

2023 ANNUAL GENERAL MEETING
Pointe du Chêne Recreation & Community Centre
145 Pointe du Chêne Road
Pointe du Chêne, NB E4P 4S5
Phone: (506) 533-7070, Fax: (506) 533-7077
E-Mail: pdc@nb.aibn.com

Minutes of AGM Meeting – November 27, 2023

7:06 pm

BOARD MEMBERS:

Richard Daley, President	Present
Cathy Gallant, Vice-President	Present
Bob Dawson, Treasurer	Present
Betty Morrissey, Secretary	Absent
Bill Savoie, Workout room	Present
Maria Leger Massiera	Present
Frank Savard	Present
Ann Doiron	Present
Dave Vick	Absent

1. Record of Attendance

Fourteen (14) people signed the Record of Attendance.

NOTE: Due to the fact that we did not have sufficient attendance for a quorum, no votes were taken, no approvals were granted and no new members were elected.

2. Minute of Silence

A minute of silence was observed in remembrance of the members of the community who passed away during the year.

3. Call to Order, Opening Remarks

Richard Daley called the meeting to order and made opening remarks. It was acknowledged that the number in attendance did not meet the quorum requirements, however, the meeting would proceed on an information basis only.

There was an inquiry made regarding the number of meetings held each year by the Board of Directors. As per the by-laws, there must be a minimum of six (6) meetings per year, with three (3) open to the public.

4. **Introduction of Present Board of Directors**

Introductions were made for the Board Members who were present at the meeting:

Richard Daly – President

Cathy Gallant – Vice President

Bob Dawson – Treasurer

Bill Savoie

Frank Savard

Ann Doiron – Acting Secretary in Betty Morrissey's absence to record the meeting minutes.

It was noted that Angie Nelson and Reg Smith resigned from the Board in 2022 and 2023 respectfully.

Please refer to the [Board of Directors](#) table in the Appendix for a list of each Board Member, their Position, Year Elected and Years Left in their term.

NOTE: Maria Leger Massiera was not in attendance at the time of introductions, however, was present later in the meeting. Betty Morrissey and Dave Vick were unable to attend.

It was indicated that the terms for each Board Member were extended to allow for four (4) year terms, extended from the original two (2) years. This amendment to the centre by-laws was reviewed, approved and processed by Jamie Storey of the Storey Law Firm in Shediac, New Brunswick.

5. **Review of AGM Minutes from 2022**

The meeting minutes from the AGM in 2022 were read by Ann Doiron.

6. **Quorum**

As previously noted, due to the fact that we did not have sufficient attendance for a quorum, no votes were taken, no approvals were granted and no new members were elected.

7. **Agenda**

The agenda was not approved (see [NOTE](#) on Quorum), however, the agenda was reviewed.

It was noted during the review of the Agenda that modifications were made to the Rental Agreement utilized by the centre. These changes were precipitated by the amalgamation of Pointe du Chêne and Shediac, thus, necessitating some verbiage changes to be recognized for said document.

8. Treasurer's Report

The Treasurer's Report was presented by Bob Dawson.

The information contained within the table entitled D21 Community Center 2022, provides a summary of all expenses incurred by the centre. It is worth noting that the major expenses in this table falls under 'REC – Repairs & Maintenance' (5024-4129) and for 2022 the amount is listed as \$35,470.77.

NOTE: A full breakdown of costs is available in the Appendix, refer to 2022 Provincial Account Budget for details.

Two (2) items were called into question during this review:

Board Christmas Dinner & Meeting: \$843.40
(Annual Financial Report for 2022)

The Board Members are eligible to spend up to 15% of the annual budget on food & beverage.

Kids Halloween Party: \$976.09
(Partial Financial Report for 2023)

With the resumption of activities after the Covid lockdown, a Halloween Party was held for the younger members of the community.

When possible (when the funds and resources are available), the Board would like to continue to celebrate with events and activities for all members of the community. The next event planned is the Children's Christmas Party which is scheduled for December 09, 2023.

