

2024 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 – October 15, 2024

6:07 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	Absent
Frank Savard	Present
Ann Doiron	Present
Dave Vick	Present
Raymond Leger	Present

1. Minute of Silence

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

2. Call to Order, Opening Remarks

Richard Daley called the meeting to order and welcomed everyone in attendance.

3. Introduction of Present Board of Directors

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

Frank Savard: As a dedicated Board Member, Frank plays a crucial role in supporting the center's mission. He actively collaborates with other board members and staff to ensure smooth operations across various functions.

Cathy Gallant: Cathy serves as the Vice President of the center, expertly coordinating all booking requests and ensuring that events run seamlessly. She spearheads the planning and execution of parties and various community events and her passion for community engagement make her a vital asset to the center.

Robert Dawson: As the Treasurer of the center, Bob oversees all financial matters, managing budgets, and ensuring financial sustainability. He diligently tracks income and expenses, providing transparent financial reports to the board. In addition to his financial expertise, Bob also assists with support functions, contributing to the overall well-being of the center and its initiatives.

Bill Savoie: Bill is a committed board member responsible for overseeing the operations of the fitness room. He ensures that all equipment is well-maintained and accessible, while also actively assisting with ongoing tasks at the center.

Richard Daley: As the President of the center, Richard is a driving force behind initiatives that enhance community engagement. He actively supports activities and events, fostering a sense of belonging among members.

Raymond Leger: Raymond is an enthusiastic board member who lends his support to various functions within the center. His willingness to assist in multiple areas ensures that the center operates smoothly.

Ann Doiron: Ann takes charge of the center's social media presence, showcasing events and activities to engage the community. She manages digital communications, crafting content that reflects the center's mission and values. In addition to her social media responsibilities, Ann assists with various functions and activities, playing a role in promoting the center's initiatives.

NOTE: Two additional members of the Board of Directors who are not present at this time: **Maria Leger Massiera:** Maria is a long-serving member of the board who plays a key role in supporting various activities and events promoted by the center.

Betty Morrissey: Betty is the Secretary of the Board, ensuring that all meeting minutes and documentation are organized for the smooth operation of the center.

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.

4. **Approval of AGM Minutes from 2023**

The meeting minutes from 2023 were not reviewed; however, they are available for anyone who wishes to access them. A motion was made to accept the minutes from the 2023 Annual General Meeting.

Motion to accept: Yvon Caissie

Motion seconded by: Brenda Rolland

Motion Carried

5. **Quorum**

The minimum number of attendees required for the meeting has been established.

6. Agenda

A motion was made to accept the agenda for the meeting.

Motion to accept: Jean Short

Motion seconded by: Lisa Wadup

Motion Carried

7. Treasurer's Report

The Treasurer's Report was presented by Bob Dawson. A brief overview was provided, including context on how the center's finances are structured. It is important to note that the center has two accounts:

a) [Local Account](#)

b) [Shediac Account](#)

The expenditures allocated to the Local Account are outlined in the Financial Report for 2023 and the Partial Financial Report for 2024. (see [appendix](#) for details)

The Shediac Account is funded by taxes paid by the residents of Pointe-du-Chêne. For a breakdown of expenditures allocated to this account, refer to the Ville de Shediac/Town of Shediac reports. (see appendix for details)

NOTE:

- As of January 2023, following the amalgamation with Shediac, the Town of Shediac has taken over responsibility for payment of bills for the center.
- A major expenditure from 2023 was \$34,070.48, allocated to the work done on the rink.
- An attempt will be made to spend the remaining amount left in the "Available" column of the Ville de Shediac/Town of Shediac document (refer to the Appendix section) prior to December 31, 2024. Any unspent funds by year-end will be defaulted.
- The center did not receive the contract to host the Provincial Election this year; however, we are proactively pursuing the contract to be a host facility for the Federal Election in 2025.
- It was noted that all Board Members of the center serve in a volunteer capacity, and there are no paid employees.

Question: (Wade Short)

Is the community center listed as a charitable organization?

Response: (Richard Daley)

The center has non-profit status but is not classified as a charitable organization.

A motion was made to accept the Treasurer's Report for the meeting.

Motion to accept: Wade Short

Motion seconded by: Claire Leblanc

Motion Carried

8. President's Report

The President's Report was presented by Richard Daley.

