

Gabriola Commons Foundation 2013 AGM Minutes

September 28th, 2013, 1:30 pm at Commons (“Big Room”)

MINUTES: Rebecca Furnell (Secretary, GCF Board of Trustees)

CHAIR: Robbie Huston (Co-chair, GCF Board of Trustees)

ATTENDING: (26)

Mary Aitken, Louise Amuir, David Arnell, Sharon Arnell, Heide Brown, Deborah Ferens, Alison Fitzgerald, Rebecca Furnell, Jinny Hayes, Robbie Huston, Stephanie Marrie, Cameron Murray, Sharon Pattison, John Peirce, Nancy Hetherington Peirce, Judith Roux, Maya Ruggles, David Soy, Linda St. Clair, George Szanto, Kit Szanto, Raymond Tremblay, Hans van Kessel, K. Louise Vincent, Mary Wilson, Susan Yates

AGENDA

- 1. Welcome and approval of 2012 minutes**
 - **Confirm quorum**
 - **Approval of 2012 minutes**
 - **The Commons – Where Have We Come From**
 - 2. Introduction of trustees and thank you to those leaving**
 - 3. Trustee report**
 - 4. Treasurer’s report**
 - 5. Team reports**
 - 6. Motions – bylaw changes**
 - 7. Nominations for new trustees**
 - 8. Questions from floor**
 - 9. Adjournment & thanks**
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- 1. Welcome and approval of 2012 minutes**
 - **Confirm quorum**
Minimum number of 15 members was confirmed from the sign-in sheet
 - **Approval of 2012 minutes**
Motion: Kit Szanto
Seconded: Linda St. Clair
In favour: all (26)
Opposed: 0
Abstaining: 0
Approved
 - **Introduction of Commons**
Judith Roux presented “The Commons – Where Have We Come From”, celebrating early beginnings and progress made since then. (Attachment I)
- 2. Introduction of trustees and thank you to those leaving**
Robbie Huston introduced the 2012-13 trustees who are continuing in the 2013-14 year:
 - Deborah Ferens (Treasurer) - 2 years remaining
 - Rebecca Furnell (Secretary) – 1 year remaining
 - Robbie Huston (Co-chair) - 2 years remaining

Jinny Hayes (Co-chair) - 1 year remaining
Judith Roux- 2 years remaining
Maya Ruggles (appointed summer 2013, standing this AGM) – term TBA
Yetta Lees Strasdine - passed away January 2013
Aidan Simmons - resigned May 2013

Robbie also introduced and thanked the trustees whose terms end as of this AGM:

George Szanto
Heide Brown

3. Trustee report

Robbie Huston presented the 2012-13 Trustees' Report
(Attachment II)

4. Treasurers report

Deborah Ferens (Treasurer) presented the 2012-13 Treasurer's Report
(Attachment III)

Deborah Ferens also presented and walked the group through the balance sheet and income statement (available on website) using a simplified version on the projector screen and printouts for individuals.

John Peirce thanked Deborah for her simplified presentation of the finances (easier to understand than those from the accountant) and asked for clarification on the TLC (The Land Conservancy) revenue line item on the income statement. Deborah clarified that this is a form of monthly donations from a small number of individuals that comes through TLC.

Hans van Kessel asked about the term of our mortgage which Deborah and George explained has been dropped from 23 to 13 years thanks to the 100K donation which was applied in the past fiscal year.

Susan Yates asked if there was a penalty for paying down the mortgage faster than the planned term and Deborah said that there was not. Susan also thanked Deborah for her clear explanations and print outs.

John Peirce asked that this simplified version be posted on the website in addition to the accountant's so that individuals can better understand the information.

Motion to accept the financial documents: Deborah Ferens

Seconded: Susan Yates

In favour: all

Opposed: 0

Abstaining: 0

Accepted

5. Team reports

Each team was given an opportunity to briefly present highlights from the year. Jinny gave reports for those teams or projects that did not have a representative present.

(Team representatives shown in brackets after team name).

Council (Maya Ruggles)

1. Started 20-minute discussions to address topics that call for more attention.
2. Formatted note-taking template to help track discussion and action items.
3. Proposed changes to the Commons website that will highlight and clarify the role of Council.

Sharing the Commons Team (Susan Yates)

Amongst other work this year

1. Request from the Community Bus Group for parking for the 2 GERTIE busses.
2. Request from the Extraordinary Gabriola Boules Association for a boules court.
3. Request from The Ride-free Society for a skateboard park.

Farm Management Team (Sharon Pattison)

1. North Gardens:
 - One new plot created.
 - Water collection system installed on tool shed.
 - Plots fully subscribed.
2. Little Field, Kitchen Garden, and Orchard:
 - Many crops of fruits and vegetables. Used for work bee soups and for sale at farm gate stand.
3. Namaste Allotments:
 - Completed first full gardening season.
 - Irrigation system installed, plots laid out, pegged and planted, new gate built. There is a common perennial garden, a collective garden and 34 individual plot with potential for more. There are plots available.

Farm Management Team: South Garden Report

1. The major pathways were cardboarded and bark mulched during successful workbees with our gardeners and also by the Camp Miriam youngsters.
2. A communal area, allotment #53, was further established with a new table, a wonderful pergola and a herb planter. Vines - grape and kiwi are to be planted.
3. New larger diameter pipe installed for irrigation to South Garden.
4. Current ongoing project is the proposed composting toilet.

Volunteer Participation Team/ Special Events Team (Stef Marrie)

1. Volunteers are the backbone of the Commons.
2. The Saturday workbee and soup maker volunteers are the heart.
3. Five major events, Trade Fair, Spring Fair, Community Garage Sale, Fall Fair & Christmas Craft Fair, have become much anticipated events on Gabriola.

Learning Opportunities Team (Mary Wilson)

1. Coordinated Commons presentation at the Island Studies workshop
2. Some work with the elementary school & Camp Miriam
3. Workshops on forest gardening
4. Recently a lively discussion of economics – with more discussions likely to come

Property Management Team (Mary Wilson)

1. Led the team to re-roof the goat barn – two weekends, 20+ people, no more leaks

2. Booked many events – Brownies, Morris dancers, Arts Council workshops– & lent out tents, projector and chairs to the community
3. Did many hours of ongoing maintenance all around the Commons

Long-Range Planning Team (Robbie Huston)

1. Collected input from teams and from public visioning sessions, From Dream to Design, and Visions and Voices.
2. Created a planning chart with this information.
3. Begun developing a timeline/footprint display tool.

Communications Team (Heide Brown)

1. Communications Liaison position set up and maintained.
2. Commons weekly and monthly notices and articles in both papers, and at least monthly Commons Communiqués.
3. Commons brochure upgraded and website modifications begun.

Trails and Green Spaces (Kit Szanto)

1. Beginning the East-West Connector Trail.
2. Removing Daphne.
3. Working with Camp Miriam kids – pulling Daphne and building paths in the South Gardens.

“Q” Group (Team name TBA, focus is conflict resolution and peace keeping)

1. Hopes to become a team, find a great name, and promote peace at the Commons
2. Has developed a draft mandate
3. Has held 2 regular meetings/workshops

Community Kitchen (Judith Roux)

1. The Project: Renovation of the 1200 sq.ft. former cheese plant into a large kitchen, approved for operation by VIHA, to serve a diversity of community needs.
2. How? Funding from grants and generous donations (including commercial kitchen equipment), coupled with hundreds of hours of volunteer time
3. When? Completion this winter, with a volunteer stewardship team prepared to manage the facility

Labyrinth (Mary Aitken)

The Labyrinth has been the site of several beautiful ceremonies and memorials this past year. One was the chanting of Taize sponsored by the Ecumenical Society and led by Leah Hokanson one magical, misty June afternoon. Those attending sang and walked the Labyrinth which was lined with daisies at that time of year.

Sustainability Centre (Robbie Huston)

1. Stored materials were moved into the rafters or used as temporary benches and the floor was roughly leveled.
2. The floor was compacted (by foot!) by Camp Miriam kids as a public service activity.
3. It was used as a picnic space for Hay Day, as a workshop space for Drum Day, and as a cow & horse shelter at the Fall Fair.

Green Bikes (Jinny Hayes for Victor Anthony)

1. Transitioning from a public bikes program to a bike kitchen for the island.
2. The bikes in the goat barn will be redistributed back to the community on a by-

donation basis beginning at the Fall Fair.

3. The bike kitchen will be open on a schedule based on the availability of bike chefs.

6. Motions for bylaw changes

The trustees presented a series of proposed bylaw changes. Each motion was called, discussed and voted on as follows:

Note: Strikethroughs indicate proposed deletions of current wording; italics indicate proposed new wording

Motion 1: Six numbering, grammatical and capitalization edits (presented as 1 motion)

- Correct numbering of bylaws
Reasoning: to correct/ ease of referral
- Part 5, 20: remove (*l*)
Reasoning: edit (not necessary)
- Part 5, 24 (2): An act or proceeding of the trustees is not invalid merely because there are ~~less~~ *fewer* than the prescribed number of trustees in office.
Reasoning: grammatical correction
- Part 5, 25: correct commas in sentence.
- Part 7, 37: Change “The duties of the trustees are:”
To: “*The duties of the trustees are to:*”
and align the verbs from (a)-(m) accordingly.
- Part 2, 7: Change “s” (society) to “S” (Society) and make the same change to “society throughout the bylaws when used in the same context.
Reasoning: Consistent with constitution and BC Society Act

Motion: Trustees

Discussion: None

In favour: All (26)

Opposed: 0

Abstaining: 0

Motion 2.

Part 2, 4

All Gabriola Islanders ~~shall be considered as~~ *are eligible to become* members of the Society, and may register with the Society as such, unless such person has ceased to be a member as provided herein.

Reasoning: Gives people a choice and increases clarity on membership

Motion: Trustees

Discussion:

John Peirce asked for clarity on this topic and the membership list which Jinny Hayes provided. Louise Amuir felt that the term “eligible” might be problematic; David Soy emphasized that the ‘having choice’ aspect of this term is important.

David Arnell asked for assurance that there are not barriers to becoming a member.

Robbie Huston noted that the topic of “membership” has a lot more work to be done to improve clarity. This is a topic that the new board will begin work on.

In favour: 25

Opposed: 0

Abstaining: 1

Motion 3

Part 3, 14:

~~The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that a~~ (A)n annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Reasoning: No longer relevant

Motion: Trustees

Discussion: None

In favour: all (26)

Opposed: 0

Abstaining: 0

Motion 4

Part 4, 15 (a) and (b)(i):

Special business is

(a) all business at an extraordinary general meeting except the adoption of ~~rules of order~~ *meeting processes*, and

(b) all business conducted at an annual general meeting, except the following:

(i) the adoption of ~~rules of order~~ *meeting processes*;

Reasoning: More consistent with actual Gabriola Commons practices.

Motion: Trustees

Discussion:

Hans van Kessel noted that although the Commons normally doesn't use rules of order, at AGM's we are tied to using rules them by the Society Act of BC. An extraordinary general meeting would have the same rules of order as an AGM. Nancy Hetherington Peirce agreed and the group expressed agreement that this motion did not make sense.

In favour: 0

Opposed: 25

Abstaining: 1

Motion 5

Part 4, 17:

If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next ~~week~~ *twenty-eight (28) days*, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

Reasoning: One week not sufficient notice

Motion: Trustees
Discussion: None
In favour: all (26)
Opposed: 0
Abstaining: 0

Motion 6

Part 5, 19:

Any person who is ~~eligible for membership in~~ *a member* of the Society may be elected or appointed as a trustee.

Reasoning: Clarity and consistency with membership provision Part 2, 4.

Motion: Trustee

Discussion:

Sharon Pattison asked if there was a time limit or minimum for becoming a member (i.e. in advance of an AGM) which was clarified that there is not. Nancy Hetherington Peirce asked if there was a membership acceptance process at the Commons and Jinny Hayes clarified that there is not; Nancy suggested that there should be a process for approving membership. John Peirce noted that GaLTT uses such a process.

