

Failure to go to the branch and update all signing authorities results in the old previous authorities having access to the accounts.

7.0 Next General Meetings

Discussion: Meetings to be held more regularly to assist new board and staff with adjusting to the VSB organization.

**Next meeting Monday, April 21, 2008 at 5:30 pm**

Motion: to adjourn at 6:20 pm

Moved by: Todd Strang

Seconded by: Kai So

Motion Carried