

Cataraqi Conservation Foundation  
Annual General Meeting  
**Tuesday, June 12, 2012 at 4:00 p.m.**  
at the Little Cataraqi Creek Conservation Area Outdoor Centre  
MINUTES

1. Presentation of Notice of Meeting.

At 4:05 pm. the President announced that notice of the AGM appeared in the most recent issue of *CatTales*, on the Foundation web page on the CRCA site, and was mailed to members with the Earth Day invitation.

2. Approval of the agenda.

Moved that the agenda be approved.

>Call for any additions: none

Moved: Thornley Stoker                      Seconded: John Morse                      >Vote: Carried

3. Approval of the Minutes of the 2011 AGM.

Moved: Chris Cannon                      Seconded: John Morse                      >Vote: Carried

Business arising: None.

4. President's report:

2011-2012 was a year of transition for the Cataraqi Foundation Board. Many new policies and procedures were approved and implemented. These new policies will guide the Board over the next few years.

Our new website using the Wild Apricot template is now on line. Aply managed by Michael Bell, the new site contains a splash page (with a beautiful butterfly) outlining upcoming events, board membership, and a Canada Helps button for donations. The website will provide a database of donors and a more efficient way to communicate with these donors. This new database will be important for our fundraising and special events throughout the year. This is a work in progress as the database will be developed as a next step.

The Board approved a membership in the *Leave a Legacy* organization national program. This will give the Board access to their national marketing initiative and provide the benefit of local marketing initiatives that encourage citizens to leave legacies to local charities. We are now on that list as a local charity as a result of this membership.

The formation of a new council, *the President's Council*, was approved in June 2011. This group is made up of past Presidents and board members of the Foundation. The mandate of this group was to advise the president on all matters related to the foundation. A meeting was held on September 29, 2011.

The Board initiated a new marketing and communications review in March, 2011. This review, under the leadership of Thornley Stoker, will result in a forthcoming plan to identify the processes that will engage past, present and future supporters.

Our two major fundraising activities continue to be *Partners in Education* and the *Forever Green Gala*.

Under the leadership of Ian Wilson, the Partners Campaign took on a new look in 2011 with customized letters that encouraged increased donations. The campaign met and exceeded our financial expectation!!

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For 2012 the Campaign was moved to a different time (April instead of September) to remove any confusion between the Gala and Partners appeals. Too early to tell, but the results for this year look promising.

The *Forever Green Gala*, coordinated by John Kitney, was held for the 2<sup>nd</sup> year at St. Lawrence College. Although attendance at the Gala was down, those attending enjoyed an evening of fun. A masquerade dance was added to the program this year ... a new initiative as the Gala was held on October 29. Our donations for the auction remained strong and the bidders on the live and silent auction kept the evening lively. The overall proceeds from the Gala were lower than expected, but our Partners campaign was up overall. These 2 signature fund raisers combined, met our expected financial goals. The 2012 *Forever Green Gala* will be held on November 3<sup>rd</sup> at RMC. Betty Boone will convene this year's event.

We also ran the Maple Madness Bake Sale again this year. It was held on March 17, so there was plenty of green!! This bake sale requires lots of volunteer time ... both baking and selling. A special thanks goes out to Dawn Knechtel for her endless supply of delicious baked goods!

The Foundation continues to support awareness programs that encourage Education in Conservation. Two initiatives of the Foundation support this worthwhile endeavor:  
>The Latornell Symposium Award. This year's recipient was Kelly Ali, a Queen's Biology student. The award pays for a student to attend the symposium.  
>The St. Lawrence College Bursary. This bursary is given to a student enrolled in the Energy Engineering Technology program. This year's recipient was Ben Campbell.

Our Earth Day celebration was held this year on April 22. A few new initiatives helped to celebrate the day. The Conservation Award in Education was awarded to the Grade 11 Environmental Science students at Sydenham High School for their work with WWF on the Canada Cleanup along the waterways.

Two other programs were offered for families attending the celebration. Matt Ellerbeck gave a demonstration of Reptile life and Anne Hutcheson gave an excellent guided tour of the Little Cataraqi Creek property. Approximately 50 people attended the event.