Susan Yates expressed opposition to the idea of a Board vetting membership on the Commons., such as is practised at another local non-profit organization.

In favour: all
Opposed: 0
Abstaining:0

Motion 7

Part 5, 20(c):

~~rules~~ *policies and practices*, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.

Reasoning: The Commons has policies rather than rules

Motion: Trustees

Discussion:

Clarification was given that this bylaw relates to trustee procedures

In favour: all (26)
Opposed: 0
Abstaining: 0

Note: At this point 2 people left the meeting changing the total attending & voting to 24

Motion 8

Replace Part 5, 22 (1):

~~When the term of a trustee is three years, in the first year of the society only, three of the trustees will serve three years, three of the trustees will serve two years, and two of the trustees will serve one year. In this manner there will be an annual turnover of a part of the board of trustees."~~

With:

At the first meeting after the AGM trustees will determine amongst themselves the lengths of their upcoming individual terms. Trustees will organize terms in such a way that terms are staggered enough to prevent turnover of more than half of the board members at one time.

Reasoning: Allows enough flexibility to accommodate resignations, appointments, etc. while still ensuring staggering of trustees terms.

Motion: Trustees

Discussion:

Sharon Pattison asked for clarification on trustee term length. Robbie Huston explained that although the normal term is three years, there is a need for flexibility to ensure staggering can be accommodated. Nancy Hetherington Peirce asked for clarification on the length of remaining terms of continuing trustees. Jinny Hayes explained that George Szanto would outline this during the elections. David Arnell asked that we change Motion 11 so that a one year term could still be followed by a consecutive term of not more than 2 years, etc. Hans van Kessel asked that we keep the term at 3 years and reconsider this motion next year with more clarity. David Arnell pointed out that flexibility is needed. Mary Wilson suggested that we need a bylaw relating to term staggering and without this addition there is nothing.

In favour: 19
Opposed: 3
Abstaining: 2

Note: At this point 1 person left the meeting changing the total attending & voting to 23

Motion 9

Remove Part 5, 22 (2):

~~Separate elections must be held for each office to be filled.~~

Reasoning: Elected trustees determine offices/tasks amongst themselves after the AGM at a board of trustees meeting.

Motion: Trustees

In favour: all (23)
Opposed: 0
Abstaining: 0

Motion 10

Part 5, 22 (4):

If a successor(s) is not elected, the person(s) previously elected or appointed continues to hold office

Reasoning: to ensure enough elected trustees are in place to uphold Society responsibilities.

Motion: Trustees

Discussion:

Several people noted that the proposed wording suggests that no trustee can resign unless replaced immediately. It was agreed the intention behind this change is correct but the wording/context is troublesome. Trustees will revisit this bylaw in the future.

In favour: 0 (23)
Opposed: all
Abstaining: 0

Motion 11

Part 5, 22 (5)

~~No trustee shall be elected more than three years consecutively.~~

A trustee term is no more than three (3) years. A trustee may not be elected for consecutive terms.

Reasoning: Ensures healthy turnover and continuity. This does not prevent an individual from running for office again after a year's absence from the Board of Trustees.

Motion: Trustees

Discussion:

John Peirce raised the issue that consecutive 3 year (or other) terms might not be a bad thing. Robbie Huston suggested that the limit is intended to avoid the impression that the board of trustees is the body in charge of the Commons or that any one trustee is the "go-to" person for the whole Commons. Hans van Kessel suggested that in some cases it might be good to have people on for longer than 3 years but George Szanto and Louise Amuir suggested that that person-power could be useful to other teams.

Maya Ruggles noted that usually trustees are acclaimed rather than elected so the term election would not be sufficient to prevent trustees from continuing on a longer term that acceptable as raised.

David Arnell proposed that the motion be amended to read:

"A trustee term is not more than three years; a trustee may not serve more than three years consecutively"

After obtaining agreement that this would be a "friendly amendment", this is the wording that was voted on.

