



The Army Cadet League of Canada (British Columbia)

724 Vanalman Avenue, Room 21
Victoria BC V8Z 3B5

Toll Free: 1-877-733-1980 Fax: 250-708-0284

47th Annual General Meeting Army Cadet League of Canada (British Columbia) 17 April 2019 Held via Blue Jeans Teleconferencing

1. Opening Remarks

Mr. Ken Usher acted as Chairperson for this meeting. He opened his remarks by welcoming everyone to the 47th AGM of the BC Branch of the Army Cadet league. He briefly explained the procedures and format for the meeting. There were 21 Members present on the teleconference.

2. Notice of Meeting

In accordance with the By-Laws of this Branch a Notice of Meeting was sent to the membership and was posted on the League's website dated 7 March 2019.

3. Quorum

In accordance with the By-Laws of this Branch, a quorum was present and gave authority to proceed with the 47th AGM.

4. Minutes of Previous AGM (7 May 2018)

The 46th AGM was held on 7 May 2018 and the minutes were distributed to the membership and posted on the League's website. The Chairman asked if there were any errors or omissions. Hearing none the M. Johnson moved that the minutes of the 47th AGM be adopted as presented. The motion was seconded by L. Prouse. All agreed and there were no abstentions. **Carried.**

5. Business Arising

There were no questions raised concerning any business arising and this item was closed by the Chairperson.

6. Report of the President

The president, Ms. Cathy Bach presented her report which is attached to these minutes. She also wished to thank all the Members of the BC Branch and especially the Directors for the tremendous support she was given during her tenure as President.

L. Pleasants moved that the President's Report be adopted as read. The motion was seconded by B. Weirpert. All approved the motion. There were no abstentions. **Carried.**

7. Report of the Treasurer

Mr. Michael Johnson gave a very thorough financial report of the branch. The 2018 Financial Report is attached to these minutes.

The Treasurer's Unaudited Report was moved to be accepted by C. Bach and seconded by D. Garcia. There was no discussion, and all agreed. There were no abstentions. **Carried.**

8. Election of Directors

The Chairperson read the names of the present Director of the Board. Ms. Cathy Bach, Mr. Norm Campbell, Mr. Michael Johnson, Mr. Ken Usher, Ms. Louise Prouse, Mr. Roger Prouse, Ms. Suman Kumar, Ms. Dana Garcia-Annand and Mr. Rob Thompson. The Chairperson announced that this Board of Directors is hereby dissolved on this date and a selection of new Directors will be appointed for the ensuing year or until such time that these new Directors are replaced.

The following individuals are running for directorship for the ensuing year or until they are replaced. Those named are: Mr. Norm Campbell, Mr. Michael Johnson, Mr. Ken Usher, Ms. Louise Prouse, Mr. Roger Prouse, Ms. Cathy Bach, Ms. Dana Garcia-Annand, Ms. Suman Kumar, Ms. Christine Alexander, Ms. Celine Gee, Ms. Janice Webb and Mr. Simon Cummings.

B. Weirpert moved that the list of the Directors as presented be accepted for the next year or until replaced. The motion was seconded by L. Pleasants. All approved and there were no abstainers. **Carried.**

9. Appointment of an Auditor

The Chairperson called upon M. Johnson to explain the auditor requirements.

M. Johnson explained that having an auditor is an asset for transparency to the organization concerning our financial instruments. Auditors are expensive to hire. If there was anyone who knows a CPA that would do the work "pro bono" we would be truly grateful for that. He also explained that CRA reviewed all the Branch's financial documents last spring and were very pleased with the detail and correctness of all the work our Treasurer has done.

10. Other Business and Termination

a. **Membership Dues** The Chairperson called for a motion to keep membership dues fixed at \$25 for the next year. L. Prouse moved that the annual Membership dues stay fixed at \$25 per Member per year. The motion was seconded by M. Johnson. All agreed. There were no abstentions. **Carried.**

b. **Approval of Acts or Resolution** There being none presented, the Chairperson closed that item.

c. **New Business** The floor was opened to any items the membership wished to discuss. There was no further business to deal with and this item was closed.

d. **Termination** There being no further business on the agenda, the Chairperson called for termination of the 47th AGM of The Army Cadet League of Canada, British Columbia. The motion was moved by B. Weirpert and seconded by M. Johnson. The meeting adjourned at 19:56 PM.

Approved/~~Not Approved~~



C. Bach, President



K. Usher, Chairperson



**The Army Cadet League of Canada
British Columbia Branch**

Lieutenant General E.C. Ashton Armoury
Room 21 - 724 Vanalman Avenue, Victoria, British Columbia V8Z 3B5
Phone (250) 708-0281/ Fax (250) 708-0284
execdir@armycadetleague.bc.ca

Presidents Report for Annual General Meeting April 17, 2019

2018/2019 was an excellent year with your board operating at optimal efficiency. We welcomed a new Executive Assistant Elisabeth Mortlock who is an excellent addition to our team and we are very lucky to have her. My sincere thanks to the members of our board who have made my tenure as President a pleasure. 2019/2020 will see some changes to our board as I step down and we welcome new directors Christine Alexander, Celine Gee, Janis Webb and Simon Cumming.

