



**Grande Prairie Volunteer Services Bureau  
ANNUAL GENERAL MEETING  
VSB Boardroom, #103, 9823 - 116 Avenue  
May 25, 2009 @ 5:30 p.m.**

**AGENDA**

1.0 Approval of the Agenda

2.0 Approval of Minutes (AGM March 31, 2008)

3.0 Financial Report

3.1 2008 Financial Statements – Melodie McCracken, Treasurer

4.0 Old Business

4.1 Internal Audit Review Process – Melodie McCracken,  
Treasurer

4.2 Policies – Todd Strang, President

5.0 Nomination & Election of New Directors & Executive

6.0 New Business

6.1 Society Annual Return

6.2 Registered Charity Information Return

6.2 GST Rebate Paperwork

6.3 Signing Authority @ RBC

6.4 Criminal Records Checks

7.0 Next General Meeting: TBD

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**In attendance**

**Board Members:** Todd Strang, Melodie McCracken, Jordan Ubbens, Gayle Mayer, and Anna Scott

**Staff:** Jacqueline Hutton, Executive Director and Donna Durnford, Program Coordinator (Recording)

**Guests:** Dallal Olver

**Regrets:** Jennifer Douglas, Miranda Donald

**Call to Order 5:40 pm**

**1.0 Approval of Agenda – Todd Strang**

**Motion** to approve the agenda as presented.

**Moved by** Melodie McCracken

**Seconded by** Anna Scott

**Motion Carried**

**2.0 Approval Minutes – AGM – March 31, 2008 - Todd Strang**

**Motion** to approve the minutes of the March 31, 2008 Annual General Meeting minutes.

**Moved by** Anna Scott

**Seconded by** Melodie McCracken

**Motion Carried**

**3.0 Financial Reports – Melodie McCracken**

**3.1 2008 Financial Statements**

**Discussion:** Official 2008 Financial Statements were presented and signed by two board members.

**Motion** to accept the financial statements prepared by Fletcher Mudryk as presented.

**Moved by** Todd Strang

**Seconded by** Anna Scott

**Motion Carried**

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**4.0 Old Business**

**4.1 Internal Audit Review Process – Melodie McCracken, Treasurer**

**Motion** to have financial information internally audited quarterly by the audit committee.

**Moved by** Todd Strang

**Seconded by** Melodie McCracken

**Motion Carried**

**4.2 Policies – Todd Strang, President**

**Discussion:** Revised policies forwarded to the board prior to the AGM by Jacqueline Hutton, Executive Director. Todd Strang, noting that the presented changes are reasonable and comply with the law, summarized the policies. Of note, policies regarding dismissal of employees, particularly long term employees, does comply with the Alberta Labour Standards; however, his legal advice is to go beyond the minimum requirements as these cases can go to court and receive greater than the minimum requirements.

**Motion** to delete the third paragraph from top on page 3 of 13 that read:

“This policy applies to the dissemination of information both externally and internally. In addition, information regarding the funding or financing of member agencies must not be disseminated to persons outside the VSB, except as approved by the Executive Director.”

**Moved by** Melodie McCracken

**Seconded by** Anna Scott

**Motion Carried**

**Motion** to delete the last paragraph of page 12 of 13, subtitled “Recruitment & Referral of Bingo and/or Casino Volunteers” that read:

“The Volunteer Services Bureau shall only passively recruit volunteers for Bingos and Casinos for agencies. Organizations will be encouraged to use the VSB column in the Daily Herald Tribune and the Volunteer Listings page of the VSB website to find such volunteers. As volunteers for these activities are extremely hard to find, the expectation for VSB staff to spend time actively recruiting/referring these volunteers is unrealistic.”