In favour: all (23)

Opposed: 0
Abstaining: 0

Motion 12

Remove Part 5, 24(1)

~~If a trustee resigns his or her office or otherwise ceases to hold office, the remaining trustees must appoint a member to take the place of the former trustee.~~

Reasoning: Redundant as the intent of 5, 24, (1) is covered adequately in Part 5, 23, 1. The trustees may at any time and from time to time appoint a member as a trustee to fill a vacancy in the trustees.

Motion: Trustees
Discussion: none
In favour: all (23)
Opposed: 0
Abstaining: 0

Motion 13.

Change Part 5, 26:

A trustee must not be remunerated for being or acting as a trustee but a trustee must be reimbursed for all expenses necessarily and reasonably incurred by the trustee while engaged in the affairs of the society.

To:

A trustee must not be remunerated for being or acting as a trustee but a trustee must be reimbursed for all *claimed* expenses necessarily and reasonably incurred by the trustee while engaged in the affairs of the Society.

Reasoning: some Trustees may choose not to submit claims for reimbursement.

Motion: Trustees

Discussion:

Louise Amuir asked for clarity on whether or not there is an approval process for spending remuneration. Robbie Huston explained that there is a policy for that, but that this motion is intended to address a separate issue.

In favour: all (23)
Opposed: 0
Abstaining: 0

Motion 14.

Change Part 6, 27 (3):

The trustees present may choose one of their number to be the chair at Gabriola Commons Foundation meetings.

To

The trustees present may choose one of their number to be the chair at ~~Gabriola Commons Foundation~~ *Trustee* meetings.

Reasoning: consistency with the section which is in reference to trustee proceedings not Gabriola Commons Foundation.

Motion: Trustees
Discussion: None
In favour: all (23)
Opposed: 0
Abstaining: 0

Motion 15

Insert a new bylaw in Part 6 (Proceedings of Trustees) between 30 and 31 and number accordingly:

(1) A Nominating Committee shall be appointed by the Trustees and shall consist of at least three members, of which one member must be a Trustee. The Nominating Committee shall represent the broad interests of the Society. Membership on the Committee shall be for a term of one year. Members may be appointed for an additional term.

(2) The Nominating Committee shall follow a policy to seek individuals who strongly support the principles and vision of the Gabriola Commons Charter and shall adopt procedures that will assure that capable candidates are recruited.

(3) The Nominating Committee shall notify Trustees of its list on nominees at least 30 days prior to the Annual General Meeting. The Nominating Committee shall present the nominees to the Society at its Annual General Meeting in accordance with the provisions in Part 5 that refer to the election of Trustees.

Motion: Trustees

Discussion:

There was discussion about whether this change would rule out nominations from the floor; it was clarified that nominations from the floor would still be an option. Nancy Hetherington Peirce agreed that this would be a good addition but would still allow nominations from the floor and suggested that other nominations could be limited to 48 hours before and to have names of the slate made public prior to the meeting.

In favour: all (23)
Opposed: 0
Abstaining: 0

Motion 16

Part 6, 33:

Consensus decision-making will be used at all ~~Society~~ *trustee* meetings.

Reasoning: consistency with the section which is in reference to trustee proceedings not Society meetings.

Motion: Trustees

Discussion: Robbie Huston noted that at Society meetings we are required to vote

In favour: all (23)

Opposed: 0

Abstaining: 0

7. Nominations for new trustees

George Szanto facilitated the appointment of new trustees

Nominating committee: George Szanto, Bob Andrew, Linda St. Clair

Nominations:

- Alison Fitzgerald
- Cameron Murray
- David Soy
- Louise Amuir
- Maya Ruggles

No nominations came from the floor and the 5 candidates presented by the trustees were acclaimed.

8. Questions from floor

There were no questions from the floor

9. Adjournment & thanks

Motion: Robbie Huston

Seconded: N/A

Adjourned!

ATTACHMENT I

The Commons – Where Have We Come From (Judith Roux)

Eight years have passed since Heide and Shelagh secured the purchase of the 26 acre former goat farm through AGES, launching a project that their visionary partner Jay Mussel would have believed in. The community buy-in was instant, with over 60 people participating in the 3-day “From Dream to Design” forum held in 2005. A steering committee formed, meeting every two weeks for over 2 ½ years, until a society was created to assume ownership on behalf of the community of Gabriola.

