Fanny Bay Community Association
Annual General Meeting
April 28, 2022 5:30 pm

Call to Order

Welcome

> *We respectfully acknowledge that the land we gather on is on the traditional territory of the K"omoks First Nation, the traditional keepers of this land.*

Acceptance of the Agenda

Establishment of quorum (minimum 12 members)

Acceptance of the Sept 2021 AGM minutes

Introduction of current Board

Thanks to retiring Board

Reports

1. President
2. Treasurer
3. Appointment of Auditor for 2022
4. Floor Replacement
5. Special Resolutions:

   That by-law 5.1.2 be amended by replacing "not less than 14 days" with "not less than 21 days"
6. Nominations Committee Report
7. Elections
8. Other business and announcements
9. Questions and Comments from the floor
10. Adjourn

Fanny Bay Community Association

Annual General Meeting

September 9, 2021, 5:00 p.m.

Call to Order:

President Tammy Mercer Gervais called the meeting to order at 5:00

Welcome:

Tammy acknowledged that we were on the traditional territory of the K"omoks First Nation, the traditional keepers of this land.

Tammy welcomed everyone and thanked Mike Mesford and Dave Weaver for providing the sound system.

Acceptance of the Agenda: M/S/C Erna Smith/Judy Starr

Establishment of a quorum (minimum 12 members)

A quorum was established. There were members present.

Acceptance of the September 2020 AGM Minutes: M/S/C Neville Hope/Erna Smith

Introduction of Current Board: The current Board Members were introduced.

Thanks to the retiring Board Members: Anne Trussler, Roger Chayer, and Barb Spotzl were thanked for their years of service.

REPORTS:

President's Report: Tammy presented her report to the members.

M/S/C Tammy Mercer Gervais/ Anne Trussler Acceptance of the President's Report.

Special Resolutions:

Erna Smith presented the Special Resolutions, and thanked her committee, which put in about 300 volunteer hours of work and research. M/S/C Erna Smith/Anne Trussler acceptance of the Special Resolutions.

Treasurer: Bonnie Hoffart reviewed all the financial statements and grants received. She thanked the community and our funders for their financial support during a very financially challenging year for the FBCA. M/S/C Bonnie Hoffart/Roger Chayer

Budget: Bonnie reviewed the proposed budget. The Board will go ahead with the floor replacement in the kitchen, dining room, and entry way. M/S/C Bonnie Hoffart/Neville Hope

Appointment of the Auditor for 2021: M/S/C Bonnie Hoffart/ Debby McRae that we appoint Barry Stuart as auditor for 2021

Elections and Nominations: Neville Hope conducted the nominations. There were two nominations for the Board. Angela Hicke and Susannah Howick. Both Susannah and Angela gave details of their extensive experience and their interest in serving on the Board. Neville called for Nominations from the floor and there were none.

M/S/C Neville Hope/Eleanor Hope That all Board members be elected for the next year.
The Board members are:

Tammy Mercer Gervais, Alaine French, Neville Hope, Bonnie Hoffart, Susannah Howick, Angela Hicke, Judy Starr, Erna Smith, Suzanne Murray, Debby McRae, Sherry Harrill

Other business and announcements:

The Board is looking for a volunteer to serve as Buildings and Grounds person for the Hall.
Lise Lague thanked the Board for their work this past year.

Adjourn: The meeting was adjourned at 5:26

Fanny Bay Community Association
Annual General Meeting – 28 April 2022
Treasurer's Report

The 2021 financial records of the Fanny Bay Community Association have been reviewed by our auditor, Stuart Barry, CPA, CA. His review letter is attached and confirms that our financial records are in good order.

I would like to thank our bookkeeper, Nina Leblanc, for the work she does in keeping FBCA accounting records accurate and complete, and for her support during my tenure as Treasurer.

Balance Sheet as of 31 December 2021

As of 31 December 2021, the FBCA had assets of $62, 024 of which 90% is cash. Net liabilities were only $970, leaving a strong equity balance of $61,054.

Income Statement for Year Ending 31 December 2021

The Operating Budget approved at the AGM in September 2021 forecast a small net operating profit of $6,699. However, due to a very successful market as well as higher than anticipated donations and sales of Shingles and Shells, we experienced a slightly higher net operating profit of $9,910.