**Moved by** Todd Strang

**Seconded by** Anna Scott

**Motion Carried**

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**Motion** to approve policies with amendments.  
**Moved by** Anna Scott  
**Seconded by** Melodie McCracken  
**Motion Carried**

**5.0 Nomination and Election of New Directors and Executive**

**Motion** to accept Jordan Ubbens as a Director  
**Moved by** Todd Strang  
**Seconded by** Melodie McCracken  
**Motion Carried**

**Motion** to accept Gayle Mayer as a Director  
**Moved by** Anna Scott  
**Seconded by** Melodie McCracken  
**Motion Carried**

**Motion** to accept Miranda Donald as a Director  
**Moved by** Melodie McCracken  
**Seconded by** Gayle Mayer  
**Motion Carried**

**Motion** to accept the resignation of Anna Scott as vice-president effectively immediately and as a director of the board effective July 31, 2009 because she will be moving to another province.  
**Moved by** Todd Strang  
**Seconded by** Melodie McCracken  
**Motion Carried**

**Discussion:** Board decided to return to separate treasurer and secretary positions, rather than continue with the interim combined position, to avoid the need to file amendment to the existing bylaws.

**Nominations for:**

**President:** Todd Strang  
**Nominated by** Melodie McCracken  
**Seconded by** Gayle Mayer  
**So nominated**

**Vice-President:** Jennifer Douglas  
**Nominated by** Anna Scott  
**Seconded by** Todd Strang  
**So nominated**

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**Treasurer:** Melodie McCracken  
**Moved by** Todd Strang  
**Seconded by** Gayle Mayer  
**So nominated**

**Secretary:** Jordan Ubbens  
**Moved by** Gayle Mayer  
**Seconded by** Todd Strang  
**So nominated**

**6.0 New Business**

**6.1 Society Annual Return**

Completed by Fletcher Mudryk, presented to and signed by Todd Strang and Anna Scott, members of the Executive as of December 31, 2008.

**6.2 Registered Charity Info Return**

Completed by Fletcher Mudryk, presented to and signed by Donna Durnford, Interim Executive Director as of December 31, 2008.

**6.3 GST Rebate Paperwork**

Completed by Fletcher Mudryk, presented to and signed by Todd Strang, member of the Executive as of December 31, 2008.

**6.4 Signing Authority Update at RBC (98<sup>th</sup> Street location)**

**Discussion:** All members of the Executive (Todd Strang, Jennifer Douglas, Melodie McCracken, Jordan Ubbens) and the Executive Director (Jacqueline Hutton) need to book appointments with Annette at RBC to be added to signing authority effective immediately. All members must sign before the changes come into effect. Failure to update signatures immediately leaves the VSB accounts in limbo.

**6.5 Criminal Records Check**

**Motion** to amend the policies to require all staff and board members to provide Criminal Records Check (CKC) on commencement of employment or term on board and every three years thereafter. Previous completed criminal records checks that are not older than six (6) months will be accepted.

**Moved by** Todd Strang  
**Seconded by** Melodie McCracken  
**Motion carried**

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**6.6 VSB Credit Card @ RBC (By-law 8.05)**

**Discussion:** Travel expenses (i.e. flights and hotels for conferences, not regular “around town” kilometers”) and items either requiring an online purchase or have a discounted online price (i.e. computer programs) being purchased using personal credit cards of staff, who are then responsible for any interest accrued before receiving a reimbursement cheque. For such items, an organization credit card would be appreciated.

**Motion** to apply for a VSB credit card at RBC for Executive Director and one designated staff member with a limit of no more than \$5,000.

**Moved by** Gayle Mayer

**Seconded by** Melodie McCracken

**Motion carried**

**6.7 Employer Agreement – ROE Web**

**Motion** to authorize Jacqueline Hutton, Executive Director as the official representative for the Service Canada Records of Employment online access so that the VSB may complete ROE’s online.

**Moved by** Melodie McCracken

**Seconded by** Jordan Ubbens

**Motion carried**

**6.8 RBC Client Card**

**Discussion:** RBC client card desired to monitor accounts only, not to perform debit transactions. Request to have ED investigate on-line bill payments with client card when at RBC for signing authority and report back to the Board at the next meeting.

**6.9 Roundtable Discussion – Board Recruitment**

- Need to recruit additional board members, add board recruitment to agenda for next meeting
- Review board strengths and deficits to reveal weaknesses (fundraising will become important), SWOT, board training (expectations, roles, responsibilities), succession planning, job descriptions need to be reviewed
- Melodie to email board assessment tool to Jacq, to be sent to board members
- Action – Gayle, Jordan, Miranda – what info they need to be an effective board member?

**7.0 Next regular meeting**

Thursday, June 25, 2009 at 11:45 pm

**8.0 Meeting adjourned 6:54 pm**