CHEMAINUS 55+ ACTIVITY CENTRE
2026 ANNUAL GENERAL MEETING
ORDER OF BUSINESS

1. Call to Order and Welcome

2. Proof of Notice and Quorum

3. Approval of the Agenda

4. Approval of Previous AGM Minutes (November 20th, 2025)

5. President's Report

6. Review of Special Resolutions
   - 6.1 Ratification of Purchase of New Bingo Machine
   - 6.2 Resolution to Approve Renovations to the Rental House Kitchen

7. Director's Reports
   - 7.1 Bingo
   - 7.2 Kitchen
   - 7.3 Maintenance
   - 7.4 Programs & Communications
   - 7.5 Memberships
   - 7.6 Special Projects
   - 7.7 Volunteers

8. Financial Reports

9. New Business

10. Election of Officers
    - 10.1 Vice President
    - 10.2 Communications Director
    - 10.3 Volunteer Director

11. Adjournment

CHEMAINUS 55 + ACTIVITY CENTRE

2025 ANNUAL GENERAL MEETING

NOVEMBER 20, 2025

Executive Members Present:

Pat Ballantyne	President
Terri Hegarty	Director-at-Large
Tammy Wilson	Bingo
Holly Vickers	Treasurer
Mike Smith	Maintenance
Linda Cherry	Membership
Doreen Sutherland	Volunteers
Norah Fisher	Director at Large
Geoff Millar	Recording Secretary
Vacant	Kitchen

Regrets

Yvonne	Farnham	Programs/Communications

1. **Introduction**

Pat Ballantyne, President, called the meeting to order at 10:00am. She welcomed attendees to the meeting and thanked them for their attendance. She noted the quote at the bottom of the agenda and

thought it appropriate for the Centre – “I like this place. And willingly could waste my time in it.” - William Shakespeare – from the play “As You Like It”

Note - 32 members signed in for the Annual General Meeting. The list of members attending is attached to these Minutes.

2. **Approval of the agenda and minutes of previous AGM of 21 November 2024**

Moved and seconded. APPROVED

3. **Resolution to formally approve previous expenditure to repair Centre’s perimeter drain.**

The resolution was moved and seconded. APPROVED

4. **Resolutions to amend Centre’s Constitution and Bylaws.**

President Pat Ballantyne explained that the Bylaws required modernizing and updating to make them more responsive to how the Centre operates today. She explained that in late October a package providing the text of the current Bylaws, as well as a version incorporating the proposed changes, was made available beside each activity sign in book throughout the Centre. The President added that the Agenda package for the AGM included a summary guide to the proposed changes of the Constitution and Bylaws. Each Bylaw change will be handled separately.

Resolution # 1 – MEMBERSHIP

A change in wording surrounding the term “member in good standing”. This change in wording is meant to clarify that members must be up to date in the payment of their membership dues in order to participate in the Centre’s members-only activities.

Resolution # 1 was Moved and Seconded. **CARRIED**

Resolution # 2 – MEETING OF MEMBERS

General meetings other than the AGM used to be called “Extraordinary General Meetings”.

The name has been changed to “Special General Meetings”.

The requirement to hold quarterly meetings has been changed to allow the Executive to call a meeting of the membership as required.

Resolution # 2 was Moved and Seconded. **CARRIED**

Resolution #3 - Executive

The term of office of executive position holders has been changed from one year to two years. The term limit of the position of President remains at two years.

Reference to a Nominations Committee has been eliminated.

Addition of the ability to hold Executive meetings and deal with issues by electronic means.

Increased the "single expenditure" amount the Executive has the authority to approve from $3,000 to $10,000.

Resolution # 3 was Moved and Seconded. **CARRIED**

Resolution #4 - Proceedings of Executive

Minor change to wording to keep in line with human rights legislation.

Resolution # 4 was Moved and Seconded. **CARRIED**

Resolution #5 - Duties of Officers

Reference to Secretary changed to Recording Secretary and duties outlined.