#### New Initiatives

The definition of a member has been changed to "supporter". A supporter is any donor to the foundation. There are new "laddered" categories of Individual and Corporate support. This change was approved by the Board in June, 2011. The new framework for communicating with donors was also approved in June 2011. The change will be a transition from current practice to the new approach, which we hope will be completed by year-end. This will simplify our database and improve our communications with all donors

We have a new partnership with the Kingston Gardening Festival. This partnership was developed under the leadership of John Kitney and began with the festival in February, 2011. The Board has approved an ongoing partnership with the Festival organizers. The result of the first year's involvement was a cheque for \$ 8000 which was presented to the Foundation at the Earth Day celebrations.

There is new Federal legislation in place to regulate registered charities. We can expect harmonizing legislation for the Province of Ontario. Changes in By-Laws will be required to comply with the existing Federal legislation. The changes will most certainly be reflected in our member/supporter status and the terms of office for Board members. More to come. The new standards program being put in place by *Imagine Canada* also requires some new policy and governance development. John Allan and Michael Bell are working on this aspect.

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### CRCA Requests

The CRCA presented the Board with their list of priorities for funding in September 2011. The CRCA requests for these priorities were met.

Michael Bell, our past President, continues to push us forward with the development of new policies, and a new website and keeps us ( me) on track. Many thanks to Michael for his leadership.

John Kitney continues to provide us with accurate, detailed and easy to read quarterly financial statements. Thank you John for your attention to detail and for ensuring the CCF's public accountability for the stewardship of the Foundation's funds.

Chris Cannon graciously stepped in to replace Paul Copland as our interim Vice President. Chris is retiring from the board this year and she will leave big shoes to fill.  
Thank you, Chris. Your computer skills and broad knowledge of the activities in the region will be missed.

We have many volunteers that generously give of their time and energy.  
Marion Ellis, our "Administrator" continues to look after our tax receipts, records of donation, friendly reminders to donate and is constantly cleaning up our lists. Thank you, Marion

The CRCA Staff are always there to provide wise and knowledgeable guidance ... they keep all of us on message and provide invaluable help when needed. Thank you one and all!

Many volunteers, mostly previous members of the Board, continue to help with the Gala and other activities throughout the year. They continue to donate their time generously.  
We owe them a deep debt of gratitude.

On a personal note, I would like to thank everyone who made my first presidential year pleasant and productive.

Respectively submitted,

Betty Boone

Moved that the President's Report be approved.

Moved: Betty Boone                      Seconded: Ian Wilson                      >Vote: Carried

### 5. Treasurer's report:

The Treasurer spoke to the highlights of the Foundation's 2011 finances as presented in the Review Engagement Report prepared by Secker, Ross and Perry.

Motion: Moved that the Financial Statements as reviewed by Secker, Ross and Perry for 2011, be received.

Moved: John Kitney                      Seconded: Thornley Stoker                      >Vote: Carried

### 6. Appointment of auditor.

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Motion: Moved that the firm of Secker, Ross and Perry be appointed to review the Financial Statements of the Foundation in accordance with Canadian generally accepted standards for review engagements, for the fiscal year 2012.

Moved: John Kitney                      Seconded: Ian Wilson                      >Vote: Carried

7. Report of the Nominating Committee including Election of officers and members.

*M. Bell, Past President*

Notice of nomination/appointment of new board members between Annual General Meetings.

> K. Bach  
> M. Warner

*Executive Committee*

President	- B. Boone
Vice-President	- TBA
Past President/ Secretary	- M. Bell
Treasurer	- J. Kitney
Member at Large	- TBA

*Members*

J. Allan  
A. McPhail - Ex-officio  
T. Stoker

Call for nominations from the floor: None

Nominations are closed.

Moved that the Report of the Nomination Committee be approved.

Moved: Michael Bell                      Seconded: Thornley Stoker                      Vote: Carried

8. Other business: None

9. Motion to adjourn the meeting.                      Moved: John Morse

Minutes: Michael Bell