Capital Projects for 2021

At the 2021 AGM, it was announced that Phase 1 of the Floor Replacement Project would commence before the end of the year. Approved by the Association membership at the 2019 AGM, this capital project had been delayed due to the financial impact of the COVID-19 pandemic. Phase 1 of the project included replacement of the flooring in the kitchen, dining room and entry way, with an estimated cost of $21,115. Unfortunately, early work in the kitchen revealed substantial damage to the building structure due to water ingress. The Board appealed to the community for support, and an incredible $17,665 in donations was raised in two months. This allowed the damage in the kitchen to be repaired and the floor installation to proceed as planned.

Prior to the commencement of Phase 1, $28,031 had been raised for the floor project. The donations of $17,665 brought the total available capital to $45,696. Phase 1 was completed in January 2022 at a cost of $37,455, over budget by $16,340 due to the damage in the kitchen. There is currently $8,241 remaining in the capital account for the next phase of the floor project.

2022 Budget and Outlook

The Board works hard to keep the Hall running, and these past two years have been especially difficult. We do not know yet if we have seen the last of COVID-19, so the operating budget for 2022 is conservative, with a small profit of just $62 forecast.

Bonnie Hoffart
Outgoing FBCA Treasurer

Stuart R. Barry, CPA
2659 Huband Road
Courtenay, B.C.
V9J 1L4
Ph. (250) 338-4007
E-mail: stubarry@telus.net

To the Members of the Fanny Bay Community Association:

I have been asked to perform, and have now completed, an overall assessment of the accounting records of the Fanny Bay Community Association for the fiscal year ended December 31, 2021. The procedures which I have undertaken in the course of this engagement consisted primarily of enquiry, comparison, analysis, and such other tests of the accounting records as I considered necessary and appropriate in the circumstances.

I am now pleased to confirm that in the course of completing these procedures, nothing came to my attention which might cause me to believe that the accounting records and the financial reports derived therefrom, are anything other than complete and reliable in all material respects.

I appreciate the opportunity to be of continuing assistance to your Association.

S.R. Barry

Stuart R. Barry, CPA,CA
Courtenay, B.C.
March 12, 2022

Fanny Bay Community Association
Final Year End Balance Sheet 12/31/2021

ASSETS			
Current Assets			
Bank Account - General	33,266.53		
Bank Account - Gaming	9,943.97		
Bank Account - Capital	12,843.29	Restricted Funds Capital Acct: $10,506.37	(see Note 1)
Petty Cash Float	0.00		
UBCU Regular Shares	10.34		
UBCU Share Capital	100.84		
UBCU Equity Shares	26.20		
Inventory	3,170.09	See Note 2	
Prepaid Expense & Deposits	2,662.33	See Note 3	
Total Current Assets	62,023.59		
TOTAL ASSETS	62,023.59		
LIABILITIES			
Current Liabilities			
Accounts Payable	1,423.60		
WCB Payable	0.00		
GST Paid (2.5%) Refund on Purchases	-1,107.06	See Note 4	
Unearned Revenue	653.00	See Note 5	
Accrued Liabilities	0.00		
Total Current Liabilities	969.54		
TOTAL LIABILITIES	969.54		
EQUITY			
Retained earnings			
Retained Earnings - Previous Year	63,086.88		
Current Earnings	-2,032.83		
Total Retained Earnings	61,054.05		
TOTAL EQUITY	61,054.05		
LIABILITIES AND EQUITY	62,023.59		

Fanny Bay Community Association
Final Year End Balance Sheet 12/31/2021

NOTES:

Note 1 - Restricted Funds in Capital Account: $10,506.37 for Floor Replacement Project
a) Remaining funds restricted at September 27, 2018 Board Meeting (50% of Movie Crew Rental funds) - $475.37
b) Funds restricted at March 2019 AGM: $2,500
c) Floor Replacement Project donations: $3,573 (end 2019) + $3,958 (end 2020)

Note 2 - Inventory Total: $3170.09
a) $3083.26 - Books
b) $86.83 - T-shirts
c) $0.00 - Hats

Note 3 - Prepaid Expenses:
a) Concert Series Deposit - $500 (Red Dirt Skinners)
b) Insurance Jan - Apr 2022 - $2,162.33

Note 4 - GST Receivable: Jul to Dec 2021 - $1,107.06

Note 5 - Unearned Revenue: $653
a) MG3 tickets yet to be refunded from 2020 cancellation - $573
b) Ceilidh tickets yet to be refunded from 2020 cancellation - $80

