



BOW MEADOWS COMMUNITY ASSOCIATION

Annual General Meeting Minutes

Meeting Date: November 3, 2022

Called to Order: 7:00 pm

Meeting Location: 103 Bow Meadows Drive

Board Members in Attendance: Stu Gale
Peter Devenis

Community Members in Attendance: Erica Larsen
Malora Mulhern
Melissa Bonner
Barbara Sykes

1. **Called to order by Stu Gale, BOD President**
2. **Roll Call – A quorum of Board Members present was achieved**
3. **Approval of Agenda – Peter D. presented the Draft Agenda for approval**
 - Motion to approve Agenda; Moved by Stu G.; Seconded by Peter D. Motion carried.
4. **Welcome & Introductions / Background on BMCA – Stu Gale**
 - Stu welcomed all community members to the AGM. He also provided some background history of the Board over the last three years.
5. **Approval of Previous Board Meeting Minutes – May 21, 2021**
 - Peter D. presented the last meeting minutes of the Board for approval. Moved by Peter D.; Seconded by Stu G.; Motion carried
6. **Presidents Report – Stu Gale and**
7. **Financial Report – Stu Gale**
 - a) **2020 Audited Statements (attached)**
 - Stu confirmed that the Corporate Returns had been submitted to the Province for the prior years. He also confirmed the paperwork to revive the Community Association (which had been dissolved as no returns had been filed over the last two years) had been prepared and submitted to the Province. A fee of \$50 was expended to submit the paperwork.
 - According to the latest bank statements, the BMCA had a balance of \$3,427.59. This included the \$50 revival fee. Stu provided the 2020 Audited Financial Statements (attached)
 - Stu also confirmed the YE for the BMCA as November 30

b) Appointment of the 2022 Auditor

- The present Board recommended the appointment of an Auditor for the 2022 Financials be deferred to the new Board of Directors to be elected tonight, who would be in a better position to seek out an Auditor.
- Motion to defer the responsibility for the appointment of an Auditor to the Newly Elected Board for 2022. Moved by Peter D. Seconded by Stu G. Motion carried

8. Election of Board Directors and Executive for 2022-2023 term – Stu Gale**a) Nomination/Election Overview**

- Stu G. provided an overview of the nomination and election process for the new Board of Directors

b) Presentation of Nominees and call for nominations from the floor

- Peter D. presented the list of existing Board members standing for election, along with new Community members standing for election
- The following Executive members were elected (all unanimous)
 - Erica Larsen – President
 - Melissa Bonner – Vice-President
 - Barbara Sykes – Treasurer
 - Peter Devenis – Secretary
- In addition, the following members volunteered to lead various committees within the Board
 - Malora Mulhern – Communications/Web Hosting, Director-at-Large
 - Melissa Bonner – Communications/Community Development issues/Parks & Recreation
- Stu G. would remain as Past President to provide advice and support to the new Board of Directors

9. Welcome to the new Board of Directors and**10. Note of Appreciation for outgoing President**

- Stu welcomed the new Board members and expressed thanks for people coming forward
- Peter D. and the new Board thanked Stu for all his efforts over the last three years and his leadership

11. Other Business/Information Items

- a. Peter D. recommended that this AGM should fulfill the requirements for the 2022 AGM (as the Year End is Nov. 30 and there has been no activity since the last 2021 Board meeting, it did not make sense to have another AGM within the month. Moved by Peter D. Seconded by Erica L. Motion carried unanimously
- b. Melissa B. presented the request from the Town of Cochrane for two Community Association representatives at a targeted Stakeholder meeting to discuss the gap analysis report and planning by Parks/Recreation on the completion of the pathways plan. The meeting is on Nov. 17, 2022.
 - **ACTION:** Erica L. and Melissa B. will be the BMCA representatives and report back to the Board on the results of the meeting
- c. Community Initiatives Survey: Melissa B. presented the results of a community survey conducted on the BMCA website on ideas and events that members wanted the BMCA to take the lead on. Some of the common feedback included:
 - Activity Items included Block Party, Community Garage Sale, Charity Events
 - Greenspace issues included pathway restoration, park maintenance, Entrance

- beautification, Community Garden
 - Other ideas included Street signage removal (don't park here; Pace car community), and the addition of 30 km/h signage
 - **ACTION:** Erica L. to follow up with the Town of Cochrane on options for the signage
- d. Communications: Discussion on options to better promote the BMCA – website, Facebook page, etc. Melissa and Malora volunteered to investigate options for web hosting, Google Drive, domain names, etc.
- **ACTION:** Malora will investigate Hosting costs for our site and email addresses.
 - **ACTION:** Erica to follow up on the whereabouts of Community sign boards (prior Boards of Directors)
- e. Board Documents: Peter D. agreed to take custody and store the existing BMCA documents and files (pink box). Generally, it was acknowledged that documents need to be kept for 5 years. Erica L. would maintain the membership list – in communication with Barbara S. to align those who are members in good standing
- f. Regular Board meetings: Based on the discussion, a motion was presented to have scheduled Board meetings on the first Thursday of each month at 7:00 pm. Moved by Barb S., Seconded by Melissa B. Motion carried unanimously. Erica requested Agenda items be sent to her before each monthly meeting.
- g. Christmas activities:
- Good discussion on options for the BMCA to get visible again and host the first new event post-Covid. Erica presented an idea for “candygrams” welcome notes for members in a door-to-door canvas with the new Board members listed – possibly a chocolate gift, coloring handout for kids, etc. Erica will follow up with more information at the next Board meeting.
 - Candy cane Lane – lots of discussion on hosting this event, similar to last year in early December. Stations with hot chocolate, cider, Santa Claus, etc., were offered up as options. The event would be held on Dec. 3 and promoted as “Merriment in the Meadows” and include a food donation (for the Cochrane food sheds). More details to be developed and advertised in the weeks to come.
- h. Stu reminded the Board about the opportunity to apply for Town Grants and determine who the new Community Association Liaison is with the Town and make contact.
- i. Melissa was in the process of reviewing the present BMCA bylaws and would provide her input to Erica for changes and amendments. **ACTION:** Proposed amendments to the BMCA By-laws will be presented at the next Board meeting.

Meeting Adjourned at 9:30 pm

Date and Time of Next Meeting: *Thursday, December 1, 2022, 7:30 pm*

Minutes Prepared by Peter Devenis