We examined a number of forms of governance, recognizing that this needed to be non-traditional. Now, in retrospect, Shelagh’s proposal of a “commons” seems obvious. Her thesis in economics was based on Elinor Ostrom’s writing on the commons – years before Ostrom was recognized with the Nobel prize for her work. So, the Gabriola Commons was born, to be nurtured by a collaborative, non-hierarchical association of potentially the whole community which now has over 900 supporting members.

Collaborative and non-hierarchical! These aren’t empty words for us. The Gabriola Commons Foundation is the legal owner registered with the Land Titles Office, but its mandate is very restricted to take care of legal and financial matters; definitely not to manage the Commons. No single group “manages” the Commons. When people ask, “Who’s in charge” we are happy to answer “We all are, as participating volunteers working through teams.” How does this happen? More and more clearly we are seeing the monthly Council play a key role in providing the forum for team reporting and discussions which guide the Commons.

You’ll be hearing briefly what each of the teams has been working on over the past year. Newcomers are welcome to all teams! If you want to know more, come to Council on the first Tuesday of every month at 7 pm or feel free to come out to our weekly workbees every Saturday morning – where often over 20 people come to lend a hand on current building projects, to eliminate invasive plants, to plant, weed or harvest from the gardens and orchard, all joining at noon for a lively discussion around the table, sharing a delicious soup prepared by a team of soup makers.

We’re working to protect this entity that has become the Gabriola Commons – to keep it a genuine commons, owned by no private, corporate or government body, but by the community, belonging to everyone.

ATTACHMENT II

Trustee Report

GABRIOLA COMMONS FOUNDATION
BOARD OF TRUSTEES
ANNUAL REPORT 2012/2013
September 28, 2013

The GCF Board of Trustees holds the Commons’ legal title “on behalf of the community of Gabriola, to protect and steward the land as a public amenity in perpetuity, and preserve its ecological qualities”. Thus, the Trustees oversee income, spending and fundraising, how the Commons Principles are upheld, and the preparation of the Covenant. We have again had a full and busy year, meeting twice monthly. We started the year with a day-long planning session learning to “play well together” and setting goals for the year.

Initially 9 trustees with terms of 1 to 3 years (which we distributed among ourselves after the AGM last year), we finished the year with 7, having lost Yetta Lees Strasdine to cancer in January and accepting Aidan Simmons’s resignation in May. Jinny Hayes and I have served this year as co-chairs, Rebecca Furnell as Secretary, and Deborah Ferens stepped into Yetta’s shoes to become Treasurer with me as Financial Assistant. Together, we have accomplished a tremendous amount of work in a

climate of good will, respect and camaraderie. Jinny and I want to thank all our able trustees for a successful year.

One of our first major decisions was to make paying off the mortgage a priority. We have been devoting every second meeting to this goal, effectively giving it half of the Trustees time. At these meetings we have been discussing many different ways to achieve the goal of freeing the Commons from its mortgage. The new trustees will be rolling out a comprehensive campaign in the months ahead, based on careful evaluation of possibilities consonant with Commons principles, a case statement, action plan, etc. It will be exciting – and fun!

We have restructured our agendas for non-fundraising meetings to reflect our responsibilities as trustees and to keep us from spending time on non-trustee business. We now have three sections: Legal, Financial, and Trustee Business, which would include such things as reporting to and from Council, upholding the Charter, and so on.

In the “legal department”:

Building on work that previous board had done, the new PHC lease was signed in early February, setting the rent and the tenancy for three years. We also attended to the three types of insurance: property, extending this to cover the Namaste Gardens; Trustee/Officers; and issues pertinent to the Poetry Gabriola Yurt. In addition to reviewing the GCF Bylaws for the proposed changes that come later in this meeting, we also attended to routine matters such as new signing officers for this year’s board.

Trustee regular business has included a review of the Trustee Handbook, which is still in process. The plan is for this to become two documents: one for all Commons members and one for trustees. We have started reviewing the GCF policies (eg, a new internal Spending Policy has been added), and this will be continued by the new board. We’re also working on archiving, and the trustees and Council are addressing the “what “ and “where” issues.

