Mississauga Festival Choir

Annual General Meeting – September 25, 2023

**LIST OF MOTIONS**

Below is a list of all the motions that will be brought forward to the membership for voting:

**ADOPTION OF AGENDA**

Motion moved by Cindy Cyr “**that the Agenda for the Annual General Meeting for Mississauga Festival Choir held on September 25th, 2023 be adopted as distributed**”. Seconded by Kristan Koehle.

*Discussion: This motion will formally accept the agenda for the meeting as distributed.*

**ADOPTION OF THE SEPTEMBER 26, 2022 – ANNUAL GENERAL MEETING MINUTES**

Motion moved by Sue Stenton “**that we adopt the September 26, 2022 – Annual General Meeting Minutes as distributed**”. Seconded by Wendy Chant.

*Discussion: Minutes from our MFC AGM held on September 26, 2022 are available for review and should reflect the topics discussed and motions passed at our last General Meeting.*

**APPROVAL OF THE FINANCIAL STATEMENTS – JUNE 30, 2023**

Motion moved by Wendy Chant “**that the choir membership approve the Financial Statements dated June 30, 2023 as distributed**”. Seconded by Sue Stenton.

*Discussion: Audited financial statements for MFC for the year-end dated June 30, 2023 are available for review. This document reflects the financial activities of MFC for the last fiscal year.*

**APPROVAL OF THE BUDGET**

Motion moved by Wendy Chant “**that the choir membership approve the budget for the 2023/24 season as presented**”. Seconded by Cindy Cyr.

*Discussion: A detailed budget for the 2023/24 season is available for review.*

**APPOINTMENT OF THE AUDITOR**

Motion moved by Wendy Chant “**that the choir membership appoint J Bruce Taylor, CPA, to be the auditor for the fiscal year 2023/24**”. Seconded by Kristan Koehle.

*Discussion: Each year, MFC must appoint an auditor to review the financial statements for the organization. Currently, we are utilizing the services of J. Bruce Taylor, CPA, who is familiar with the activities of our non-profit corporation.*

**NOMINATIONS AND ELECTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Term | Year | Candidate |
| Vice-President | 2 years | 2023-2025 | **Scott Mick** |
| Treasurer | 2 years | 2023-2025 | Wendy Chant |
| Membership & Volunteer Development | 2 years | 2023-2025 | Janice Maxwell |
| Marketing & Communications | 2 years | 2022-2024 | *(open)* |

Motion moved by Cindy Cyr “**that the nominees presented for the position of Vice-President, Treasurer and Membership & Volunteer Development are hereby elected to their positions for a 2 year term**”. Seconded by Sue Stenton.

*Discussion: Each year, we hold elections for half the members of the Board. This year, the position of Vice-President, Treasurer, Membership & Volunteer Development and Marketing & Communications are up for re-election. The incumbents for the first two roles have indicated their interest to continue in their respective positions. With the current Membership & Volunteer Development Director stepping down, we would like to welcome Janice Maxwell to fill this role. The Marketing & Communications position is currently vacant and a search is ongoing to find a suitable candidate who ideally has professional experience in this field and is well-versed in social media. If you know someone who might be qualified for this marketing position, or if you are interested in nominating someone for the other roles, please send an email before the meeting.*

**PROPOSED AMENDMENTS TO THE CONSTITUTION**

Motion moved by Sue Stenton “**that the following changes be made to the Constitution to reflect the change in title and responsibilities of the Choir Administrator to Operations Coordinator**”. Seconded by Kristan Koehle.

|  |  |
| --- | --- |
| **Current** | **Proposed** |
| **8.13 Appointment of Choir Administrator**  The Board may appoint a Choir Administrator who shall be an ex-officio member of the Board. Remuneration, if any, shall be established by the Board. | **8.13 Appointment of Operations Coordinator**  The Board may appoint an Operations Coordinator who shall be an ex-officio member of the Board. Remuneration, if any, shall be established by the Board. |
| **10.02 Choir Administrator**  The Choir Administrator is the key staff lead for administrative and business requirements of the Choir with direction provided by the Board. The Choir Administrator provides ongoing administrative support through communications  to committee chairs and by attending select committee meetings to ensure consistency in the development and implementation of marketing,  communications, fundraising and sponsorship plans, and oversees the ongoing relationship with partners, sponsors and grantors. | **10.02 Operations Coordinator**  The Operations Coordinator is the key staff lead for administrative and operational requirements of the Choir with direction provided by the Board. The Operations Coordinator provides ongoing administrative support to the Board of Directors and assists with the day-to- day administrative requirements of the Choir including, but not limited to, representing the Board with vendors/agencies and serving as the preliminary representative of the Choir to media and other external stakeholders (i.e. inquiries via email and website). |

*Discussion: The change in job title for our Choir Administrator to Operations Coordinator is proposed to better reflect the breadth of this role in the organization.*

**ADJOURNMENT**

Motion moved by Sue Stenton “**that the Annual General Meeting be adjourned**”. Seconded by Janice Maxwell.

*Discussion: This motion brings a formal end to the Annual General Meeting.*