Resolution # 5 was Moved and Seconded. **CARRIED**

Resolution #6 - Rules and Interpretation

Minor change – removed Board after Executive to avoid introduction of a new term.

Resolution # 6 was Moved and Seconded. **CARRIED**

Resolution #7 - Previously Unalterable Clauses in the Constitution

Previously unalterable clauses have been removed from that category. This part now deals with dissolution only. Only change to the dissolution clause is that remaining funds may be distributed to one or more charities rather than just one.

Resolution # 7 was Moved and Seconded. **CARRIED**

Resolution #8 - Constitution

Remainder of previously unalterable clauses have been moved to the constitution portion of the bylaws and constitution. No change to content though.

Resolution # 8 was Moved and Seconded. **CARRIED**

5. Reports from Directors

Treasurer - The Centre is in good shape financially and statements were made available to meeting participants. The Treasurer answered two questions from the floor:

- The tenant in the rental house pays their own utilities.

- Insurance for the Centre is confirmed at $19,000.

Bingo - Bingo report was submitted. Bingo is doing well and will be taking a two week break through the Christmas-New Year's holiday. Tammy expressed appreciation for all the volunteers, both in the kitchen and on the floor, who make the bingo a success.
Programs and Communication – Yvonne will continue doing Communications for 2026.
Membership - There are currently 459 members in good standing with a total of 131 new members. Linda reported that Friday Coffee and Muffins is doing well and will take a holiday break at the end of the year. They will resume again in January 2026.
Kitchen – The President reported that there is currently a vacancy for Kitchen Director, but several volunteers have been helping out. Dorothy McHattie has made it known that she will seek a seat on the Executive and would volunteer to run the kitchen.
Maintenance- Mike reported that all is good since the major repairs to the perimeter drains this past fall. BC Hydro will perform energy consumption and heat loss tests on the Centre building in early 2026.

Volunteers - Doreen reported that more volunteers would always be welcome to support Centre fund raising activities.

6. Elections

Elections for the 2026 Executive Committee took place with President Pat Ballentyne conducting the election.
NOTE – Pat's two-year term has ended, and she cannot seek re-election to the Board. She will serve as Past President.

Terri Hegarty submitted her name for the position of President. The Election Chair called three times for further nominations. Hearing none – Terri Hegarty was declared elected President by acclamation.

There were no nominations for Vice-President. This position is declared vacant.

Holly Vickers submitted her name for the position of Treasurer. The Election Chair called three times for further nominations. Hearing none – Holly Vickers was declared elected Treasurer by acclamation.

Tammy Wilson submitted her name for the position of Bingo Chair. The Election Chair called three times for further nominations. Hearing none – Tammy Wilson was declared elected Bingo Chair by acclamation.

Geoff Millar submitted his name for the position of Recording Secretary. The Election Chair called three times for further nominations. Hearing none – Geoff Millar was declared elected Recording Secretary by acclamation.

Dorothy McHattie submitted her name for the position of Kitchen Chair. The Election Chair called three times for further nominations. Hearing none – Dorothy McHattie was declared elected Kitchen Chair by acclamation.

Mike Smith submitted his name for the position of Maintenance Chair. The Election Chair called three times for further nominations. Hearing none – Mike Smith was declared elected Maintenance Chair by acclamation.

Andy Court submitted her name for the position of Programs Chair. The Election Chair called three times for further nominations. Hearing none – Andy Court was declared elected Programs Chair by acclamation.

Alicia Martin submitted her name for the position of Membership Chair. The Election Chair called three times for further nominations. Hearing none – Alicia Martin was declared elected Membership Chair by acclamation.

Yvonne Farnham submitted her name for the position of Communications Chair. The Election Chair called three times for further nominations. Hearing none – Yvonne Farnham was declared elected Communication Chair by acclamation.

Linda Cherry submitted her name for the position of Director at Large – Special Events. The Election Chair called three times for further nominations. Hearing none – Linda Cherry was declared elected Director at Large – Special Events by acclamation.

