



Grande Prairie Volunteer Services Bureau Annual General Meeting Minutes

7:15 p.m., Thursday, June 10, 2010
VSB Boardroom, #103 9823 -116 Avenue.

In attendance:

Jacqueline Hutton, Executive Director
Jennifer Douglas, Acting Chair
Jordan Ubbens, Secretary
Miranda Donald, Director
Gayle Mayer, Director
Donelda Laing, Guest
Trudy Beyer, Guest

Regrets:

Melodie McCracken, Treasurer
Sharon Lowe, Director

Call to order: 7:15 pm

1. Welcome and Introductions
2. Confirm Membership and Quorum
3. Present Proof of Notice of Meeting

Notice of Annual General Meeting was advertised through the Volunteer Service Bureau's channels including website and the Daily Herald Tribune newspaper.

4. Approval of the Agenda

Miranda moves to approve agenda, motion seconded by Gayle. Motion is carried.

5. Approval of the Minutes of May 25, 2009 Annual General Meeting

Gayle moves to approve minutes of May 25, 2009, motion seconded by Miranda. Motion is carried.

6. Chairperson's/Executive Director's Annual Report (handout)

Gayle moves to accept report, motion seconded by Jordan. Motion is carried.

7. Treasurer's Report (Jacqueline to report in Treasurer's absence)

Gayle moves to accept treasurer's report, motion seconded by Jordan.

Annual return prepared by accountant – was signed by board.

Form T3010B – was signed by board.

8. Committee Reports

By-Law committee – Melodie championing ongoing bylaw review.



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Membership committee – Ongoing review by Jordan, Gayle, Jennifer.

Board policy committee – committee championing ongoing review of board policies.

9. Old Business

9.1. Employee credit cards – two employee credit cards were successfully obtained with a combined credit limit of \$5,000.00. One employee credit card was cancelled and shredded upon completion of employment.

9.2. RBC client card – on further review, the client card allowed unrestricted online banking, thus creating a potential risk for the Society (i.e. personal bills could be paid by GPVSB card holders or funds could be transferred out of accounts without dual signing). Due to the associated risks, the ED felt that obtaining a client card would not be ideal. The Board agreed and a client card will not be obtained unless risk can be reduced.

9.3. Internal audits – audit committee not formed. Internal audit performed once in the past fiscal year.

9.4. Criminal record checks – one record check outstanding for board members.

10. New Business

10.1. Jennifer moves to update treasurer's job description to include quarterly internal audits, motion seconded by Miranda. Motion is carried.

11. Election of Officers and Directors

11.1. Present directors continue to fulfill their terms with the GPVSB. Directors are Jennifer Douglas, Gayle Mayer, Jordan Ubbens, Melodie McCracken, Sharon Lowe, and Miranda Donald. Jordan Ubbens also continues to fulfill his term in an Executive position as the Society's Secretary.

11.2. Gayle Mayer moves to nominate Jennifer Douglas as the Society's Chairperson. Seconded by Miranda Donald. All in favour. Motion passes unanimously.

11.3. Jennifer Douglas moves to nominate Gayle Mayer as the Society's Treasurer. Seconded by Miranda Donald. All in favour. Motion passes unanimously.



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11.4. Jennifer Douglas moves to nominate Melodie McCracken as the Society's Vice Chairperson.

Seconded by Gayle Mayer. All in favour. Motion passes unanimously.

12. Next Annual General Meeting

Tentative date of next Annual General Meeting set for May 2011. Day to be announced.

13. Adjournment

8:12 pm