Community Events

- a. **Halloween Party:** This year's party is scheduled for Saturday, October 19th at 1:00 p.m. with 34 children currently registered.
- b. **Memorial Display for Remembrance Day:** Faye Rosenberg will coordinate the memorial garden in front of the center again this year. Work is underway to add photos (where possible) of local soldiers who went to war. A dedication service will be held on Sunday, November 10th, to honor Snooky Lutes, as a sign has been added to the playground in his memory. Everyone is welcome to attend.
- c. **Christmas Party 2023:** We had a great turnout for the 2023 Christmas Party, with 56 children registered.
- d. **Winter Carnival:** On February 9th, we hosted our Frosty Fun Day, which was a great success. We had a BBQ, skating, and hockey for families, and the Town of Shediac assisted in creating a hill for sliding.
- e. **Cadet Graduation:** On June 7th, the local Cadet Unit 1535 held their graduation ceremony at the center. It was well attended and a proud moment for the cadets and their families.
- f. **Children's Summer Camp:** The center offered a Summer Activities Program from June 24th to August 23rd, funded through the center's local account. This program employed three counselors and registered 54 children. The camp was available from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m., Monday through Friday, featuring activities such as crafts, games, and baking. Special acknowledgment goes to Susan Bourque for her volunteer support in getting the program up and running. Discussion will take place in early 2025 as to the return of this program.
- g. **Canada Day Celebrations:** On July 1st, we hosted Canada Day celebrations at the center with the assistance of the Town of Shediac. Along with a BBQ that fed approximately 300 people, we had a magician for entertainment, a slip and slide, and face painting. The number of attendees was unexpected, so plans for 2025 will include additional resources for food preparation, including an extra BBQ. Special acknowledgment to Julie Belanger and Fannie Duguay from the Town of Shediac for their instrumental help in organizing this event.

- h. **Fall Yard Sale:** In collaboration with the Town of Shediac, we participated in the Annual Yard Sale event on September 28th. The center hosted 12 vendors with a wide range of items for sale, with no fee for the tables. Due to inclement weather, vendors were grateful for the use of the indoor facility. We plan to host a similar event in 2025, preferably in May or June, to capitalize on the increase in residents and visitors to our area.

Rentals

- a. **Local Cadet Program:** The center is home to Unit 1535 of the Canadian Cadet Organization, meeting each Wednesday evening for their program.
- b. **Yin Yoga:** A Yin Yoga class is held every Tuesday and Thursday morning, hosted by Michelle. Everyone is welcome to attend.
- c. **Zumba Classes:** Zumba classes are offered on Monday and Tuesday evenings, led by Jess and Kierra (Monday) and Jocelyne (Tuesday).
- d. **Chair Yoga:** Chair Yoga classes take place on Tuesday afternoons, hosted by Jean.
- e. **Shediac Acoustic Jammers:** The center hosts the Shediac Acoustic Jammers on Thursdays from 6:30 p.m. to 9:30 p.m. This is a free event, and everyone is encouraged to join in or simply listen.
NOTE: No alcohol is permitted due to the center's lack of a liquor license.
- f. **Local Personal/Group Rentals:** The center remains a popular venue for various events, including birthdays, anniversaries, baby showers, and some religious gatherings.
- g. **Meetings:** The center is available for meetings and is free for local groups when space allows.

Workout Rooms:

- a. The workout rooms are open on Monday, Wednesday, and Friday mornings from 8:30 a.m. to 10:00 a.m., supported by Bill Savoie.
- b. All machines are serviced regularly to ensure safety.
- c. We are currently seeking more volunteers to help extend the opening hours of the workout rooms.

Infrastructure

- a. **Rink:** The rink had a successful year, maintaining ice for approximately five weeks.
 - Volunteers Daryl and Jeff Cormier played a key role in maintaining the facility during this time. Jeff will continue to assist with ice maintenance this year.
 - Ongoing maintenance includes fixing the lock on the door and installing an automatic shut device.
 - Dave Vick was instrumental in repairs to the benches, fence, and replacement of the floor in the rink shack.

- Unfortunately, due to vandalism, toilet paper is no longer available in the washrooms.
- b. **Splash Pad:** The splash pad was popular this summer, and it has been shut down and winterized for the colder months.
- c. **Elevators:** Two inspections were completed this year to ensure the safety of this feature.
- d. **Playground:** The climbing wall has been repaired, mini zip line handles have been added, routine gardening maintenance has been completed, and a sign commemorating Snooky Lutes has been installed in Snooky Park.

Communication

- a. Ann Doiron has taken over communications to enhance the online presence of the center and its facilities.
- b. The new website is: www.pdcreccenter.weebly.com.
- c. The Facebook page can be found at: www.facebook.com/pdcreccenter.
- d. Please refer to these pages for the most accurate and up-to-date information about the center.

