



# I ❤️ Cordova Bay

cbasn.com



**ANNUAL GENERAL MEETING – APRIL 20th 2016**

# **Cordova Bay Association for Community Affairs Annual General Meeting Agenda**

- **Welcome and BOD introductions- motion to approve Minutes from the last AGM, motion to approve this Agenda**
- **Guest Speaker- Lana Popham, MLA- 25 minutes**

**BREAK- refreshments- 15 minutes**

- **AGM called to Order**
- **Treasurers Report- motion to approve**
- **Committee Reports- Membership, Traffic, Planning, President's**
- **Elections Committee- motion to approve**
- **New Business**
- **Adjournment**

**NOTE: DOOR PRIZE- 2 LOCAL PRIZES**

# **CORDOVA BAY ASSOCIATION FOR COMMUNITY AFFAIRS**

## **BOARD OF DIRECTORS 2015-16:**

- 1. President: Anthony Minniti\***
- 2. 1st Vice President: Larry Gontovnick\***
- 3. 2nd Vice President: David Kuprowsky**
- 4. Secretary: Colleen Flynn\***
- 5. Treasurer: Barb Lucas\***
- 6. Planning Co-Chair: David Cronkhite**
- 7. Membership Chair: Randy Otto**
- 8. Traffic Chair: Graham Shorthill**
- 9. Public Relations Chair: Gloria Wills\***
- 10. Planning Co-Chair: Mary Lynn Reimer\***
- 11. Director at Large: Vacant (Sandy Medler resigned in March 2016)**

**\*6 positions open for election for two-year terms.**

# Lana Popham, MLA



# Question & Answer Period



# AGM MINUTES FROM 2015

## AGM - Cordova Bay Association for Community Affairs

Meeting held April 22, 2015

At Cordova Bay 55+ Assn., Cordova Bay Road, Victoria

**In Attendance:** David Kuprowsky, Barb Lucas, Graham Shorthill, Randy Otto, Anthony Minniti, Colleen Flynn, David Cronkhite, Larry Gontovnick, Sandy Medler

**Regrets:** Pablo Miranda, Tom Richey

**Anthony Minniti-** Welcomes everyone and introduces the Members of the Board of Directors.

**Anthony Minniti-** Introduces Mayor Atwell.

**Mayor Atwell-** Speaks about our community and addresses questions from the floor.

**8:20 pm the Cordova Bay Association for Community Affairs calls to order its Annual General Meeting.**

**Motion** by Anthony Minniti: To approve the minutes of the previous AGM meeting of April 23, 2014; seconded by David Gerrion, carried

**Treasurers Report** - presented by Barb Lucas

**Motion** by Barb Lucas to accept the financial statements as presented; seconded by Sandy Medlar Carried

**Motion** by Barb Lucas to appoint Mabel Murgatroyd to be appointed as our auditor; seconded Colleen Flynn, carried

**Membership Report** - presented by Randy Otto

**Traffic Report** -presented by Graham Shorthill

# AGM MINUTES FROM 2015

**Planning** – presented by Larry Gontovnick

**President's report** - presented by Anthony Minniti

**Nominations:** Barb Lucas

**Elections** - Six positions were filled on the Board of Directors by members of the CBA for a two-year term:

Farewell to past board members Arran McLellan and Sylvia Burkhardt.

All of the 2015 Annual General Meeting presentation slides are available on the CBA website at [cbasn.com](http://cbasn.com).

No new business.

**Motion** by Anthony Minniti to adjourn the meeting; Seconded by Barb Lucas; carried

Annual General Meeting is adjourned at 9:25 pm.

**Members attending:** 55

**Motion will be  
made for  
adoption of AGM  
minutes from  
2015**

# Treasurer's Report 2015

## Barb Lucas

The Association remains financially healthy as of December 31, 2015 with an accumulated surplus of \$26,167, compared to the balance of \$20,379 as at December 31, 2014.

To support our local businesses and services, the Board of Directors made the decision to move its banking services from Coast Capital Savings Credit Union to the Cordova Bay branch of ScotiaBank. As a result, at December 31, 2015 and going forward, the financial statements reflect one surplus account (operations) as opposed to two (operations and community). Financial statements will report results of all activities, including Cordova Bay Days and community donations, under operations.

Another decision made in 2015 was approval by the membership to the cost of a membership - from an individual fee to a household fee. To simplify the recording of membership fees, we will record membership fee revenue on an as-received, or cash, basis, effective December 31, 2015.

