

Minutes of the 2012 Annual General Meeting of the Friends of Charleston Lake Park, October 6, 2012, at the Visitor Centre, 10 a.m.

1. Moved “to adopt the Agenda”, Janice Hallam, sec. Andy Graham. Carried.
2. Moved “to approve the Minutes of the 2011 AGM”, Bill Hallam, sec. Jim Wallbridge. Carried.
3. Financial Report – Wayne Ashford presented preliminary figures for 2012. (See attached.) Moved “that the financial statements be approved”, Wayne Ashford, sec. Andy Graham. Carried.
4. Chair’s Report – Steve Page
 - a. Fundraising – our canoe raffle venues were reduced to 2 this year, and canoe ticket sales were down correspondingly. We hope to add a venue in 2013. Print raffle ticket sales continue. The Chair expressed the Friends’ appreciation to Sheila Ballantyne and George Hurst for their donation of the print, to Amanda and the gatehouse staff for their help with ticket sales, to Gananoque Rotary for giving us space for our ticket table.
 - b. Park work – a work party of Directors under the leadership of Acting Asst. Superintendent Darrin Fox constructed a footbridge at the base of Blue Mountain. The material left over will be moved by Ben and Darrin to the junction with the Huckleberry Hollow trail.
 - c. Use of Friends money in 2012 – i) a small tract of land (the Poole property) on Leeders Creek was purchased by The Thousand Island Watershed Land Trust and added to the Park. The purchase was paid for 60% by the Friends (the organization and some individuals), 20% by the Charleston Lake Association, and 20% by the TIWLT; ii) The Friends again sponsored Settlers Weekend and Star Gaze with Terence Dickinson; iii) The Friends purchased a laptop and a stuffed beaver and barred owl for use in the Park’s NHE program; iv) from its research fund, the Friends paid for a survey of Cerulean Warblers and dragonflies in the main Park and the Sheffield section.
 - d. Steve announced that Andy has taken over the management of our website, as the Biosphere office can no longer provide this service. Steve thanked Andy for agreeing to take this on.
5. Trails Report – Ray Wilson reported the trails to be in good shape. The monitoring program was effective, and we had very quick action from Darrin and his Park staff on reported problems.

6. Store Report – Janice Hallam reported a good year for the store, with most of the inventory sold. Customers requested a few different items, and she will look into providing them next year. Our student employees worked well, and enjoyed being part of the NHE program at times.
7. Park Report – Ben Chabot (Acting Park Superintendent) reported a successful season, both in terms of visitor numbers and revenue.
 - a. the Park acquired two parcels of land this year: the Poole property on Leeders Creek, and Green (Henry) Island, which was donated. They will further the protection and heritage appreciation mandates that the Park provides. He thanked the Friends for their help.
 - b. both Meadowlands comfort stations were renovated this spring. The new facilities have been appreciated by visitors.
 - c. the new playground equipment was installed in the spring, providing an improved and safer facility for our younger visitors.
 - d. the yurts were well used in their first full year.
 - e. additional new tent pads were constructed on our interior sites, almost completing the replacement of all the old pads.
 - f. animal-proof garbage cans were installed at the Buckhorn and Tallow Rock Bay day-use sites, the main day-use beach, and the Tallow Rock Bay trailhead.
 - g. the Natural Heritage Education program ran successfully again this year, as did the 2 special events funded by the Friends.
8. Grant Application – Andy Graham reported on an application made to the Great Lakes Community Guardian Fund (funded by the Ontario government) for the establishment of a water trail. The trail would link several existing Park picnic sites, and provide informative environmental signage and dockage at each site. Steve thanked Andy for the work he put into the application.
9. Election of Directors – Steve announced that all Directors (Wayne Ashford, Doug Bickerton, Duane Dillman, Andy Graham, Bill Hallam, Janice Hallam, Steve Page, Cliff Redman, Jim Wallbridge, Ray Wilson) were willing to stand for another term. In addition, 3 nominations came from the floor: George Hurst, Gerry Gustar, Claudette Weststrate. All were elected.
10. Other Business – none

The meeting was adjourned at 11:15.

