

**DRAFT Minutes of the Annual General Meeting  
of the  
Canadian Condominium Institute – Nova Scotia Chapter  
51 Sailors Trail (the Clubhouse), Eastern Passage  
Thursday, October 17<sup>th</sup>, 2019 at 7:00 pm AT**

ITEM	ACTION	SPONSOR	ACTION
1.	<p><b>Call to Order:</b> The President called the meeting to order at 7:04 pm and welcomed the members in attendance. She also thanked The Village at Fisherman’s Cove for agreeing to host the meeting.</p> <p>There then followed a brief explanation of the meeting protocol. Motions would be voted on by a show of hands</p> <p>While all attendees may be recognized only one representative from each member corporation/business would vote.</p> <p>A quorum consisting of not less than 10% of the Members must be present or represented by proxy. 10% of the 87 Members consists of nine (9) members.</p> <p>The recording secretary confirmed that there were fourteen (14) members present.</p> <p>The President declared that a quorum was present</p>	President	
2.	<p><b>Approval of the Agenda as presented:</b> The President noted that the Agenda had been previously circulated to the membership</p> <ul style="list-style-type: none"> <li>• <b>Motion to accept the Agenda as presented</b></li> <li>• Moved by: B Hart, HCCC #089</li> <li>• Seconded by: L MacDonald, Harbourside Realty Limited</li> <li>• <b>Passed:</b> nem.com</li> </ul>	President	
3.	<p><b>Presentation from RCMP Community Policing</b> The evening kicked off with a presentation from our guest speaker, Cnst Erika Vekeman of the RCMP. Cnst Vekeman began her talk by highlighting the importance of having a safety routine. Her recommendation was to incorporate the “9:00 pm Routine” into your nightly routine. The Routine recommends undertaking the following activities when the clock strikes 9:00 pm:</p> <ul style="list-style-type: none"> <li>• Ensuring that car and home doors and windows are locked;</li> <li>• Turning on outside lights;</li> <li>• Removing any valuables from your car;</li> <li>• Closing the garage door</li> </ul>		

	<p>Following the formal part of the presentation, Cnst Vekeman entertained a number of questions from the floor. The President thanked Cnst Vekeman and we continued with the rest of the AGM at 7:48 pm AT</p>		
4.	<p><b>Approval of Minutes from General Meetings:</b> There were no proposed amendments to the Minutes of the 2018 09 20 Annual General Meeting:</p> <ul style="list-style-type: none"> <li>• <b>Motion to accept the Minutes as presented:</b></li> <li>• Moved by: B Dort, Providence Elite Management,</li> <li>• Seconded by: J Sparkes, HCCC #269</li> <li>• <b>Passed:</b> nem.com</li> </ul>	President	
5.	<p><b>Business Arising from the Minutes:</b> Nil</p>	President	
6.	<p><b>Old Business:</b> Nil</p>	President	
7.	<p><b>Correspondence:</b> Nil</p>	Secretary	
8.	<p><b>Financial Stewardship:</b> The Treasurer presented her overview of the financial condition of the Chapter and commentced that the current fiscal year was looking favourable, although memberships were slightly down over fiscal 2018-2019</p> <p>a. 30 Jun 19 Financial Statements The financial statements are straightforward and it was noted that our net income was considerably higher that anticipated as the Chapter continued to operate without the benefit of a part-time paid administrative assistant.</p> <p>b. 2019-2020 Budget The budget for 2019-2020 was approved at our 12 Sep 19 regular Board Meeting and is presented for information purposes only</p> <p>c. Appointment of Auditor Janet L Cheverie CPA Inc has been reviewing our financial records and preparing our Financial Statements on a review engagement basis for a number of years</p> <ul style="list-style-type: none"> <li>• <b>Motion to appoint Janet L Cheverie CPA Inc as the Chapter's auditor of record for fiscal 2020</b></li> <li>• Moved by: T Birchall, HCCC #289</li> <li>• Seconded by: B Hutchins, Bonita Bonnie Lee Hutchins Limited</li> <li>• <b>Passed:</b> nem.com</li> </ul>	Treasurer	



	<ul style="list-style-type: none"> <li>• The Committee Chair particularly appreciated the support of Carol Conrad who has been looking after our newsletter advertising revenue.</li> </ul> <p>e. National Liaison</p> <ul style="list-style-type: none"> <li>• The Nova Scotia Chapter has agreed to host the 2021 CCI-National conference and we will be attending the 2020 conference as observers</li> <li>• The reinvigorated web-site is expectd to go live by the end of November</li> <li>• Devon Cassidy, has agreed to sit on the National Council</li> </ul> <p>f. President’s Report</p> <p>The President tabled their report and commented on the hollowing highlights for the year:</p> <ul style="list-style-type: none"> <li>• increased seminars over 2018-2019</li> <li>• we have digitized our records and are no longer reliant on paper backups</li> <li>• members information has all been updated</li> <li>• we are now responding to queries on an average of 3 days (we cleared a backlog of over 6,000 emails)</li> <li>• we continue to operate without a part-time admin assistant</li> <li>• Devon thanked the Board for their support over the last year.</li> </ul>	D Cassidy	
10.	<p><b>Nominating Committee:</b></p> <p>There were five Directors whose terms had expired and all five had agreed to let their names stand for another term. There were two other nominations for the six vacancies</p> <ul style="list-style-type: none"> <li>• Devon Cassidy</li> <li>• Brian Dort</li> <li>• Barb Hart</li> <li>• Bonnie Hutchins</li> <li>• Lorena MacDonald</li> <li>• Ed Nix</li> <li>• Rachel Smith</li> </ul> <p>As there were seven aplicants for the six positions, an election was required. The Secretary was appointed as the scrutineer. It was indicated that there would be one vote and the six candidates receiving the most votes would be elected. In the case of a tie, only those tied would be subject to a second vote. Each candidate was allowed 2 minutes to talk to the Membership. The votes were cast and counted and the scrutineer advised that a second vote would not be required.</p>	Vice-President	

	<p>The following were elected to the Board for a three year period commencing the end of the AGM:</p> <ul style="list-style-type: none"> <li>• Devon Cassidy</li> <li>• Brian Dort</li> <li>• Barb Hart</li> <li>• Lorena MacDonald</li> <li>• Ed Nix</li> <li>• Rachel Smith</li> </ul> <p>The President thanks Bonnie Hutchinson for her many years of service as a valued member of the Board.</p> <p>There being no further discussion, the Secretary was directed to destroy the ballots.</p>		
11.	<p><b>New Business:</b> Nil</p>	President	
12.	<p><b>Next Meeting:</b></p> <p>The next AGM was tentatively scheduled for Thursday, September 17<sup>th</sup>, 2020 with full details to be confirmed at a later date</p>		
13.	<p><b>Adjournment:</b></p> <p>Their being no further business to discuss, the President looked for a motion to adjourn.</p> <ul style="list-style-type: none"> <li>• <b>Motion to adjourn</b></li> <li>• Moved by: B Hart, HCCC #089</li> <li>• Seconded by: B Hutchins, Bonita Bonnie Lee Hutchins Limited</li> <li>• <b>Passed: <i>nem.con</i></b></li> </ul> <p>The meeting was adjourned at 9:00 pm ADT</p>	President	<b>Passed: <i>nem.con</i></b>

X

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D Cassidy  
President

X

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T Birchall  
Secretary