Fanny Bay Community Association					
Income Statement - Budget vs. Actual					
Final Year End 31 December 2021	**Actual YTD**		**Approved**		
Revenue	**TOTAL**		**BUDGET**	**Variance**	
Events:					
Fat Oyster Reading Series	**$0**		$0	**$0**	
Concert Series	**$978**		$0	**-$978**	
Community Events	**$3,728**		$1,000	**-$2,728**	
Holiday Events	**$0**		$500	**$500**	
Sub-Total Events	**$4,706**		**$1,500**	**-$3,206**	
Flyer Ads	**$8,041**		$8,000	**-$41**	
Hall Rentals	**$2,235**		$1,700	**-$535**	
Fitness Programs	**$2,258**		$3,000	**$742**	
Donations	**$3,134**		$1,600	**-$1,534**	
Community Gaming Grant	**$10,000**		$10,000	**$0**	
Gaming - Lions	**$1,100**		$1,000	**-$100**	
Gaming - Legion	**$0**		$0	**$0**	
Gaming - other	**$1,965**		$500	**-$1,465**	
Regional District Grants	**$6,642**		$6,650	**$8**	
Grants - other	**$6,500**		$6,500	**$0**	
Memberships	**$2,560**		$1,300	**-$1,260**	
Sales: Books, Hats, T-shirts	**$2,602**		$750	**-$1,852**	
Interest Income	**$30**		$40	**$10**	
Total Revenue	**$51,773**		**$42,540**	**-$9,233**	121.70%
Expenses					
Events :					
Fat Oyster Reading Series	**$0**		$0	**$0**	
Concert Series	**$370**		$216	**-$154**	
Community Events	**$253**		$0	**-$253**	
Holiday Events	**$779**		$500	**-$279**	
Sub-Total Events	**$1,402**		**$716**	**-$686**	
Flyer	**$7,028**		$7,200	**$172**	
Gaming expenses	**$238**				
Utilities	**$10,340**		$10,500	**$160**	
Insurance	**$6,341**		$6,300	**-$41**	
Fitness Programs	**$410**		$800	**$390**	
Repairs & Maintenance	**$4,109**		$1,800	**-$2,309**	
Janitorial	**$2,518**		$2,000	**-$518**	
Grounds Maintenance	**$742**		$300	**-$442**	
Accounting & Legal	**$2,868**		$2,300	**-$568**	
Supplies	**$828**		$650	**-$178**	
Furniture & Equipment	**$1,436**		$1,800	**$364**	
Licences	**$492**		$250	**-$242**	
Cost of Goods Sold	**$1,590**		$400	**-$1,190**	
Administration & Training	**$723**		$475	**-$248**	
Hospitality/Gifts	**$798**		$350	**-$448**	
Total Expenses	**$41,863**		**$35,841**	**-$6,022**	116.80%
				$0	
Net Operating	**$9,910**		**$6,699**	**-$3,211**	
Net Capital 2021	**-$11,943**				
Net Income	**-$2,032.83**				
Floor project donations	17,665.01				
Floor project expenses	29,608.06				
	-11,943.05				

Fanny Bay Community Association
Capital Projects - Floor Replacement
FINAL Budget - Phase 1

	Budget @ AGM 9 Sep 21	Actual	Comments
Capital Reserves/Grants/Donations			
2017 Allocated Capital Funds - 2017	5,000	5,000	
Allocated Capital Funds - 2018	7,500	7,500	
Allocated Capital Funds - 2019	2,500	2,500	
Fundraising	7,531	7,531	
Grants	5,500	5,500	
Donations Nov-Dec 2021	0	17,665	
Restricted Funds - Total	**28,031**	**45,696**	
Phase 1 Expenditures			
Flooring materials & Kitchen installation	17,210	10,528	*paid 30 Nov 21*
Dining Room and Entry installation		4,439	*paid 31 Jan 22*
Hazmat abatement - Entry	2,900	2,899.86	*paid 31 Oct 21*
Hazmat abatement - Kitchen		2,740.67	*paid 31 Oct 21*
Additional Hazmat abatement - Kitchen		4,278.20	*paid 22 Nov 21*
Air Quality Testing		1,802.50	*paid 22 Nov 21*
Pest Control		200.00	*paid 22 Nov 21*
Kitchen repairs - labour		2,486.69	*paid 22 Nov 21*
Additonal kitchen repairs - labour		330.00	*paid 30 Nov 21*
Kitchen repairs - materials		2,084.05	*paid 30 Nov 21*
Dining Room and Entry - materials (plywood, trim)		1,758.99	*paid 31 Dec 21, 31 Jan 22*
Installation of additional plywood & trim - labour		1,870.00	*paid 15 Jan 22, 31 Jan 22*
GST	1,005	1,768.06	*paid*
PST		269.01	*paid*
Total	**21,115**	**37,455.04**	
Restricted Funds Surplus/Deficit	**6,916**	**8,241**	
Amount over original budget	**(16,340)**		

