

Minutes of the Gabriola Community Bus Foundation Annual General Meeting, October 10, 2019

Directors

Carol Billyard (<i>term ending</i>)	Katharine Patterson
Christy Campbell (<i>regrets</i>)	Judith Roux
Scott Colbourne	Susan Yates
Steven Earle (<i>regrets</i>)	

Members: 6

A quorum being present per Bylaw 16(3), the meeting was called to order at 7:00 pm. Katharine Patterson chaired the meeting; Carol Billyard took the minutes.

Notice of the meeting and agenda

Notice of the meeting was issued in accordance with Bylaw 13.

Katharine welcomed the members to the 4th Annual General Meeting of the Gabriola Community Bus Foundation.

Approval of the Agenda was moved by Susan Yates and seconded by Jim Ramsay. Carried.

Approval of the minutes of the AGM 2018 was moved by Judith Roux and seconded by Scott Colbourne. Carried.

Directors' reports

The directors and co-ordinator gave reports covering ridership statistics, the bus schedule, grants, Stepping Up and Stepping Out (SUSO) program, bus cleaning, and the Community Bus Forum. Speakers were Katharine Patterson, Susan Yates, Carol Billyard, Trevor Gear, Scott Colbourne.

Financial report

Church and Pickard Statement of Financial Position as of December 31, 2018

Assets have increased due to the acquisition of a third newer bus, Bertie, in November 2018 and the donation of a bus shelter at South Rd and Price by New Society Publishing. Assets 2018 were \$150,838 (\$136,746 in 2017). All accounts were in order.

Educational visit by CRA Charities Directorate in June, 2019

The finance committee and Carlee Herbert, our bookkeeper, met with Lacy Ballon from the CRA Charities Directorate in June 2019 for an educational visit. The CRA has found it more effective to pay educational visits (also described as “mini audits”) to charitable societies rather than performing extensive spot audits. There was no difficulty in supplying the records requested. It was pointed out that CRA’s website for charitable societies shows a pie chart for each charity of the money spent in various categories (programs, management and

administration, etc.). The proportion of our revenue being spent on management and administration is exceptionally low: 7.03% with 92.97% of our revenue going to bus service in 2017. The 2018 proportion is expected to be even better.

Budget 2020

Church and Pickard over the last few years have recommended that we pay WorkSafe BC premiums for our drivers and co-ordinator and consider moving them from being considered as contractors to being considered as employees. Our present bookkeeper has also made a similar recommendation. At the moment, we are in the process of doing so. The budget for 2020 shows the expected cost of WCB premiums over the year. We have also included the costs of employer benefits such as vacation pay, EI and CPP in the new budget.

Because of these expenses and a significant rise in fuel and other automotive expenses, we will be asking the RDN for COLA for this budget. We have not yet received the figure to be used for COLA, likely to be around 1.5%, so it has not been included in the budget as proposed.

A motion to approve the budget for 2020 with the COLA increase was moved by Jim Ramsay and seconded by Scott Colbourne. Carried unanimously.

Nominations

As there were no nominations from the floor, Carol Billyard was re-appointed for two years by acclamation.

The meeting was adjourned at 8:00 pm.