Also noted on the Partial Financial Report for 2023 in the Income section:

Rental: A significant amount was received (\$11,520.00) during the later part of 2023 due to space being 'held' at the centre for a potential fall election which did not occur.

Government Grant Sewer Project: The amount noted on the report (\$7,475.00) was a reimbursement from the Provincial Government for the work completed on the sewage for the rink shack.

It was noted during this discussion that the building and the land that the building resides on, is owned by the Pointe du Chêne Recreation & Community Center LTD.

NOTE: All expenses incurred by the Pointe du Chêne Recreation and Community Center have been reconciled with the accounting firm of Doiron Plus Comptabilite Accounting Services of Shediac, New Brunswick.

Amalgamation Impact on Finances

With the recent amalgamation of Pointe du Chêne and Shediac, the town of Shediac has now taken on the responsibility of paying the bills for the centre. (refer to [Ville de Shediac/Town of Shediac](#) in the Finance section of the Appendix)

Items to note:

- Due to recent staff turn over at the Town of Shediac, there have been some challenges with identifying an individual to work with on a consistent basis in the months since the amalgamation (January 01, 2023). This has resulted in the delay in some bills being paid in a timely manner. The team from the centre will continue to work with the Town of Shediac in an attempt to resolve these issues in the future to avoid unnecessary interest charges and to ensure we maintain good will with our business partners.
- Previous to the amalgamation, the centre was not required to pay HST on purchases due to the fact that the centre is a non-profit association. This has changed with the amalgamation and has significantly impacted the amount of funds available to the centre. This will continue to be reviewed in the coming months to determine if it is possible to revert back to the process pre-amalgamation.

For a full view of all documents reviewed during the meeting, please refer to the Financials in the Appendix:

[D21 Community Center 2022](#)

[Annual Financial Report for 2022](#)

[Pointe-du-Chêne Recreational and Community Center LTD](#)

[Ville de Shediac/Town of Shediac](#)

[Partial Financial Report for 2023](#)

[2022 Provincial Account Budget](#)

9. President's Report

The President's Report was presented by Richard Daley.

a. Amalgamation

As of January 01, 2023, Pointe du Chêne is now part of the Town of Shediac. We will continue to work with the Town of Shediac to ensure that the centre is a viable resource within the greater community we are now a part of.

b. Community Events

The centre has resumed regular activities in support of the community in the post-Covid world.

On October 27, the centre opened its doors to the children of the community to celebrate Halloween with a very successful party, enjoyed by many people, young and old.

On December 09, the centre will host a Children's Christmas Party from 1:00 p.m. – 3:00 p.m.

NOTE: Current registration as of December 01 is 51. Registration will close on December 02 at 12:00 p.m. to ensure that Santa and the Elves have sufficient time to make and wrap the gifts.

The centre was fortunate this year to host a display of crosses in observance of Remembrance Day. This initiative was led by Faye Gallant Rosenberg as a way to recognize the contribution of members of the Pointe du Chêne community during World War I, World War II and the Korean War. With the help of Susie and Taylor Wallace, along with former Board Member Reg Smith, crosses were built and assembled on the front lawn of the centre. There are plans to make this an annual event as the feedback received has been positive from all who were able to take time to stop in and view the display.

There are plans to rename the park at the centre in honor of a local soldier, Donald 'Snooky' Lutes. Snooky was killed in action shortly after arriving overseas to fight during World War II, making him the only member of the community not to return home to his family. A fund-raising initiative is in the works with the Shediac Legion and more information will be shared with the community when available. A huge Thank You to Faye and for spear heading both these initiatives.