The Covenant Group is also a Board responsibility. Following last summer’s discussions with potential Covenant Holders, this group decided to address better comprehension of what we need included in the Covenant (protection of agriculture, environment, and community) by fleshing out work begun on the Baseline Report and a Stewardship Plan. The latter will include ideas from the Long Range Planning Team and involve people across the Commons and Gabriola Community. A past unexpended grant from West Coast Environmental Law has facilitated hiring Bill Pope to help with some background research. Currently, the group is looking at the various “layers” of protection that can be in place, each supplementing the others: the Charter, our Constitution and Bylaws, Islands Trust special zoning, and the definition in law of what a commons is.

Financially, the Commons is solvent and well managed, thanks to Yetta, Deb and Robbie, our regular and occasional donors, funds raised at special events, and the Community Kitchen grants that the Grant Writing team have procured. Details will be covered in the Treasure’s Report (next) and documented in our annually statements which have been on the website for several weeks, and were available to you at the door today.

Following on last year’s large donations, we received another very generous legacy donation early this year, specifically targeted for the mortgage. The amortization period has dropped significantly and the principal is now well under \$280K. This large donation illustrates the importance of pro-Commons estate planning and legacy donations. But we simply could not make our regular monthly payments without our core of monthly donors and those who give at our various events. Huge thanks to all these individual and group supporters as well as the Village Foods and the Central Vancouver Island Co-op percent-of-purchase programs. We sent out handmade photo card thanks to our donors.

Summary

Your trustees have had a productive year, in which we have all learned a lot! We look forward to working successfully with the new trustees in the coming year.

Virginia E. Hayes & Robert Huston
For the 2011-2012 GCF Board of Trustees

ATTACHMENT III Treasurer's Report

GABRIOLA COMMONS FOUNDATION
TREASURER'S REPORT
ANNUAL GENERAL MEETING – September 28, 2013

The financial statements for the year-ended March 31st 2013 have been uploaded to the website and are available for viewing. The bookkeeping was found to be in order and no issues were raised by the external accountant, Judy McPhee & Company.

The biggest financial story of the year has been a significant paying down of the mortgage thanks to two large anonymous donations totaling \$110,000 (one donation was for \$150,000 of which \$50,000 was designated for projects and \$100,000 for mortgage) and another anonymous donation for \$10,000. Including regular payments the mortgage was reduced by \$130,658 standing at \$312,242 as of fiscal year end.

In addition to the anonymous donors, on behalf of the Trustees I would like to thank all the regular monthly donors as well as people responding to our various campaigns. On an annual basis, monthly donors contribute just under \$30,000 almost sufficient to cover our biweekly mortgage payments amounting to just over \$32,000. Well done!

As a result of the large anonymous donation of \$150,000, \$50,000 was allocated to several projects approved by the Commons Coordinating Council including replacing the deck on the upper floor and the roof on the goat barn. Funds were also set-aside for the Community Kitchen, the entry pathway, fixing the cob wall, boardwalk extension, the East-West Connector, and signage. Some of these projects are completed and some remain in progress.

All payables from the fiscal year have been paid and there are no outstanding debts other than the VanCity mortgage.

I want to personally thank financial assistant Robbie Huston (Trustee) for his support and work during this year, especially during the transition time when Yetta left the Board of Trustees. I am grateful for the time I spent with Yetta before her death and must acknowledge the support from Christine Purfield (former Treasurer) as I stepped into the role.

Respectfully submitted:
Deborah Ferens
Treasurer.