I would like to share some HILITES FOR THE YEAR:

1. The 2nd Annual Marksmanship Workshop/Challenge was held on January 20, 2019. We had a coach's corner session, and a mock competition in the style of the Provincials. We held a Challenge in both Vancouver and Vernon this year.
2. The 1st Annual Drill Practical Challenge and Workshop was held on March 2, 2019 in Vancouver. The intent of these events is to help corps get comfortable with these activities and prepare them for the Zones, Provincials and Nationals so ARMY CADETS is better represented.
3. In the past year, our Branch has added online payments within our web page for donations, branch memberships, and registration to our annual Pillars conference. Online payments have benefited our members with the convenience of real time payment. It has decreased the work load on the financial side and gives us the ability and ease to create reports. We have and received a lot of positive feedback from users.
4. We worked in conjunction with RCSU(P) to adopt a new policy to tighten controls and reduce financial risk on outbound trips. This policy clearly outlines the requirement of the BC Branch to approve all financials before being authorized to travel by the RCSU(P). The Branch also developed a code of conduct and trip checklist. This checklist has a detailed explanation on how to organize a trip with timelines, approvals required, and fundraising and financial tips.
5. In order to standardize financial reporting across the province and nationally, the BC Branch started rolling out a user-friendly Excel-based financial reporting template. It is based on a successful template used by the Air Cadets in BC, but has been modified to align with Army Cadet activities. The template is also completely aligned with the reporting requirements of the Army Cadet League of Canada ("National"). The use of the template is to more easily consolidate province-wide

financial reporting, to give the Branch more accurate information regarding the financial activities of its corps. This will also meet National's annual need for obtaining similar information. The new reporting tool is being rolled out slowly on a corps by corps basis. In the meantime, the Branch is working with all the Support Committees to ensure their annual financial reports are submitted to the Branch. This was always an annual requirement but one that the board did not follow up on previously.

6. Membership; The Branch has now standardized our annual membership process and begun to send out welcome and renewal letters to our new and renewing Branch members. We have added membership cards which will be mailed to the new member, and have added the ability for members to pay online.
7. This year we have also formalized a list of annual requirements that the Support Committee must submit to the Provincial Branch. These documents will be provided to the Branch by October 31st each year. By standardizing the date and documents this will become an 'annual habit and requirement' for our Support Committees.

- a) Annual Levy Fee
- b) Annual AGM minutes and updated listing of elected board members, position and contact details.
- c) Annual Year end financials dated Sept 30 to Aug 31 annually
- d) Annual budget by month as proposed by the CO and approved by the Committee
- e) Annual Inventory listing of all assets purchased with Non-Public funds (fundraised money)

In closing, I would like to thank everyone who took the time to attend our Teleconference AGM tonight. I also would like to ensure that you have on your calendars the date of our next Pillars Conference which is Oct 18, 19, 20. This is an excellent investment for each corps as it provides face to face training to help us all do our jobs better. I look forward to seeing you all at Pillars in October.



Cathy Bach
President
ACLCL BC Branch

**The Army Cadet League of Canada
British Columbia Branch**



STATEMENT OF OPERATIONS
For the year ended December 31, 2018

	Year ended December 31 2018	Year ended December 31 2017	Year ended December 31 2016
REVENUES			
Contributions and Membership Dues	\$ 67,096	\$ 89,652	\$ 37,831
League Levy	58,530	58,530	32,665
Pillars conference	12,320	10,663	16,827
Fundraising	2,885	4,392	3,383
Interest Income	1,399	2,205	3,102
Rental income from Squamish property	1,600	-	2,700
Other Income	-	(440)	2,452
Total Revenues	\$ 143,829	\$ 165,002	\$ 98,959
EXPENDITURES			
<i>Direct Cadet Support:</i>			
Cadet Corps Support	\$ 58,027	\$ 56,321	\$ 34,285
Cadet Vimy Tour Awards	6,363	38,196	-
Awards and Trophies	7,314	1,778	108
National Expedition Support	2,187	5,575	200
Vimy Parade Support	299	3,426	-
	<u>74,191</u>	<u>105,296</u>	<u>34,593</u>
<i>Indirect Support:</i>			
Office and Administration	17,948	12,915	11,425
Travel	14,656	4,741	3,647
Pillars Conference	12,961	12,081	16,785
Insurance	12,284	10,545	-
Squamish Property <i>(real estate consultant's fees)</i>	6,063	-	-
Telephone	2,239	2,388	2,436
Web Site	1,672	5,159	2,915
Video-conferencing	1,408	1,793	815
Bank service charges	1,503	1,050	977
Advertising & Promotion	357	3,558	-
Depreciation	869	869	-
	<u>71,050</u>	<u>55,090</u>	<u>38,000</u>
Total Expenditures	\$ 146,150	\$ 160,394	\$ 73,592
Excess (Deficiency) of Revenues over Expenditures	\$ (2,321)	\$ 4,607	\$ 25,367