Provincial Elections:

- a. We did not receive the contract to host the Provincial Election this year; however, we are actively pursuing the contract for the 2025 Federal Election.
NOTE: This contract typically lasts several weeks to facilitate election organization.
- b. The center will be open on Monday, October 21st, for voting in the Provincial Election.

A motion was made to accept the President's Report for the meeting.

Motion to accept: Gwen Caissie

Motion seconded by: Carol Daley

Motion Carried

9. New Business

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

Q = Question, A = Answer, C = Comment

The following four questions are attributed to Florence MacFarlane:

Q: Is it possible to provide the center's ByLaws to all in attendance.

A: A consensus was reached that the ByLaws will be posted on the center's website. For those without access, a hard copy can be provided upon request.

Q: Why were ByLaws changed from the original ByLaws that were drafted at the inception of the center?

A: The ByLaws were updated to reflect the evolution of the center and its successful functioning in today's environment. This process involved discussions with Jamie M. Storey to ensure all legal aspects align with the center's vision.

Q: Why are there no paid employees at the center?

A: Due to challenges with funding and grants, hiring paid employees is not feasible at this time. However, it is a long-term goal of the Board of Directors to employ at least one person to support the daily operations of the facility.

Q: There are many events for children, however, not enough for the senior members of the community, what is being done to address that issue?

A: The center supports several activities and events that seniors can participate in, such as Chair Yoga, Yin Yoga, KinFit 50, and the Shediac Acoustic Jammers. If anyone has suggestions for additional activities, please let us know, and we can explore the logistics of arranging them. However, we cannot guarantee support for all proposed activities.

C: Robert Dawson made a request for additional volunteers from the attendees.

Due to the increase in events and the support required at the center, it is crucial to grow the existing group of volunteers. If anyone can spare some time, please speak to a member of the Board of Directors about your availability.

C: Wade Short indicated that more resources from the “Bluff” should be included on the Board of Directors and in volunteering efforts.

NOTE: It was noted that Dave Vick, a member of the Board of Directors, is a resident of the “Bluff.” We strongly encourage all local residents to attend meetings and participate in events, and we will look for ways to communicate this outreach. A review of the current Board of Directors was conducted (see details in the Appendix), and it was noted that several seats will be available next year for those interested in applying.

C: Wade Short suggested that we follow a structure similar to the Multi Purpose Center in Shediac in terms of space rental. (onsite support during key working times)

Since our center does not charge the same rates as the Town of Shediac, we are unable to support any full-time staff at this time; however, it remains a long-term goal.

C: Yvon Caissie voiced concern that the workout room is only available on a limited basis.

This limitation is due to a lack of resources (volunteers). We would certainly consider expanding the hours of availability if more volunteers are willing to assist with the workout room.

C: Ann Doiron indicated that we routinely use social media to generate interest in the center, including requests for volunteers. It is important to note that our primary focus for information is the center’s website (www.pdcreccenter.weebly.com) and Facebook account (www.facebook.com/pdcreccenter).

The “I Love Parlee Beach” Facebook account is used selectively as we aim to drive interest to our official sites without diluting the messaging of the “I Love Parlee Beach” account.

C: Richard Daly indicated that we plan to hold the 2025 Annual General Meeting (AGM) during the same time frame (October), with dates and times to be determined closer to the date.

A motion was made to end the meeting at 7:10 p.m.

Motion to accept: Yvon Caissie

Motion seconded by: Stephen Black

Motion Carried

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 (October 2024)				
	Member	Position	Year Elected/ Appt	Years Left
1	Richard Daley	President	2021	1
2	Cathy Gallant	Vice-President	2021	1
3	Bob Dawson	Treasurer	2021	1
4	Betty Morrissey	Secretary	2021	1
5	Maria Leger Massiera	Board Member	2021	1
6	Bill Savoie	Board Member	2022	2
7	Dave Vick	Board Member	2022	2
8	Ann Doiron	Board Member	2022	2
9	Frank Savard	Board Member	2022	2
10	Raymond Leger	Board Member	2023 (Appt)	3

