

The Friends of Charleston Lake Park

Annual General Meeting
Saturday, 13 September 2014, 10.00 a.m.
Visitors' Centre, Charleston Lake Park

Minutes

In Attendance: Wayne Ashford, Doug Bickerton, Ben Chabot, Gerry Gustar, Bill Hallam, Janice Hallam, Steve Page, Cliff Redman, Jim Wallbridge, Claudette Weststrate.

1. **Adoption of Agenda:** Bill moved and Cliff seconded the adoption of the agenda. Approved.
2. **Minutes of the 2013 AGM:** Moved by Wayne and seconded by Doug to adopt the minutes as presented.
3. **Financial Report:** A copy of the financial statement was distributed by Wayne. A copy is attached to these minutes. This is not a year-end statement, but complete to date. There was discussion on re-pricing the lake maps to increase sales. Wayne moved and Bill seconded the adoption of the report. Approved.
4. **Chair Report:** Steve noted the following highlights in his report:
 - The grant application mentioned in the 2013 AGM Minutes for \$2500 from TransCanada for the Blue Mountain trail project was successful.
 - We were successful again with the Canada Summer Jobs program; unfortunately this funds less than half our Store Manager position; the other half comes out of store sales. An Ontario Parks grant pays for the rest of our store employees.
 - The raffle remains our major fund raiser. The Craft Fair and Athens Corn Fest did well. The Gatehouse remains our most lucrative source of sales; thanks to the staff for their help. This year we raffled an H2O Prospector, purchased through the Frontenac and Kayak Centre. Ontario Parks has a new canoe supply agreement, with Swift Canoes; we expect them to be our source in future.
 - We again sponsored a delegate to the Ontario Nature Youth Summit in Orillia – Riley Carey, from Gananoque.
 - We sponsored a new event, a birds of prey show by the Ontario Falconry Centre. It was a great success, and will be repeated next year.
 - The Friends purchases for the Pak included: a lake trout replica and educational materials for the NHE program, and a load of wood chips that has been applied to the trails.
5. **Store Report:** Janice reported a good year. Most of the staff were new, but learned their jobs quickly, and contributed not only to the store, but to the Park's programs as well. We abandoned Visa sales this year. The impact was revenue-neutral. Expressions of thanks were extended to Janice.

- 6. Park Update:** Ben provided a written report, which is attached in full. A discussion ensued about the replacement of the Slim Bay bridge and the details of our application for a National Trails Council grant; the results are expected to be announced in late September.
- 7. Election of Directors:** The following were approved as Board members for 2015: Wayne Ashford, Doug Bickerton, Andy Graham, Gerry Gustar, Bill Hallam, Janice Hallam, Steve Page, Cliff Redman, Jim Wallbridge, Claudette Weststrate.
- 8. Adjournment:** The meeting was adjourned at 11.30 a.m.

**The Friends of Charleston Lake Park
Balance Sheet
as at Nov 1, 2014**

Total Assets

	<u>2014</u>	<u>2013</u>
Bank		
Bank of Montreal	\$19,610	\$19,078
TD Canada Trust	<u>3,880</u>	<u>3,880</u>
	<u>23,490</u>	<u>22,958</u>
Accounts Receivable		
Student Grants		4,132
Ontario Parks (park sales)	<u>3,080</u>	<u>452</u>
	<u>3,080</u>	<u>4,584</u>
Total Assets	<u>\$26,570</u>	<u>\$27,542</u>

Total Equity

	<u>2,014</u>	<u>2,013</u>
Operations Equity		
Balance as at Nov 1, 2013	\$27,542	\$23,019
Excess of expenditures over revenue for the year	<u>972</u>	<u>(4,523)</u>
	<u>26,570</u>	<u>27,542</u>
Equity as at November 1, 2014	<u>26,570</u>	<u>27,542</u>
Total Equity	<u>\$26,570</u>	<u>\$27,542</u>

Friends of Charleston Lake Park
Statement of Revenues & Expenditures
for the year ended Nov 1, 2014

	<u>Revenue</u>	<u>2014</u>	<u>2013</u>
Raffle	Raffle sales	\$3,786	\$3,861
	Raffle costs	<u>2308</u>	<u>2,152</u>
	Net Raffle	<u>1,479</u>	<u>1,710</u>
Store	Sales	<u>4,923</u>	<u>4,627</u>
	Expenses		
	Student Salaries & Benefits	12,421	12,132
	Less Grants	<u>-11,182</u>	<u>-10,554</u>
	Net Salary Expense	1,239	1,578
	Add Merchandise Purchases	<u>2,525</u>	<u>3,551</u>
	Total Cost of Sales	<u>3,764</u>	<u>5,129</u>
	Net Store	<u>1,159</u>	<u>-502</u>
Corporate Grants	Trails		<u>5,000</u>
Park	Map Sales	880	1,019
	Miscellaneous	<u>98</u>	<u>190</u>
	Net Park	<u>978</u>	<u>1,209</u>
Other	Memberships	515	540
	Donations and Gifts	<u>3,974</u>	<u>877</u>
	Net Other	<u>4,489</u>	<u>1,417</u>
Total Revenue		<u>8,105</u>	<u>8,834</u>
	<u>Expenditures</u>		
Park Support	Trails	\$2,204	
	Taxidermy, Program Support	795	<u>\$519</u>
	Lifepak	<u>2135</u>	
		<u>5,134</u>	<u>519</u>
Bursaries	Canadian Wildlife	391	300
	Ontario Parks	<u>250</u>	<u>250</u>
		<u>641</u>	<u>550</u>
Donations	Biosphere Reserve	500	500
	Brockville Museum	250	
	Other	<u>50</u>	<u>50</u>
		<u>800</u>	<u>550</u>
Special Events	Ontario Falconery Centre	<u>779</u>	
	Settlers Weekend		250
	Terence Dickinson		<u>315</u>
		<u>779</u>	<u>565</u>
Administrative	Insurance	1,207	1,057
	Bank and Visa charges	8	295
	Memberships	40	40
	Web Site		400
	Office Supplies, Petty Cash	<u>467</u>	<u>337</u>
		<u>1,722</u>	<u>2,129</u>
Total Expenditures		<u>9,077</u>	<u>4,312</u>
Excess of Expenditures over Revenue for the Year		<u>\$972</u>	<u>-\$4,521</u>