A question was tabled with regards to having more events and activities available at the centre geared to the adult and senior community. This is being looked into and there are plans to work with the residents in the community to have more events available in the future.

c. Rentals

The centre continues to be a very popular location for many groups, events and celebrations. Over the past year, the centre has hosted a wide variety of events such as (but not limited to):

- Zumba classes
- Yin Yoga classes
- Chair Yoga classes
- Pilates classes
- Local Cadet Program (ongoing) - Unit 1535
- Provincial Chess Tournament
- Regular meetings for local groups

- Birthday parties, baby showers, receptions, etc.

d. **Workout Room**

The workout room has recently expanded and it now encompasses two (2) rooms within the centre.

All machines have been recently serviced to ensure that they are in good working condition for our community.

A huge Thank You to our volunteers, Bill Savoie and Reg Smith, as they make it possible to open the workout rooms to the community with their continued dedication to supervising the facility.

e. **Infrastructure**
Rink

- last year the boards were replaced and the rink shack expanded with a new bathroom and watering room.
- connected the bathroom to the main sewer lines.
- fixed locks on the rink shed doors.
- hooked up the toilets and sink to the plumbing line.
- thermostat cages were installed.
- mats will be installed (in the coming weeks) from the rink shack to the ice surface

Splash Pad

- open throughout the summer months for the enjoyment of many.
- recently shut down for the winter months.

Elevator

- two (2) inspections have been completed this year.

Cadets Room

- a sub-floor and security cage were constructed in the old oil tank room to house the Cadet's equipment.

Basement Floors

- the floors were waxed in March of 2023.

Playground

- two (2) new swings were added.
- outside boards were replaced at each end.
- grounds keeping and a clean-up was completed in this area .
- We will look into adding equipment to the playground in 2024.

Playground Gate

- Leo Doiron and the Shediac Legion are heading up the project to raise money for a plaque that will be dedicated to Donald ‘Snooky’ Lutes. (refer to the notes under Community Events)

f. Communications

- Ann Doiron has taken over communication for the centre as a means to increase the online presence of the centre.
- the new website name is: pdcrecenter.weebly.com.
- a new look for the website was recently launched.
- continuing efforts will be made to ensure the centre is represented in various mediums: Facebook, Instagram, Twitter, etc. to ensure that people are aware of events related to the centre.

g. Provincial Elections

- two (2) rooms were rented for October and November to secure space for a potential provincial election. The election was not called; therefore, an election will be held in 2024.

10. New Business

The following suggestions were noted during the discussion of New Business:

Staffing

The centre should have a staff to handle the day-to-day business at the centre.

IE: Manger, Assistant Manger, Recreation Manager.

NOTE: Due to limited funding, the ability to hire staff to maintain the centre is not an option at this time. However, the Board of Directors will continue to look into possible grants that may allow for the addition of a resource(s) in the future.

Generate Money

It was suggested that the centre use the kitchen facilities to run a food and beverage outlet as a means to generate revenue.

IE: provide breakfasts during the summer months.

NOTE: Due to the limited funds and resources available at this time, this option would not be feasible to sustain.

Summer Student

A suggestion was made to hire a student(s) to run a children’s program during the summer months, which was done in previous years.

NOTE: This will be looked into for 2024, however, it will depend on the ability to obtain the necessary funding via the government to hire students to facilitate any type of program.

Temporary Foreign Workers

Would the centre be able to hire temporary foreign workers to assist with tasks at the centre.

NOTE: Due to the difficulty in getting funding for temporary foreign workers, this option has not been pursued.

Climate Change Adaptation Plan

It was noted that there will be a meeting for the Climate Change Adaptation Plan on Tuesday, December 05th at 7:00 p.m. A request was submitted to add this meeting to the signage outside of the centre.

NOTE: The sign was updated with the meeting details on Tuesday, November 28th with the required information.

11. Election

As noted previously, as a quorum was not met, no elections were possible at this time.

12. Adjournment of Meeting

The meeting was adjourned at 8:10 p.m.