Financials

Shediac Account

VILLE DE SHEDIAC/TOWN OF SHEDIAC
Period From January 01,2023 To December 31,2023

Expense / Income Report - By Department

Account	Name	Budget	Actual	Available	Percentage Used
3200	Community Centre Pointe-du-Chê				
1-32000	CC - Supplies & Postage	1,575.00	1,175.00	400.00	74.60
1-32001	CC - Telephone Charges	1,838.00	1,873.01	(35.01)	101.90 **
1-32002	CC - Liability Insurance	1,365.00	1,301.00	64.00	95.31
1-32003	CC - Repair & Maintenance	12,999.00	34,070.48	(21,071.48)	262.10 **
1-32004	CC - Cleaning Supplies	210.00	175.88	34.12	83.75
1-32005	CC - Lights & Power	12,600.00	11,039.67	1,560.33	87.62
1-32006	CC - Insurance Building & Content	2,940.00	3,085.00	(145.00)	104.93 **
1-32007	CC - Property Taxes	630.00	463.75	166.25	73.61
1-32008	CC - Cleaning Services	5,250.00	5,224.29	25.71	99.51
1-32009	CC - General Supplies	15,750.00	342.16	15,407.84	2.17
1-32010	CC - Snow Removal	5,250.00	4,150.00	1,100.00	79.05
1-32011	CC - Garbage Collection	3,150.00	2,594.28	555.72	82.36
1-32012	CC - Equipment Repair	2,625.00	0.00	2,625.00	0.00
Department Totals:		(66,182.00)	65,494.52	687.48	(98.96)
Grand Totals:		\$ (66,182.00)\$	(65,494.52)\$	(687.48)	98.96

Note: The items marked with ** are over budget

VILLE DE SHEDIAC/TOWN OF SHEDIAC
Period From January 01,2024 To December 31,2024

Expense / Income Report - By Department

Account	Name	Budget	Actual	Available	Percentage Used
3200	Community Centre Pointe-du-Chê				
1-32000	CC - Supplies & Postage	1,600.00	1,259.12	340.88	78.70
1-32001	CC - Telephone Charges	1,900.00	1,530.76	369.24	80.57
1-32002	CC - Liability Insurance	1,500.00	1,342.00	158.00	89.47
1-32003	CC - Repair & Maintenance	12,000.00	10,455.81	1,544.19	87.13
1-32004	CC - Cleaning Supplies	500.00	172.52	327.48	34.50
1-32005	CC - Lights & Power	12,900.00	7,345.18	5,554.82	56.94
1-32006	CC - Insurance Building & Content	3,500.00	4,244.00	(744.00)	121.26 **
1-32007	CC - Property Taxes	670.00	490.80	179.20	73.25
1-32008	CC - Cleaning Services	6,000.00	3,086.88	2,913.12	51.45
1-32009	CC - General Supplies	15,930.00	4,997.92	10,932.08	31.37
1-32010	CC - Snow Removal	5,500.00	4,432.15	1,067.85	80.58
1-32011	CC - Garbage Collection	5,000.00	2,085.70	2,914.30	41.71
1-32012	CC - Equipment Repair	3,000.00	132.42	2,867.58	4.41
Department Totals:		(70,000.00)	41,575.26	28,424.74	(59.39)
Grand Totals:		\$ (70,000.00)\$	(41,575.26)\$	(28,424.74)	59.39

Note: The items marked with ** are over budget

Local Account

Financial Report for 2023

Opening Balance 01/01/2023	\$25,295.42
Expenditures	
Garbage Trucking & Portapotties	\$560.00
NB Power	\$856.73
Sewer Installation Rink Shack	\$4,755.00
Children Party Halloween	\$976.09
Board Dinner meeting	\$597.14
Children Christmas Party	\$1,632.51
Web Camera, tripod & Playground swings	\$417.93
Total Expenditures	\$9,795.40

Income	
Provincial Election Rentals	\$10,040.00
Regular Rentals	\$4,320.00
Donations	\$1,500.00
Accounts receivable	\$417.94
Total Income	\$16,277.94

Excess of Income over Expenditures	\$6,482.54
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Closing Balance 12/11/2022	\$31,777.96
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Partial Financial Report for 2024

Opening Balance 01/01/2024	\$31,777.94
Expenditures	
Summer Camp Payroll	\$14,734.05
Summer Camp Expenditures	\$1,683.62
CRA Summer Camp Remittance	\$2,946.58
Frosty Winter Carnival	\$574.60
Canada Day Celebration	\$390.39
Board Dinner meeting	\$599.00
Total Expenditures	\$20,928.24

Income	
Provincial Seed Grant	\$10,343.78
Regular Rentals	\$4,320.00
Donations	\$1,500.00
Total Income	\$16,163.78

Excess Expenditures over Income	-\$4,764.46
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Closing Balance 08/10/2024	\$27,004.13
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