ATTACHMENT IV
Balance Sheet and Income Statement

Gabriola Commons Foundation
Balance Sheet As at 03/31/2013

ASSET

Current Assets

CCCU Shares Account	5.61	
VanCity Shares	5.56	
VanCity-Community Service Acct	10,000.00	
CCCU Chequing Account	8,247.54	
CCCU High Interest Savings	62,926.63	
CCCU Term Deposit	<u>8,201.33</u>	
Total Cash		89,386.67
A/R - PHC		381.26
A/R TLC		1,199.00
Prepaid Expenses	<u>1,664.58</u>	
Total Current Assets		<u><u>92,631.51</u></u>

Capital Assets

Office Furniture & Equipment	71,721.27	
Accum. Amort. -Furn. & Equip.	<u>-34,437.88</u>	
Net - Furniture & Equipment		37,283.39
Building-Goat Barn	8,413.43	
Building - House	287,191.53	
Accum. Amort. -Building	-16,352.16	
Building-Community Kitchen	32,109.29	
Acc Amort - Kitchen	-1,229.49	
Building-Sustainability Centre	33,197.24	
Accum Amort - Sustainability	<u>-2,957.44</u>	
Net - Building		340,372.40
Land		<u>384,000.00</u>
Total Capital Assets		<u><u>761,655.79</u></u>

TOTAL ASSET 854,287.30

LIABILITY

Current Liabilities

Accounts payable	662.33
Fall Fair Money	1,267.14

GST Paid on Purchases	<u>-4,682.82</u>
GST Owing (Refund)	<u>-4,682.82</u>
Total Current Liabilities	<u>-2,753.35</u>

Long Term Liabilities

Mortgage Payable	<u>321,742.07</u>
Total Long Term Liabilities	<u>321,742.07</u>

TOTAL LIABILITY	<u>318,988.72</u>
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EQUITY

Share Capital

Invested in Capital Assets	42,769.79
Restricted for Sustainability Ctr.	4,675.65
Restricted for PMT	1,098.00
Restricted for Green Bike	333.61
Restricted for FMT	447.25
Restricted for TAGS	3,446.06
Restricted for Community Kitchen	2,450.15
Restricted for LOT	37.00
Interfund Transfer	<u>-5,486.99</u>
Total Share Capital	<u>49,770.52</u>

Net Assets

Surplus - Previous Year	270,164.22
Current Surplus	<u>215,363.84</u>
Total Net Assets	<u>485,528.06</u>

TOTAL EQUITY	<u>535,298.58</u>
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LIABILITIES AND EQUITY	<u><u>854,287.30</u></u>
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Gabriola Commons Foundation
Income Statement 04/01/2012 to 03/31/2013

REVENUE

Revenue

Donations - Personal	5,875.72
Donations - CAFT Friends Of Commons	27,421.00
Donations - TLC	961.00
Donations - Corporate	100.00
Donations - Specific Projects	110.00
Donations - Charities	153,958.35
Fundraising Events	7,630.25
Grants	24,000.00
Rent - Monthly	12,000.00
Rent - Casual	1,908.33
Farm Management Team	1,335.11
Property Management Team	1,070.00
North Garden (Plotters)	1,129.25
South Garden	2,992.99
Namaste Garden	1,690.00
Fall Fair	1,267.14
Sales	90.00
Total	<u>243,539.14</u>

Other Revenue

Interest Revenue	626.92
Miscellaneous Revenue	0.58
Total Other Revenue	<u>627.50</u>

TOTAL REVENUE **244,166.64**

EXPENSE

General Expenses

Accounting & Legal	2,050.00
Advertising & Promotions	498.17
Community Kitchen Expenses	136.25
Courier & Postage	94.50
Amortization Expense	20,443.85
FMT Expenses	1,073.86
Green Bike Project	97.52
Dues and Fees	406.00

Fundraising Expenses	1,074.94
Insurance	4,337.92
TAGS	764.97
Interest & Bank Charges	319.57
Interest - Loan & Mortgage	14,367.47
Internet & telephone	1,224.70
Office Supplies	99.59
North Garden-Plotters	209.26
PMT	754.23
South Gardeners	194.77
Sustainability Centre	104.34
Supplies	200.00
Supplies - Property Management	39.25
Supplies - Communications	75.60
Travel & Entertainment	21.00
Utilities	1,661.59
GST/HST non-rebate	<u>2,150.19</u>
Total General & Admin. Expenses	<u>52,399.54</u>
TOTAL EXPENSE	<u>52,399.54</u>
NET INCOME	<u><u>191,767.10</u></u>

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