Prepared by Michael R. Johnson
(Treasurer, ACLC-BC)

**The Army Cadet League of Canada
British Columbia Branch**



STATEMENT OF FINANCIAL POSITION

As at December 31, 2018

	As at December 31 2018	As at December 31 2017	As at December 31 2016
Assets			
<i>Current Assets</i>			
Cash in Bank	\$ 23,398	\$ 56,472	\$ 12,861
Accounts Receivable	5,217	3,171	11,913
Levies Receivable	66,665	41,520	25,305
Prepaid Expenses	3,933	3,728	1,595
	<u>99,213</u>	<u>104,891</u>	<u>51,674</u>
<i>Long term investments</i>			
GIC's held with ScotiaMcLeod	153,875	152,476	150,271
Bolin Endowment with Bank of Montreal	138,923	-	-
	<u>292,798</u>	<u>152,476</u>	<u>150,271</u>
Computer equipment - net of depreciation (Note 1)	724	1,594	2,463
	<u>\$ 392,735</u>	<u>\$ 258,960</u>	<u>\$ 204,408</u>
Liabilities and Net Assets			
<i>Current Liabilities</i>			
Accounts Payable and accrued liabilities	\$ 6,003	\$ 6,910	\$ 5,804
Unearned Levy revenue	39,020	39,020	-
Restricted Contributions Payable (Note 2)	8,694	10,614	796
	<u>53,717</u>	<u>56,544</u>	<u>6,600</u>
<i>Net Assets</i>			
Net Assets Restricted for Endowments (Note 3)	138,923	-	-
Net Assets Internally Restricted for Capital Fund (Note 4)	118,702	118,702	118,702
Unrestricted Net Assets	81,393	83,713	79,106
	<u>339,017</u>	<u>202,416</u>	<u>197,808</u>
	<u>\$ 392,734</u>	<u>\$ 258,960</u>	<u>\$ 204,408</u>

Notes to the Financial Statements

1. Computer equipment purchases that exceed a minimum threshold of \$1,000 are depreciated on a 3-year straightline basis.

(continues next page)

Prepared by Michael R. Johnson
(Treasurer, ACLC-BC)

**The Army Cadet League of Canada
British Columbia Branch**



Notes to the Financial Statements (Con't)

2. Accounting for Contributions: The League's revenue recognition policy is to account for contributions using the Deferral Method of accounting. Under this policy restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred and recognized as a liability until such time as the funds have been expended pursuant to the terms of the donor restriction. Endowment contributions are reported as direct increases in net assets. All other contributions are reported as revenue of the current period.

3. The Net Assets Restricted for Endowments at present relates to a bequest received to establish the Major Alexander Charles Bolin, CD Memorial Fund. The purpose of the endowment to fund and award annual post-secondary scholarships to deserving cadets from the 2276 RCACC (Fort. St. John).

4. The Net Assets Internally Restricted for Capital Funds relate to certain contributions made in prior years which were not specifically established as Trusts but were segregated with the intention that the funds be maintained to serve as a capital fund enabling the League to use annual accrued interest for league-funded activities.

5. Change in Accounting Policy: During the year the League decided to change the revenue recognition policy with respect to Levy revenues. The change was made retroactively and so the prior year financial statements were restated accordingly to reflect the changes under the new policy. Previously, levy revenues were recorded on the cash basis, so that revenues were recognized at the time payment was received. Levy revenues are now recorded on an accrual basis, meaning that revenues will be recognized evenly throughout the year. The change was made to improve financial reporting because under the cash basis the revenues would fluctuate wildly from year to year even though they are somewhat stable at \$30 per cadet. The effect of the change on the prior year's financial statements are as follows:

	As restated 2017	Originally Reported 2017
Statement of Operations:		
<i>League Levy Revenue</i>	\$ 58,530	\$ 80,905
<i>Total Revenues</i>	\$ 165,002	\$ 187,977
<i>Excess (Deficiency) of Revenues over Expenditures</i>	\$ 4,607	\$ 26,983
Statement of Financial Position:		
<i>Levies Receivable</i>	\$ 41,520	\$ -
<i>Unearned Levy revenue</i>	\$ 39,020	\$ -
<i>Unrestricted Net Assets</i>	\$ 83,713	\$ 80,784

Prepared by Michael R. Johnson
(Treasurer, ACLC-BC)