Fanny Bay Community Association	
Operating Budget 2022	
	Preliminary
Revenue	**BUDGET**
Events:	
Fat Oyster Reading Series	$0
Concert Series	$14,000
Community Events	$3,500
Holiday Events	$0
Sub-Total Events	**$17,500**
Flyer Ads	$8,000
Hall Rentals	$4,000
Fitness Programs	$6,500
Donations	$3,500
Community Gaming Grant	$10,000
Gaming - Lions	$1,100
Gaming - Legion	$0
Gaming revenue (raffles, 50/50, etc)	$5,000
Regional District Grants	$2,500
Grants - other	$0
Memberships	$2,500
Memorabilia	$1,500
Interest Income	$12
Total Revenue	**$62,112**
Expenses	
Events :	
Fat Oyster Reading Series	$0
Concert Series	$12,400
Community Events	$0
Holiday Events	$900
Sub-Total Events	**$13,300**
Flyer	$7,000
Gaming expenses	$100
Utilities	$14,000
Insurance	$6,500
Fitness Programs	$2,000
Repairs & Maintenance	$2,400
Janitorial	$4,000
Grounds Maintenance	$2,500
Accounting & Legal	$6,000
Supplies	$1,000
Furniture & Equipment	$1,000
Licences	$300
Cost of Goods Sold	$700
Administration & Training	$1,000
Hospitality/Gifts	$250
Total Expenses	**$62,050**
Net Operating	**$62**

AGM FLOOR REPORT: PHASE 1 **APRIL 28 2022**

SUBMITTED BY: Suzanne Murray and Alaine French

The purpose of this report is to update the membership on the completion of Phase 1 of the Floor Project and to make a recommendation for moving forward with Phase 2.

From the beginning:

January 16, 2019: Report brought to Board by Alaine French re the condition of the floors in the hall and feasibility of maintenance and/or replacement. First Committee struck of Alaine, Suzanne Murray and Neville Hope to pursue options.

Jan 29, 2019: committee started its work, researching main hall options.

The last maintenance of the main hall was by Renaissance Floors Aug 15, 2012, 2400 sq. ft clean, topcoat & second coat $3091.20. (in archives). This company is now closed.

February 8, 2019, Todd Doll of TW Doll Quality Hardwood Flooring in Courtenay came to inspect the floors and observed that the main floor cannot be sanded and refinished again. The tops of the nail heads are visible, boards are vertically grained and starting to split. The current floor is fir. He recommended maple if a new wood floor is installed.

Jim Tremble of Advantage Sport was contacted for synthetic flooring options.

Ann Clayson from Archives contacted Bill Lane who had done the washroom additions. Bill confirmed the subfloor is shiplap. He mentioned that one of the main supports in the south-east corner is a massive stump with some joists resting on it.

AGM March 21, 2019: FLOOR PROPOSAL with recommendation to develop a fundraising plan to FUND THE FLOOR over next 2-3 years, including the main hall, kitchen, dining room and entry hall in plan. Estimate $60,000. ACCEPTED

May 2019 flyer: Request for volunteers for fundraising committee.

June 2019 Fundraising Committee established: Kathy Schmidt, Bonnie Hoffart, Pat Edwards, Linda Shillito with Suzanne as board liaison. The FBCA appreciates the work they accomplished which ended with the COVID pandemic.

Second committee: Floor ‘Get It Done’ Committee: Alaine, Suzanne and Roger Chayer

November 27, 2019: Crawl space was inspected by Doug Barnes, community member and retired home inspector. (photos and notes in archives)

December 14, 2019, Brad Shuya, of Bradley Shuya Architect Inc. & community member offered his services as project manager. Initial meeting with Anne Trussler President, Suzanne, Alaine and Roger. Recommendation to break project into phase 1-kitchen, dining room & entry hall. Phase 2- main hall. Hazmat testing to be done of floors for asbestos.

