

**DIXON HALL (“the Agency”)**  
**2018 ANNUAL GENERAL MEETING OF MEMBERS**  
**September 24, 2018**

**1. OPENING MEETING**

Chair: Chair Rod Bolger welcomed members to the 2018 Annual General Meeting of Dixon Hall.

The meeting was called to order. The Chair introduced the Board members present: Esther Tock (Vice Chair), Cameron Scrivens (Vice Chair and Chair Governance Committee), Kevin Hibbert (Treasurer and Chair Finance, Audit and Risk Committee), Thompson Egbo-Egbo (Secretary and Chair Real Estate Committee), Scott Bell, Barbara Feldberg, Susanne Gossage, Jordana Greenberg, and Tim Moseley. He acknowledged Board Member Trevlyn Kennedy who could not attend. He also introduced Mercedes Watson (Chief Executive Officer).

**2. DECLARATION OF MAILING**

Secretary: Thompson Egbo-Egbo, Secretary of Dixon Hall read the Declaration of Mailing of the notice of the Meeting, confirming that the notice was properly sent to members.

“I, Thompson Egbo-Egbo, Secretary for Dixon Hall, certify that, a notice of the Annual Meeting for today, September 24, 2018, was mailed to all members of Dixon Hall.”

**3. CONSTITUTION OF MEETING**

Chair: The Chair confirmed the meeting had quorum and could proceed, and that those who had purchased their membership before August 24, 2018 could vote.

**4. MINUTES FROM PREVIOUS MEETING**

Chair: The Chair noted that the previous AGM took place in September 2017, and the minutes of that meeting were distributed as members arrived at this meeting. Members were invited to raise any questions regarding the 2017 meeting minutes.

RESOLVED that the minutes of the 2017 Annual General Meeting be accepted and approved.

**MOVED.**

**SECONDED.**

**ALL IN FAVOUR: CARRIED**

**5. FINANCIAL STATEMENTS**

Chair: The Chair invited Treasurer, Kevin Hibbert, to address the financial statements.

Treasurer: The Audited Financial Statement was posted on the Dixon

Hall website, available at 58 Sumach on request and was distributed alongside the Treasurer's report to members entering the meeting.

Although the board budgeted for a break even position, there was again a small operating surplus of approximately \$27,000. The Treasurer acknowledged the hard work of the staff and leadership team working with funders and donors to raise money and deliver high quality services to clients in a cost effective and efficient manner. At year-end, the agency had an adequate cash position for the current year and a strong balance sheet, reflecting the results of operations and fundraising.

The Treasurer thanked his fellow directors, the Finance and Audit Committee, management team and staff, and Finance Director Gretchen Daniels and her team for their dedication and hard work. He invited the membership to ask questions or request clarifications. A member inquired about plans to set aside funds for a dedicated seniors building. Ms. Daniels advised that construction on the new youth centre is underway and once construction is complete the Agency will focus on strategic opportunities to leverage the new space to address the needs of all those (including seniors) served by the Agency.

## **6. APPOINTMENT OF AUDITORS**

Treasurer:

The Treasurer noted that as it is not necessary for the members to approve the financial statements, the next item of business is the appointment of auditors.

The Treasurer asked for a member to move and for another member to second the following resolution:

RESOLVED that Grant Thornton LLP be appointed as auditors for the next year for a fee to be approved by the Board of Directors.

**MOVED.**

**SECONDED.**

**ALL IN FAVOUR: CARRIED**

## **7. VOLUNTEER RECOGNITION (Order of Dixon)**

Chair:

At the Agency's 80th anniversary, in 2009, the Order of Dixon was created to recognize those special friends who have made an outstanding contribution to the organization. Each year since 2009, the Agency selects two individuals to honour and recognize. This year the recipients are Richard Mak and Alex Hahn.

Richard Mak

The CEO accepted the award on behalf of Richard Mak

who was unfortunately unable to attend the meeting. Mr. Mak has been actively involved as a driver with Meals on Wheels since 2012.

Alex Hahn

Bob McKittrick presented the award to Alex Hahn. Ms. Hahn has been a supporter of the Dixon Hall Music School for over 10 years in various capacities.

## **8. CHIEF EXECUTIVE OFFICER'S REPORT**

CEO:

Chief Executive Officer Mercedes Watson started in her role May 22, 2018 and today is day 91 of her tenure. Ms. Watson spoke of the Agency's long tradition of supporting the community and the long term impact of the Agency's continued support. Ms. Watson spoke of all the important and impactful Agency work she has observed through her tenure. In particular she highlighted the growth of the Housing department in the last year; the strong financial position of the Agency and the increasing staff engagement. Ms. Watson offered to take questions from those present and no questions were asked.

## **9. OTHER BUSINESS (Bylaw Compliance Amendment)**

Vice Chair:

Vice Chair and Governance Committee Chair Cameron Scrivens noted the proposed revisions to the by-laws were posted on the DHNS website, available on request at 58 Sumach and distributed as members came into the meeting.

Mr. Scrivens briefly explained each of the proposed amendments. Mr. Scrivens invited questions or comments. None were raised.

RESOLVED that the By-Laws be amended as distributed.

**MOVED.**

**SECONDED.**

**ALL IN FAVOUR: CARRIED**

## **10. TERMINATION OF MEETING**

Chair:

The business of this meeting was concluded.

The Chair thanked all those present for their attendance and for their support of the Agency. The Chair requested a motion to close the official business of the meeting.

**MOVED.**

**SECONDED.**

**ALL IN FAVOUR: CARRIED**

**STATEMENT OF VERIFICATION FOR**  
**MAILING OF NOTICE OF ANNUAL GENERAL MEETING**

I, Thompson Egbo-Egbo, Secretary for Dixon Hall, certify that, a notice of the Annual Meeting for today, September 24, 2018, was mailed to all members of Dixon Hall.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED