

***Annual General Meeting  
Friends of Gatineau Park***

***Saturday, October 22, 2011 – 1:30 p.m. - Lynx Room - Visitor Centre  
33 Scott Road, Chelsea, Quebec  
Minutes***

**Present:** President, Catherine Dumouchel; vice-president, Jo Ann Gagnon; treasurer, Graeme Roderick; secretary, Julien Raby; and the following directors: Andrée-Anne Joanis, Denyse Lajeunesse and Gershon Rother and Louis-René Sénéchal as well as 15 members including our book-keeper, Margaret Tardiff and Rachel Paquette from the NCC.

Quorum confirmed.

**1. Welcome:**

The president of the Board, Catherine Dumouchel, welcomed members to the annual meeting and called the meeting to order. She noted that supporting documents used during the meeting will be presented on the screen rather than being offered in hard copy in order to be environment-sensitive.

**2. Election of the meeting's Chair and Secretary:**

A motion to elect the chairperson for the annual general meeting (AGM) is called by the president; proposed by Ken Bouchard and seconded by Andrée-Anne Joanis that the president of the Board, Catherine Dumouchel, be elected to chair the meeting. **CARRIED**  
Catherine called for a motion to elect a secretary for the meeting; Andrée-Anne Joanis proposed to elect Julien Raby as secretary with Mario Simard seconding. **CARRIED**

**3. Approval of agenda:**

Catherine reviewed the agenda posted on the screen and solicited members present to bring forward any additional items; no additional item was put forward by the members and the chairperson then called for a motion to approve the proposed agenda of the meeting, Ulrich Wodicka made a motion to approve the agenda with Mario Simard seconding.

**CARRIED**

Catherine then introduced Ray Folkins, auditor, and Margaret Tardiff, book-keeper, and welcomed them to the meeting.

**4. Approval of the minutes of the 2010 Annual General Meeting:**

Catherine asked members to review the minutes of 2010 meeting and then called for a motion to approve the minutes as no change was requested by participants; proposed by Jo Ann Gagnon and seconded by Ken Bouchard that the meeting minutes be approved as posted.

**CARRIED**

**5. President's report:**

Catherine presented the main highlights of the "*Report of the Friends of Gatineau Park, April 2010 – March 2011*"; they are: the development of a new strategic plan, the launching of the new website, enhanced programming at lac Philippe, increased level of outreach activities, partnership with the Nordik Spa, the establishment of the *Graeme Roderick Volunteer Award*

and new approaches regarding donations. Proposed by Andrée-Anne Joanis and seconded by Ulrich Wodicka that the annual report be approved as presented. A copy of the report will be posted shortly on the Friends' website. **CARRIED**

Catherine then invited Michelle Hegge, an interpreter of the Friends, to talk about the enhanced programming offered at lac Philippe this summer. Although lower attendance was experienced early in the season (mainly due to access difficulties caused by heavy rains in late June), attendance picked up later and most programs offered (8-9) were well-received by campers. Michelle also said that additional enhancements are planned for next summer.

#### **6. Presentation and approval of the financial report:**

The financial position of the Friends of Gatineau Park for the year ending March 31, 2011, was presented by Ray Folkins from the firm Watson Folkins Corey LLP, auditor for fiscal year 2010-11. The financial statements submitted and presented to the assembly by Mr. Folkins included the *Independent auditor's report*, the *Statement of financial position*, the *Statement of changes in net assets*, the *Statement of financial operations*, the *Statement of cash flows* and the *Notes (7) to financial statements*. Mr. Folkins noted that there are new Canadian audit standards in place since December 2010 and that these have been incorporated in this year's process. In addition, Mr. Folkins went on to say that our financial position is healthy for an organization of this size. A question on the 50% drop of fundraising monies (Statement of operations) compared to previous exercise (2010) was raised by Mr. Légère and the treasurer, Graeme Roderick, provided explanations. On a motion made by Graeme Roderick and seconded by Jo Ann Gagnon, the financial statements presented for the year ending March 31, 2011, were approved. Copies of the financial statements will be made available shortly on the website.