Respectfully submitted by:

Ann Doiron
Pointe du Chêne Recreation & Community Centre
145 Pointe du Chêne Road
Pointe du Chêne, NB
E4P 4S5

Appendix

Board of Directors

Current Members Years Left (November 2023)				
	Member	Position	Year Elected	Years Left
1	Richard Daley	President	2021	2
2	Cathy Gallant	Vice-President	2021	2
3	Bob Dawson	Treasurer	2021	2
4	Betty Morrissey	Secretary	2021	2
5	Maria Leger Massiera	Board Member	2021	2
6	Bill Savoie	Board Member	2022	3
7	Dave Vick	Board Member	2022	3
8	Ann Doiron	Board Member	2022	3
9	Frank Savard	Board Member	2022	3
10	Reg Smith	Board Member	2020	Resigned
11	Angie Doiron	Board Member	2020	Resigned

Financials

D21 Community Center 2022

D21 Community Centre 2022

AccountID	Withdrawal Amount	Deposit Amount	Balance
5005-4285 REC-Office Supplies & Postage	\$1,477.98	\$1,500.00	\$22.02
5006-4208 REC-Telephone Charges	\$1,736.50	\$1,750.00	\$13.50
5011-4841 REC-Liability Insurance	\$1,301.00	\$1,300.00	(\$1.00)
5024-4129 REC-Repairs & Maintenance	\$35,470.77	\$12,380.00	(\$23,090.77)
5025-5241 REC-Cleaning Supplies	\$0.00	\$200.00	\$200.00
5028-4185 REC-Heat	\$552.49	\$0.00	(\$552.49)
5029-4162 REC-Lights & Power	\$9,917.59	\$12,000.00	\$2,082.41
5030-4841 REC-Insurance-Building & Con	\$2,250.00	\$2,800.00	\$550.00
5031-4162 REC-Property Tax	\$479.49	\$600.00	\$120.51
5032-4241 REC-Cleaning Services	\$4,320.00	\$5,000.00	\$680.00
5033-5841 REC-General Supplies	\$389.04	\$15,000.00	\$14,610.96
5034-4141 REC-Snow Removal	\$4,050.00	\$5,000.00	\$950.00
5037-4864 REC-Garbage Collection	\$2,400.00	\$3,000.00	\$600.00
5038-4310 REC-Equipment Repairs	\$1,043.98	\$2,500.00	\$1,456.02
5099-4865 REC-Other	(\$2,358.84)	\$0.00	\$2,358.84
GRAND TOTAL	<u>\$63,030.00</u>	<u>\$63,030.00</u>	<u>\$0.00</u>

Partial Financial Report 2023

Partial Financial Report for 2023

Opening Balance 01/01/2023	\$25,295.42
Expenditures	
Province NB Portable Toilet & Garbage	\$560.00
Province NB Power	\$856.73
Sewer hookup for Rink shack	\$14,950.00
Kids Halloween Party	\$976.09
Swings Web Camera Cable and Tripod	\$417.94
Total Expenditures	\$17,760.76

Income	
Rental	\$11,520.00
Government Grant Sewer Project	\$7,475.00
Total Income	\$18,995.00

Excess of Income over Expenditures	\$1,234.24
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Closing Balance 10/11/2023	\$26,529.66
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Annual Financial Report for 2022

Annual Financial Report for 2022

Opening Balance 01/01/2022	\$25,460.72
Expenditures	
Maximum Sign Board Clothing	\$2,880.29
Board Christmas Dinner & Meeting	\$843.40
Food Evacuation Centre Fiona	\$544.00
NB Power, Rogers & Portable Toilet	\$1,142.11
Rink Project	\$118,680.00
Total Expenditures	\$124,089.80

Income	
Rental (CDR)	\$3,644.50
Donation Fund raising	\$1,600.00
Government Grants Rink Project	\$118,680.00
Total Income	\$123,924.50

Excess of Expenditures over Income	-\$165.30
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Closing Balance 31/12/2022	\$25,295.42
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Pointe du Chêne Recreational and Community Centre Ltd

POINTE-DU-CHÊNE RECREATIONAL AND COMMUNITY CENTRE LTD.