**The Friends of Charleston Lake Park
Balance Sheet
as at Nov 1, 2012
(preliminary)**

Total Assets		2012	2011
Bank			
Bank of Montreal		\$ 14,994	\$ 17,074
TD Canada Trust		<u>3,528</u>	<u>2,592</u>
		<u>18,522</u>	<u>19,666</u>
Accounts Receivable			
MNR (Student Grant)		3,907	
Ontario Parks (park sales)		<u>2,061</u>	<u>1,315</u>
		<u>5,968</u>	<u>1,315</u>
Total Assets		<u>\$ 24,490</u>	<u>\$ 20,981</u>
Total Liabilities			
		2012	2011
Operations Equity			
Balance as at Nov 1, 2011		\$ 19,793	\$ 16,705
Excess of revenue over expenditures for the year		<u>3,509</u>	<u>3,088</u>
		<u>23,302</u>	<u>19,793</u>
Research Equity			
Research Equity as at November 1, 2012		<u>1,188</u>	<u>1,188</u>
Total Liabilities		<u>\$ 24,490</u>	<u>\$ 20,981</u>

Friends of Charleston Lake Park
Statement of Operations Revenues & Expenditures
Preliminary, Year Ended Nov 1, 2012

		Revenue	
		<u>2012</u>	<u>2011</u>
Raffle	Raffle sales	\$ 3,567	\$ 4,639
	Costs (net of donations)	<u>1,865</u>	<u>2,090</u>
	Net Raffle	<u>1,702</u>	<u>2,549</u>
Store	Sales	<u>5,572</u>	<u>5,026</u>
	Expenses		
	Student Salaries & Benefits	11,804	11,876
	Less HRDC Grant	(2,401)	(2,153)
	Less Province of Ontario Grant	<u>(8,085)</u>	<u>(8,080)</u>
	Net Salary Expense	1,318	1,644
	Merchandise purchases	<u>2,704</u>	<u>3,490</u>
	Total Cost of Sales	<u>4,022</u>	<u>5,134</u>
	Net Store	<u>1,550</u>	<u>(107)</u>
Park	Used Canoe Sale	3,650	
	Map Sales	738	947
	Map Sales Wholesale	295	590
	Trail Guides Trailhead	207	202
	Trail Guides	<u>34</u>	43
	Ski Trails		55
	Postcards		<u>56</u>
	Net Park	<u>4,923</u>	<u>1,894</u>
Other	Memberships	615	660
	Donations and Gifts	<u>459</u>	1,115
	Other Income		111
	Net Other	<u>1,074</u>	<u>1,887</u>
Total Revenue		<u>\$ 9,249</u>	<u>\$ 6,223</u>
Expenditures			
Park Support	Leeders Creek	\$ 2,000	
	Slim Bay Bridge (net of partner contribution)		\$ 201
	Student Bursary Program	250	250
	Computer	520	
	Taxidermy	<u>820</u>	
	Trail Badges		158
		<u>3,590</u>	<u>609</u>
Donations	Biosphere Reserve	500	
	Charleston Lake Environmental Association	<u>50</u>	
		<u>550</u>	
Special Events	Brockville Museum	<u>250</u>	250
	Terence Dickinson		315
	Settler Days BBQ (net)		<u>(19)</u>
		<u>250</u>	<u>546</u>
Administrative	Insurance	1,057	1,139
	Bank and Visa charges	253	319
	Memberships	340	290
	Office Supplies, Petty Cash	<u>250</u>	<u>231</u>
		<u>1,900</u>	<u>1,980</u>
Total Expenditures		<u>\$ 5,740</u>	<u>\$ 3,135</u>
Excess of Operations Revenue over Expenditures		<u>\$ 3,509</u>	<u>\$ 3,088</u>