

Minutes of the Annual General Meeting (the “**Meeting**”)  
Of Kensington Commons Church (“**Commons**”), held on March 11,  
2020, from approximately 7:00pm to approximately 8:00pm  
at Commons

## **MEETING ADMINISTRATION**

### ***Confirmation That Notice of Meeting Was Properly Provided***

It was determined that notice of the Meeting was properly provided to members, and that the meeting had been properly called.

### ***Appointment of the Chair and Secretary***

#### ***1. Call to Order***

- 241 members total
- 115 activated for 2020: quorum set at 39
- 77 members present

It was determined by the Board that a sufficient number of members were present to constitute a quorum for the transaction of business at the Meeting.

Stuart McGibbon served as Chair of the Meeting and Jessy Roos served as Secretary of the Meeting.

#### ***2. Approve Minutes from 2019 Meeting***

UPON A MOTION duly made (Joel Roos) and seconded (Dave Ferguson) and carried unanimously, the minutes of the Annual General Meeting held on March 13, 2019 were approved.

#### ***3. Lead Pastors Report***

Jeremy walked through his Lead Pastors report as outlined in the 2019 package provided to members.

- Highlights of this past year: personal – addition of Em to the family and the response and care from the community
- Donor growth
- Facility investments
- ECC removal of First Minneapolis, clarification of staff policies
- upcoming launch of The Jesus Collective in the spring

#### ***4. Leadership Team Confirmations***

- Janice Tsu-Chan introduced the current board members.
- The nomination committee received nominations, interviewed nominees to ensure appropriate skills, background, and diversity.
- There were three positions available, and the nomination committee put forward three names for approval by the community. Jeff Ehmann was recommended for election to first term. Thioni Schafer and Jessy Roos were recommended for a second term.

#### ***5. Proposed Bylaw Change***

A proposal was created to allow for electronic voting at future Annual General Meetings. The effected bylaw is found in article 6, section 5 and a copy of the proposed change was provided in the AGM package for review.

- Jeremy opened the floor for questions.

- Question was asked regarding potential last minute changes to items to be voted on at the AGM.
  - provisions are already available such as the ability to schedule a Special Meeting
- Question was asked regarding what kind of secure platform will be used and the costs associated
  - there are a number of options available including one on our existing registration and database system
  - the cost is approximately \$1.00 per vote, based on the total potential votes ~\$250
- Question was asked regarding the integrity of a vote prior to the meeting
  - all information is protected by Commons privacy policy
  - access is granted to staff only on a need to access basis
  - external systems are PC1 compliant and would still be governed by the privacy policy

UPON A MOTION duly made (Jeremy Duncan) and seconded (Rod Miller) and carried unanimously, the members accepted the bylaw change as presented.

## ***6. Financial Report***

- Michael Wing provided a brief walk through the Financial Statements for 2019 in the package provided to the members and Jeremy provided an explanation for the move to an annual financial audit.
- Jeremy opened the floor for questions.
  - Question was asked regarding what management strategy will be engaged for capital funds and savings.
    - Michael Wing was recruited specifically because of his expertise in financial planning
    - 5 year goal set by the board -
    - likely involve a tiered GIC investment structure
  - Question was asked regarding what constitutes “contributions”
    - Contributions are donations
    - Grant revenue is what is received from the ECC for Inglewood
    - Rental revenue
    - Program revenue – paid events
  - Question was asked regarding the refugee fund and salaries/wages category
    - Refugee fund is externally restricted and spent only on refugee resettlement
    - Includes 8 hours per week allotted to Colette DeJordy to attend to administrative needs of the family during the resettlement period (6 months)
    - Commons has sponsored 3 families directly and have supported 4 additional families
  - Question was asked regarding where the money earmarked for Lousie Dean School scholarships is indicated in the budget
    - Internally restricted fund, Local and Global Development
    - \$10k/year for 4 years

UPON A MOTION duly made (Justin du Plessix) and seconded (Paul Wiebe) and carried unanimously, the members accepted the financial reports as presented.

UPON A MOTION duly made (David Gjostund) and seconded (Rowan Wiebe) and carried unanimously, the members approved KMSS as the auditors for 2020.

## ***6. Budget Presentation***

- Jeremy Duncan provided a brief walk through of the Proposed Budget in the 2019 package provided to members.
  - Jeremy provided a note that we are budgeting for a \$100k surplus to be moved into savings at the end of the year
  - 5% increase in contributions
  - 5% increase in expenses related to increase in size and inflation
- Jeremy opened the floor for questions.
  - Question was raised related to where audit fees will be allocated in the budget
    - Professional and Legal Fees
  - Question raised regarding the disparity between past years Professional and Legal Fees and 2020.
    - Jeremy provided a clarification that the auditors group items into different categories than Commons does for budgeting purposes.

UPON A MOTION duly made (Rod Miller) and seconded (Ted Yule) and carried unanimously, the members accepted the proposed budget as presented.

### ***7. Leadership Team Election Results***

- Jeff Ehmann elected to a first term
- Jessy Roos elected to a second term
- Thioni Schafer elected to a second term
- These join existing members Stuart McGibbon (2<sup>nd</sup> term), Regina Chan (1<sup>st</sup> term), Michael Wing (1<sup>st</sup> term), Janice Hsu-Chan (1<sup>st</sup> term), Jeremy Duncan (executive director, non-voting) on the board

### ***8. Staff Presentations***

- Staff provided a highlight of their discussions as contained in the 2019 package provided to the members.

## **ADJOURNMENT**

UPON A MOTION duly made (Justin du Plessix) and seconded (Joel Roos) and carried unanimously, the meeting was adjourned.