March 19, 2020, Existing Floor Elevations of ground level of hall mapped by Rick Kuss and Brad Shuya

May 2020: 3 companies were contacted for quotes, including one local company which came for measurements but never submitted a quote. Abba Floorings in Nanaimo was chosen.

Floor Project put on hold as the hall was closed by Public Health Orders & COVID which impacted the financial outlook (**AGM Floor Project** update report September 10, 2020)

July 22, 2021, Floor Report for Board Meeting: Proceed with Phase 1 of the Floor Project as soon as financially possible. ACCEPTED

September 21, 2021, Floor Committee (Alaine and Suzanne) resumed meeting with Brad, project manager (Floor Report for Board, September 23, 2021) Work outlined, including creating a new opening for the crawlspace. Harrison Walker - Baynes Sound Enterprises, and community member offered his services. This new opening has yet to be done. The possible locations are in the broom closet or the storage room off the main hall.

ProPacific Hazmat removed the asbestos tiles in the entry hall. The entry hall was the only one containing asbestos. This company also did the removal of mould and damaged materials from result of water intrusion in the northwest corner of the kitchen, which were found when the old fridge was moved in preparation for the new kitchen floor. All sorts of nasty things were found after the damaged drywall was removed, resulting in more remediation and costs. Photos in archives.

Pest control also had to come to deal with some of the nasties found.

Air quality tests were conducted on 3 occasions by IEHS. (Island Hazardous Materials Testing and Consulting) Reports in archives.

The insurance company was contacted by Tammy Mercer, president, to inquire if the water intrusion and mould remediation could be covered. It was not.

The reconstruction work was performed by Harrison Walker. Fiberglass panels (FRP) were installed on the affected walls of the kitchen, the current standard for commercial kitchens. A crawlspace vent was installed in the wall to the outside. Photos in archives. Harrison generously donated back a portion of his fee to the hall.

Harrison installed ½' plywood in the entry hall and dining room.

Polysafe Autumn Beige 4140 non-slip flooring with integral cove was installed in the kitchen, work completed in October 2021.

Polyflor Classic Oak 3100 with welded seams was installed in the dining room and entry hall, work completed in January 2022.

Volunteers helped with the several moves of kitchen items and furniture, electrical work (Randy Lousier), and painting (Cathy Whitten). The dining room and kitchen were repainted, and the entry hall required touchups.

The community quickly responded to the cry for money to cover the unexpected costs of remediation in the kitchen with over $16000 raised in a month.

December 16, 2021, Floor Report for Board Meeting

February 24, 2022, Final Floor Report Phase 1 for Board Meeting

Costs: See Treasurer report: FBCA Capital Project -Floor Replacement, Final Phase 1 Budget - 24 March, 2022

Project Manager: It was our lucky day when Brad Shuya offered his services as Project Manager. The issues with the mould and water damage complicated the project and extended

his time and work. We cannot compensate him adequately for his contributions. In recognition of Brad Shuya's volunteer time as Project Manager, a gift certificate was presented to him on behalf of the FBCA.

INFORMATION FOR PHASE 2-MAIN HALL

The new access to the crawlspace as mentioned earlier is to help with accessing and viewing the crawlspace. This access has yet to be created.

From the contour mapping completed by Rick Kuss and Brad, the suggestion has been made to address the sagging of the floor by the stairs to the stage. Further investigation by a structural engineer is being considered to assess options for this work.

Initial estimates in March 2020 for flooring costs for the main hall were:

	Option A: New Hardwood Floor	**Option B: New Synthetic Floor**
Flooring	$60,000	$35,000
Structural Floor Levelling	$20,000	$20,000
Sub total	$80,000	$55,000
Contingency (10%)	$ 8,000	$ 5,000
GST/PST	$ 10,500	$ 7,260
Total	**$98, 560**	**$67,760**
Estimated increase of prices for next phase (+20%)	$118.272	$81,312

Future Budgeting needs to allow for increased prices.

Grants and significant fundraising will be required to complete this phase.

RECOMMENDATON:

To continue seeking and raising funds to complete Phase 2 of the Floor Project for an estimate of $120,000.