**CARRIED**

#### **7. Nomination of the auditor:**

Note: *The auditor was requested to leave the room for this item.* The treasurer recommended that the firm, Watson Folkins Corey LLP, be the auditing firm for the Friends of Gatineau Park (FGP) for fiscal year 2011-12. Ray Folkins, a resident of Chelsea and sole partner of the firm, will be the prime resource from the firm to look after the FGP financial matters. Graeme confirmed that the auditing fees will be the same as previous year, i.e., \$1,900. On a motion by Graeme Roderick, on behalf of the Board, and seconded by Gershon Rother, the nomination of the firm Watson Folkins Corey LLP and their fees as auditor were approved.

**CARRIED**

Graeme added that the Board has been provided with quarterly financial reports produced by the book-keeper since January 2011.

#### **8. Recognition Awards:**

Jo Ann Gagnon, as chairperson of the Nominations committee, addressed this item. The following persons, Mona Leblanc, Vincent Richer and Marc Gagnon, were recognized for their contribution to the Friends. Each recognized person will be provided with a framed certificate.

The Graeme Roderick volunteer award, which was created last year to underline the exceptional contribution of a volunteer, was awarded to a group this year, the members of the Nature Interpretation Committee composed of Andrée-Anne Joanis, Paul Heintzman, Rachel Paquette, Julie Rutberg, Jack Ricou and Catherine Dumouchel; the group was recognized for their exceptional contribution (education and healthy financial position) in the delivery of Gatineau Park

and Friends interpretation activities. A framed certificate was given (or will be provided) to the recipients.

**9. Special presentation on the strategic plan:**

Catherine made a presentation on the strategic plan developed over the past year; the strategic plan has been fully endorsed by the Board and it will be used as input for the next Memorandum of Understanding between the NCC and the Friends of Gatineau Park. The 4 key strategies developed in the strategic plan are: renewed programming, an expanded spectrum of engagement, supported by proactive communications and promotion, and by an enhanced organisational capacity and financial viability. These strategies have been presented with concrete action plans and/or examples for implementation. In addition, the current committee structure (9 committees) will be realigned to correspond to the 4 strategies (4 committees); a study undertaken towards the end of the 2010-2011 fiscal year has identified several potential sources of funding to enhance the capacity of the organization to implement the strategies set out in the plan.

Catherine invited the members of the assembly to provide feedback on the strategic plan presented. The following comments were received; Lyne Larose suggested a shuttle service to be operated by the Friends and offered to tourists; Julie Rutberg added to also target senior citizens for this shuttle service; Michel Légère suggested that the name Gatineau be explained as part of the cultural heritage of the Park; Gillian Barbary-Shields suggested to use the potential of social networks to promote our activities and also the development of trail guides.

**10. Election of board members:**

Jo Ann, as chairperson of the Nominations committee, addressed this item. She presented a report dated October 20, 2011 detailing the proposed composition of the Board. Catherine Dumouchel and Gershon Rother are in the second year of their two-year term and will be staying on the board; Jo Ann Gagnon, Graeme Roderick and Julien Raby are standing for re-election and have agreed to continue to serve on the Board. Therefore, the members indicated above and standing for re-election will continue to serve as directors on the Board for the next year. As well, Louis-René Sénéchal will be representing the National Capital Commission on the Board of directors.

In addition, the following three persons, Jacques Brunet, Muriel How and Dave Rayner, have been approached by the Nominations committee to join the Board and have accepted. Jo Ann invited nominations from the floor but none was received.

The chairperson, Jo Ann Gagnon, moved a motion to approve the report of the Nominations committee with Denyse Lajeunesse seconding. The report was approved unanimously by the assembly. **CARRIED**

Graeme Roderick indicated that an exemption is required for him to continue to serve on the board as his term has exceeded the permitted extensions specified in the by-laws; Jo Ann indicated that the same applies for her; Ken Bouchard moved a motion to approve the exemption for both Graeme and Jo Ann, and Ulrich Wodicka seconded the motion.

**CARRIED**

**11. Appointment of a new member to the nomination committee:**

Jo Ann Gagnon informed the assembly that Ken Bouchard has accepted to continue to be representative of the members on the nomination committee. As no other candidate came forward from the floor, Jo Ann Gagnon made a motion to name Ken Bouchard as member's representative on the Nominations committee with Gershon Rother seconding. **CARRIED**

**12. Varia:**

No new item was raised by the members present.

**13. Adjournment:**

The meeting was adjourned on a motion proposed by Catherine Dumouchel and seconded by Jacques Brunet. **CARRIED**



Julien Raby, secretary / October 31, 2011