

C O M M O N S

October 27, 2019 Minutes

Gabriola Commons Foundation AGM

Participation:

- Bob Andrew, Danielle Artuso, Allie Charron, David Chorneyko, Deb Fernes, David Lightly, Nancy Hetherington Peirce, Judith Plant, Judith Roux, Patrick Roux, Maya Ruggles, Don Smardon, Laura Hanford, Linda Neilson, Stuart Wulff, Linda St. Clair
- Facilitated by Bob Andrew
- Minutes by David Chorneyko

Agenda:

Welcome/Introductions – MCs Bob Andrew & Judith Plant

World Commons Week 2019 – Deb Ferens

Minutes of 2018 AGM

Annual Trustee Report – Danielle Artuso

Annual Finance Report – Deb Ferens

Election of Trustees – Nominating Committee

Questions & Answers

Minutes:

Welcome and Check in

- Acknowledgement that we are on unceded Snuneymuxw First Nations territory

World Commons Week

- Deb Ferens acknowledged that this is the second annual world Commons Week. The main focus for this year is:
 - Promote Knowledge
 - Promote Experience
 - Expand Commons

Agenda Review

- Agenda accepted and altered.

2018 AGM Minutes

- Maya Ruggles made a motion at accept 2018 AGM Minutes. Judith Roux seconded. All agreed.

Annual Trustee Report - by Danielle Artuso

It has been another wonderfully full year for the Commons. I would like to take this opportunity to thank all of those that are so passionately involved in making the Commons a place for Gabriola residents and visitors to gather, celebrate, learn, and share in a vision of community engagement, ecological stewardship and agricultural sustainability.

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In 2019 the Commons was home to many wonderful community events such as Farm to Table, Cultivate Music and Theatre Festival, The Wednesday Evening Market, Sundaze Dance picnics and so much more.

As this is the trustee report I will start by reviewing our team mandate and then give a brief overview of our year with you.

Trustee Team Mandate

The Trustee team oversees the financial and legal aspects of the Commons to meet the requirements of a non-profit registered charity. The Gabriola Commons Foundation (GCF) is the entity which holds title to the property for the benefit of the community and through which charitable donations flow.

Legal and Financial issues are addressed with due diligence and transparency in the best interests of the health and well-being of the Commons.

The Trustees are a team in keeping with the governance and organizational structure of the Gabriola Commons, holding a place of shared responsibility with all other Teams around the Gabriola Commons Coordinating Council table.

Each year the Trustees review and revise Memorandums of Understanding held with the various organizations that share space on the Commons. MOU's are legal documents used to be as clear as possible on the roles and responsibilities of each group. In keeping with the legal and fiscal responsibility of the trustees on behalf of council and the commons community, the trustees can only enter into a legal agreement with a corresponding legally constituted entity. Documents are prepared using the MOU template. A standard operating procedure for MOU's has been created and is in its draft form. Trustees currently hold Memorandums of Understanding with; Poetry Gabriola, The Lions Club, GERTIE, The Tool Library, Gabriola Arts Council and Gabriola Agricultural Co-op.

2019 saw the renewal of the PHC Lease. The current lease is for three years starting April 1, 2019 and ending March 31, 2022. Rent was agreed on with yearly increases as follows:

2019 - \$9,600 per year in monthly installments of \$800

2020 - \$10,800 per year in monthly installments of \$900

2021 - \$12,000 per year in monthly installments of \$1000

Trustee liaisons meet with PHC board members monthly for check-ins, updates and to foster ongoing relationship building and understanding between the two organizations.

The latest draft of the Covenant can be found on the website. I highly recommend taking a look at this document which will be used to preserve and protect our community commons. It includes an extensive and significant Baseline Inventory, Stewardship Agreement and Stewardship Plan Template. The Covenant Team is currently searching for a Covenant Holder.

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The nominations committee was busy this year finding new nominees as four of our current trustees; Deb Ferens, David Chorneyko, Judith Plant and Allie Charron are reaching the end of their term. We will be sad to see them go and thank them for their time and hard work. The trustees look forward to welcoming new members to the team.

The finance team continues to meet monthly to oversee the accounting and financial realities of the Commons.

In order for the Commons to maintain financial resiliency over the long term the Trustees will have an objective of maintaining one to two years of general operating cash in reserve. If this cash reserve gets under one year the Trustees need to create a plan to increase cash reserves. If the cash reserve gets over two years, the Trustees can shed cash to various teams. Maintaining a cash reserve for general operating expenses of the Commons shall be a priority for the Trustees.

Other Items that are ongoing on the Trustee agenda include but are not limited to:

- Ongoing Updates to the Field guide
- Working Collaboratively with teams on shared Common's interests such as; the water reservoir project, the health of teams, developing a policy on the use of outdoor space and safety on the commons
- Annual Tax receipt work bee
- Use of Commons facilities including outdoor spaces

I would like to end by expressing gratitude once again for all the outstanding contributions that are made to the Gabriola Commons.

Annual Finance Report - by Deb Ferens

The financial statements for the year ending March 31, 2019 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, K.D.Beausoleil & Company Inc.

On behalf of the Trustees, I would like to thank all the regular monthly donors as well as people responding with financial support to our various team activities and projects over the past years.

Projects and Teams on the Commons have their own operating budgets with the funds administered through the Foundation to meet our charitable due diligence requirements. The various gardens largely operate with the collection of user fees. The Special Events Team organizes and hosts several signature events on the Commons such as the Spring & Fall Fairs, the annual Garage Sale, Christmas Craft Fair. The funds raised are often distributed to other teams that require an infusion of cash to operate.

Other sources of income include casual rent and tenant rent from PHC which help to cover repairs & maintenance costs and rental of the Community Kitchen.

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I want to personally thank the Finance Group for their support and work during this year (Maya Ruggles, Don Smardon, David Chorneyko and Suzi Huebsch) which has truly been a great team to work with. The Trustees committed to creating a finance team back in 2017 that work collectively to steward the finances of the society. And much appreciation to the Trustees for their probing, insightful, and sometimes funny, questions that kept me on my best financial behaviour all year.

- Deb then went through the 2018 Financial Statements
- Deb answered some questions and clarifications on of finance report
- Linda St. Clair moved to accept Financial Report. David Lightly Seconded. All accepted

Election

- Allie Charron from the Nomination Committee ran the election
 - Bob Andrew, Don Smardon and Danielle Artuso are staying on, with David Chorneyko, Allie Charron, Deb Ferens and Judith Plant stepping down.
 - Maya Ruggles is a special case, as she was appointed during the year. She will stay on for a two year term, providing she gets elected in.
 - David Lightly, Laura Hanford, Linda Neilson, Sturat Wulf and Maya Ruggles were nominated by Allie Charron of the Nomination Committee. They each introduced themselves.
 - Nominations were opened to the floor.
 - David Lightly, Laura Hanford, Linda Neilson, Sturat Wulf and Maya Ruggles were elected to the Gabriola Commons Foundation by acclamation.

Nancy Hetherington Peirce asked if the Trustees can look at changing the bylaws to allow consecutive terms as trustees.

Questions and Answers

Where are we at on the fundraising for the water reservoir?

- This is a \$50K project.
 - So far we have collected or have committed:
 - \$2K in donations
 - \$5K from Nestors
 - \$5.5K from Farm to Table
 - \$6K from FMT
 - \$300 from South Gardens
 - 1% of sales from Village Liquor Store
 - There will be grant writing - Nanaimo foundation and RDN
 - Will be sending out a letter, with a donation form - straight out request.
 - Suggestion for looking at Climate Change transition grants.

Meeting Adjourned