Norah Fisher submitted her name for the position of Director at Large. The Election Chair called three times for further nominations. Hearing none – Norah Fisher was declared elected Director at Large by acclamation.

President Pat reiterated that volunteers for Centre activities would be most welcome. She thanked the members in attendance for their interest and support.

8. Meeting Adjourned

CHEMAINUS 55+ ACTIVITY CENTRE
ANNUAL GENERAL MEETING – PRESIDENT'S REPORT

5. President's Report

CHEMAINUS 55+ ACTIVITY CENTRE
ANNUAL GENERAL MEETING SPECIAL RESOLUTION 6.1

CONSIDERATION OF SPECIAL RESOLUTION #1

Special Resolution #1

Be it resolved to ratify the purchase of a new Bingo machine for the Chemainus 55+ Activity Centre at a cost of approximately $21,000.

Background and Rationale

Excerpt from the Minutes of the Executive Committee 25 May 2026

A motion was made to send out the approved message *(see Notice to Members below)* to all members. Following a one-month period for members to review the Bingo Machine message, and ask their questions, Tammy will then move forward to order the new Bingo Machine. The whole matter will come forward for ratification at the AGM in November.

Moved Tammy Seconded Norah CARRIED

Notice to Members

The Centre Needs a New Bingo Machine

Every Monday night our Centre hosts an evening of Bingo for residents of Chemainus and the surrounding area. Our bingo program performs a valuable community service by providing a safe and pleasant environment for residents to enjoy themselves. Bingo has been a key revenue source for the Centre for over 25 years. It is totally run by volunteers and contributes about $1000 per week towards the funding of our operations. The continuation of bingo is vital to the continuation of the Centre's financial well-being. The machinery, like all of us, is aging. Our bingo machine is at least 30 years old, and the time has come to replace it. Bingo machines are expensive. Our Bingo Director's research has revealed that the most appropriate (and least expensive) model for the Centre costs approximately $21,000. It is the same model used by the Duncan Senior Centre. Two of our callers have experience on that machine and attest that it would suit our needs very well. You may be wondering why we can't wait until our existing machine breaks down.

Bingo machines are not built until they are ordered. The build process takes a minimum of six weeks, and programming adds more time to the process. If our machine breaks down, the Centre would lose as much as $10,000 due to the absence of bingo for that period. That is why we want to act now. We hope you will support your Executive's decision to proceed with the purchase of a new machine. It is our intention to seek formal approval of this expenditure at our Annual General Meeting in November.

Your Executive

CHEMAINUS 55+ ACTIVITY CENTRE

ANNUAL GENERAL MEETING SPECIAL RESOLUTION 6.2

CONSIDERATION OF SPECIAL RESOLUTION #2

Special Resolution #2

Be it resolved to proceed with the renovations to the rental house kitchen at a cost of approximately $30,000, subject to the funds being available

Background and Rationale

The following was discussed at the 31 August 2026 Executive Committee meeting.

Excerpt from the Minutes of the Executive Committee 31 August 2026

Mike would like the kitchen renovations at the rental house brought forward at the AGM, subject to the funds being available. He circulated an estimate from a contractor at approximately $30,000.

Mike made a motion that the Centre complete a renovation of the kitchen in the rental home in 2027 with cost estimated to be a maximum of $30,000, subject to the funds being available and to be brought forward to the AGM.

Moved Mike Seconded Alicia

CARRIED

CHEMAINUS 55+ ACTIVITY CENTRE

ANNUAL GENERAL MEETING

7. Director's Reports

7.1 Bingo

7.2 Kitchen

7.3 Maintenance

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CHEMAINUS 55+ ACTIVITY CENTRE

ANNUAL GENERAL MEETING

Past President Pat Ballantyne will conduct the Elections

10. Background of Executive Committee

10.1 Vice President

10.2 Communications Director

10.3 Volunteers Director

11 Adjournment