

CREATIVE CITY NETWORK OF CANADA

Draft Minutes from the 2013 Annual General Meeting

Friday, May 31, 2013 | 8:30am

Studio, Arts Court, 2 Daly Avenue, Ottawa, ON

1. Call to Order

The meeting was called to order at 8:36am by Ian Forsyth, President.

2. President's Opening Remarks/Introduction of the Executive

Ian Forsyth provided opening remarks, introduced the current members of the Board and of the Executive Committee.

3. Approval of Agenda

Motion: To approve the agenda as provided.

Made by Nichola Reddington, City of Victoria, BC.

Seconded by Barb McLean, City/District of North Vancouver, BC

Carried.

4. Adoption of the Minutes from the 2012 AGM

Motion: To approve the minutes of the Annual General Meeting of October 23, 2012.

Made by Caroline Ivey, City of Kelowna, BC

Seconded by Alice Sabourin, City of Hamilton, ON

Carried.

5. Reports

a) Report from President: Provided by Ian Forsyth. See attached report.
Ian Forsyth thanked departing staff and board members and presented gifts.

b) Report from GM: Provided by Jennifer Lord. See attached report.

c) Report from the Treasurer: Provided by Rebecca Cann, Treasurer.
Rebecca Cann first noted that CCNC is a charitable organization and specifically that donations can be made directly to CCNC through the United Way program at workplaces. She then presented the Financial Statements from the 2012/13 fiscal year ending March 31, 2013. She explained that as per current Canada Revenue Agency standards, CCNC's accounting firm, Trout Lake Group, has again provided CCNC with a notice to reader, statement of financial position and statement of revenue, expenditures, and changes in net assets. She thanked Trout Lake Group for all of their work.

Rebecca indicated that the statement of financial position shows that CCNC is in a healthy cash flow position going into the new fiscal year, with membership and summit revenues in as the 2012/13 fiscal year wrapped up. Rebecca pointed out that the deferred revenue is from membership fees, with 25% of 2013 fees staying in the 2012/13 fiscal year and 75% to

the 2013/14 fiscal year. She indicated that CCNC has a small surplus of \$6,953 with a net assets balance of \$72,339 at year-end, putting CCNC into a healthy position moving forward.

Rebecca reminded members that CCNC did withdraw from Department of Canadian Heritage funding for 2011, and while it took the organization a couple of years to stabilize, she stated that she feels confident in our position moving forward. She also reminded members that membership fees are an integral part of CCNC's sustainability, as well as Summits as a source of revenue. She noted that Summit host cities make an important investment to the organization overall, and thanked the City of Victoria and the City of Ottawa for their contributions to the 2012 and 2013 Summits.

d) Presentation on the 2012-14 Creative City Network of Canada Strategic Plan and Operational Plan. Provided by Elena Bird, Vice-President.

Elena Bird presented the current Strategic and Operational Plan for CCNC, indicating that the process started in 2010 with a membership services survey and a strategic planning session with the board in Toronto. CCNC then provided a draft to members at the 2011 AGM in London. She noted that the full and completed plan reinforces CCNC's support for local cultural development and outlines our current vision, mission and values. See attached document.

e) Presentation on the 2013-15 CCNC Membership Plan. Provided by Elena Bird, Vice-President.

Elena Bird explained that the 2013-15 Membership Plan for CCNC was founded on the current Strategic Plan. She noted that during the 2012 Summit in Victoria, BC, Inga Petri from Strategic Moves facilitated a session to find out what members as well as the broader community were looking for from CCNC membership and that these findings helped to shape the current Membership Plan.

Elena noted that the Membership Plan balances a focus on current members and the growing practice of cultural planning. She explained that the plan will maintain the current voting membership of local governing authorities in Canada, but will introduce a new non-voting membership category to extend membership to others involved in local cultural development. She noted that going forward, between 2013-2015, members should see increased membership services including a reintroduction of a listserv, an online members portal on the website, a research consortium, and a CCNC awards program.

i) Membership Conditions Resolution. Provided by Elena Bird, Vice-President.

Elena Bird presented the Membership Conditions Resolution. See attached document. She indicated that the first action of the new Membership Plan is to amend our Bylaws to introduce a new non-voting membership category.

Motion: To approve the Membership Conditions Resolution.

Made by Angela Watson, City of Fredericton, NB

Seconded by Alejandro Romero, City of Saskatoon, SK

Carried.

Question from the floor regarding the cost of the new membership fee for the non-voting category. Elena Bird's responded by saying should the membership support the bylaw change, the board will determine the new membership fees.

f) Report from the Nominating Committee: Provided by Onalee Groves, Board Member. Onalee Groves introduced and welcomed the members on the slate as well as the nominations. See attached reports.

Onalee explained that CCNC values balanced provincial representation and strives for a diverse board from across the country. She encouraged members to contact the board to discuss involvement with CCNC on a committee level or on the board in future years. Onalee asked for nominations from the floor and, hearing none, put forward a motion to accept the slate and nominations as recommended with a cap of 14 board members, setting quorum at 8.

6. Election of the Board of Directors

a) Motion: To accept the slate and nominations as recommended.

Made by Don Engerdahl, Town of Hinton, AB
Seconded by Teri Souter, Town of Huntsville, ON
Carried.

b) Motion: To fix the number of board members for 2013-2014 at 14 with quorum of 8.

Made by Laurie Seligman, City of Spruce Grove, AB
Seconded by Angela Watson, City of Fredericton, NB
Carried.

7.

a) Motion: To Approve and Ratify all accounts, contracts, proceedings, elections, appointments, payment of monies as set forth in the regularly circulated Minutes of the Board of Directors meetings.

Made by Rebecca Cann, City of St. Catharines, ON
Seconded by Roxanne Richard, City of Moncton, NB
Carried.

b) Motion: To accept all reports and presentations as presented.

Made by Rebecca Cann, City of St. Catharines, ON
Seconded by Elena Bird, City of Toronto, ON
Carried.

8. Adjournment

Motion: To adjourn meeting at 9:13am.

Made by Alice Sabourin, City of Hamilton, ON
Seconded by Nichola Reddington, City of Victoria, BC
Carried.