

2023 AGM AGENDA for 2023 Annual General Meeting**Agenda emailed on June 7, 2023 to:**

- All current Members of Burr House Spinners and Weavers Guild
- Directors of the corporation, Burr House Spinners and Weavers Guild
- The person appointed to review the financial records of the corporation

Date of AGM: Wednesday June 21, 2023 @ 7 pm**Location: Burr House Tea Room, 528 Carrville Road, Richmond Hill, Ontario Canada****Mix & Mingle 6:30 pm to 7 pm****AGENDA****1. Call to Order @ 7pm**

The meeting is to be called to order by President Margo Murley welcoming all Members, visitors and guests.

2. Motions

Motion 1: To approve the Agenda of this 2023 AGM Agenda

Motion 2: To indemnify the Officers and Directors for actions that have been taken since the last Annual General Meeting

Motion 3: To approve the Minutes of the 2022 Annual General Meeting held on September 21, 2022 w/ 2022 08 Financial Position Summary Aug 31, 2022

3. Treasurer's Report

Interim Treasurer Elfi Berndl will provide an overview of

a. ONCA & Current Articles of Incorporation & By-Laws

- Annual returns are up to date
- Directors & Officers – formalized, D&O insurance
- ONCA By-Laws Discussion Group – Kingscraft, Arts Society King, Historical Society of King, BHS&WG
- Our Objectives for which the corporation was incorporated on October 12, 1995 still remain
 - to promote interest in the crafts of handweaving, spinning and dyeing and related fibre arts
 - to preserve the history of the crafts of handweaving, spinning and dyeing; and
 - to inform and educate members of the general public about such crafts
- Our by-laws for the most part are in line with those suggested by ONCA
- Some of our procedures such as format of AGM, financial reporting and review and communication needed to be adjusted somewhat and will be in effect by 2024
 - date for ONCA compliance is October 18, 2024

b. By Law #9 Change approved by Board on Mar 27, 2023

- The Financial Year, of the Burr House Spinners and Weavers Guild, starting in 2023, will start on January 1 and end December 31.

c. Banking / Financial Transactions Overview

- 3 bank accounts
- signing officers: Margo Murley, Elfi Berndl, Michelle Zikovitz, Gail Gibson, Athena Antiochos
- can accept etransfers directly through burrhousew@gmail.com
- Visa & PayPal - can pay online – Visa or PayPal (\$1,000 limit)
- accept Square through burrhousew@gmail.com
- 1 GIC – automatic renewal

d. Financial Review Process – Financial Reviewer / Account Verifier

- Our past record keeping is not in line with ONCA requirements
- Athena Antiochos briefly looked at financial documents presented at this AGM and has made recommendations for moving forward

e. 2022 Trial Balance / Financial Position Summary**f. 2023 Projected Annual Budget (Jan 1 to December 31)**

Motion 4: To accept the Treasurer's Report

4. New Financial Review Process January 1, 2023 onwards

- Resolution #1 Extraordinary Members' Resolution: to waive both formal Audits and Financial Reviews.**

- b. **Resolution #2** An **Account Verifier** is to be appointed annually to oversee the work of the Treasurer and will verify the Finance documents presented to the Members at the Annual General.
- 5. Election and Installation of Directors, Officers and Convenors / Committee Chairs/ Team Leads**
- a. **Motion 5:** To elect the following **Directors** for one year, to serve on the **Board of Directors** until the next AGM in June 2024.
- i. **Margo Murley**
 - ii. **Elfi Berndl**
 - iii. **Peggy Spurgeon**
- b. **Motion 6:** To **approve** the appointment of **Athena Antiochos** as **Account Verifier** of the Corporate finances from June 2023 to the next AGM in June 2024
- c. **Motion 7:** To **approve** the slate of **Officers** forming the **Executive Committee** for July1, 2023 to June 30, 2024 This Executive Committee has been appointed by the current **Directors**.
- i. **Chair / President: Margo Murley**
 - ii. **Secretary: Janet Porter**
 - iii. **Treasurer: Elfi Berndl**
 - iv. **Membership Coordinator: Peggy Spurgeon**
 - v. **Past President: Michelle Zikovitz**
- d. **Motion 8:** To recognize & acknowledge the current slate of **Convenors /Committee Chairs/ Team Leads**

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| Archives: Elfi Berndl Audit Team: Athena Antiochos Burr House Joint Use Committee: Margo Murley, Michelle Zikovitz Classes for Members: VACANT FaceBook: Elfi Berndl Fibre Focus Magazine: VACANT Guild Sales: Sheila Hamilton Library: Olga Draznin | Monthly Meeting Programming: Michelle Zikovitz Ontario Handweavers and Spinners Contact: Shiva Moghadsasi Spinning Chair: Margo Murley Studio Head: VACANT Weaving Head: VACANT Web Site: Janet Porter Workshops: Kathy Lakatos |
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- 6. Membership Update** Peggy Spurgeon Membership Co-Ordinator, Executive Council
- Members are reminded that the \$125 renewal fee is due by August 31, 2023 and is to be sent via etransfer to burrhousew@gmail.com. Please write your name and that it is for 2023-2024 membership renewal in the Notes section.
- 7. President's Year End Review & Looking Ahead** Margo Murley, President, Chair, Executive Council
- 8. Business portion of AGM ADJOURNED**
- 9. Other Items to consider – to be discussed if time permits**
- a. **Rack Card** – we need a new one and someone to take charge of doing this
 - b. **Photo Release Form for FB & Website** – people and things
 - c. **Amber Bole Celebration of Life – at the Guild Hall**

10. Show & Share

Attachments

1. 2022 09 21 AGM MINUTES BHSWG
2. 2022 08 Financial Position Summary BHSWG – Amber Bole / Treasurer
3. 2023 AGM notification By Law 9 Financial Year Change Approved Mar 27 2023
4. 2023 AGM Resolution 1 2 Financial Review BHSWG
5. 2022 Balance Sheet BHSWG Dec 31 2022
6. 2023 Projected Annual Budget BHSWG

Background Info : Copies available to Members upon written request (email) to Secretary Elfi Berndl

1. 2023 Current Articles of Incorporation By-Laws BHS&WG
2. Ontario Not for Profit Corporations Act 2010

Financial Documents Reviewed for Treasurer's Report: Available for viewing by Members upon written request (email) to Interim Treasurer Elfi Berndl

1. 2022 Bank Account Activity Jan 1 2022 to Dec 31 2022 BHSWG– Amber Bole / Treasurer
2. 2022 Trial Balance BHArtisans Gallery Jan 31 2023
3. 2023 Financial Transactions Jan to June 2, 2023 BHSWG