STATEMENT OF INCOME AND EXPENSES AND CHANGES IN NET ASSETS
(Unaudited-see compilation engagement report)

FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
REVENUE (Schedule 1)	\$ 135,918	\$ 14,488
EXPENSES		
Advertising and promotion	2,949	-
Budget shortfall	942	-
Office expenses	308	236
Repairs and maintenance	6,126	770
Social events-board	844	1,021
Supplies	544	-
Tangible capital assets (Note 2)	<u>123,871</u>	<u>12,782</u>
	<u>135,584</u>	<u>14,809</u>
EXCESS OF INCOME OVER (EXPENSES), (EXPENSES) OVER INCOME	334	(321)
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	<u>24,961</u>	<u>25,282</u>
UNRESTRICTED NET ASSETS, END OF YEAR	\$ <u>25,295</u>	\$ <u>24,961</u>

Shediac Town Budget

Shediac Town Budget

Orkin	\$227.52
Innovative	\$507.00
Elevator	\$414.96
SkerryE rink	\$1,914.54
Sewage	\$1,516.00
Septic	\$440.00
HomeH	\$445.17
Fyr Safety	\$178.00
Locksmith rink	\$555.62
Acadian	\$21,662.29
Maximum	\$484.93
Gym	\$190.61
Rink	\$24,132.45

2022 Provincial Account Budget

2022 Provincial Account Budget	
Kent	\$2,541.92
Orkin	\$288.00
Innovative	\$474.30
Elevator	\$665.00
Maxium	\$1,820.00
Sewage	\$1,416.00
Septic	\$2,055.00
PdC	\$11,025.80
Eastern	\$3,300.00
Fyr Safety	\$298.00
Zwicker	\$1,500.00
Acadian	\$10,000.00
HHardware	\$86.75
Total	\$35,470.77

PdC Shed,backstairs,heatpump
 splashpad winterize

Ville De Shediac / Town of Shediac

VILLE DE SHEDIAC/TOWN OF SHEDIAC

Period From January 01,2023 to November 16, 2023

Expense / Income Report - By Department

Community Center Pointe-du-Chêne

Account	Name	Budget	Actual	Available
1-32000	CC - Accounting, Supplies & Postage	\$ 1,575.00	\$ 1,175.00	\$ 400.00
1-32001	CC - Telephone Charges (Rogers)	\$ 1,838.00	\$ 1,529.60	\$ 308.40
1-32002	CC - Liability Insurance	\$ 1,365.00	\$ 1,301.00	\$ 64.00
1-32003	CC - Repair & Maintenance	\$ 12,999.00	\$ 28,536.64	\$ (15,537.64)
1-32004	CC - Cleaning Supplies	\$ 210.00	\$ 26.30	\$ 183.70
1-32005	CC - Lights & Power	\$ 12,600.00	\$ 8,883.03	\$ 3,716.97
1-32006	CC - Insurance Building & Content	\$ 2,940.00	\$ 3,085.00	\$ (145.00)
1-32007	CC - Property Taxes	\$ 630.00	\$ 463.75	\$ 166.25
1-32008	CC - Cleaning Services	\$ 5,250.00	\$ 3,670.00	\$ 1,580.00
1-32009	CC - General Supplies	\$ 15,750.00	\$ 296.75	\$ 15,453.25
1-32010	CC - Snow Removal	\$ 5,250.00	\$ 4,150.00	\$ 1,100.00
1-32011	CC - Garbage Collection	\$ 3,150.00	\$ 1,977.14	\$ 1,172.86
1-32012	CC - Equipment Repair	\$ 2,625.00	\$ -	\$ 2,625.00
	Eastern Groundskeepers		\$ 3795.00	
Department Totals:		\$ (66,182.00)	\$ 58,889.21	\$ 7,292.79