Our cash balance increased from \$22,189 to \$26,167 as of December 31, 2015. It increased, in part, with the successful application to the District of Saanich for an additional \$1,000 of support for the signage project at McMinn Park which completed in early 2016. We also appreciate Saanich's support for operations with an operating grant of \$1,100.

Cordova Bay Day 2015 netted \$1,081 thanks to strong support from local businesses and advertisers. Expenses remained mostly comparable to the prior year, other than website costs

# Treasurer's Report 2015

## Barb Lucas

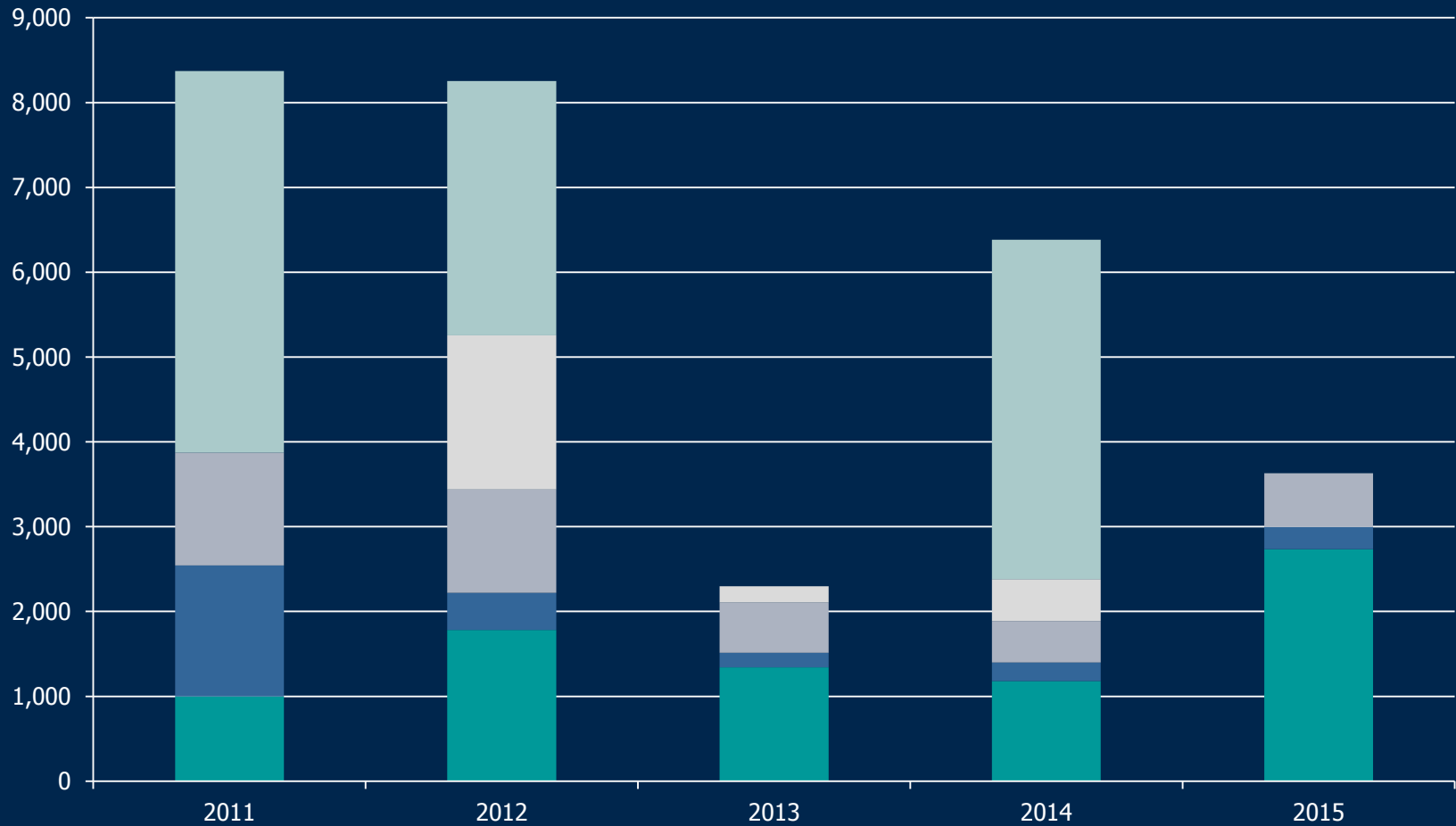
A major restructure of the CBA website was undertaken during 2015 resulting in a more user friendly format and easier management of changes on an ongoing basis. The one time upgrade cost of \$1,575 is included in the total 2015 website expense of \$2,347.

There were no applications for support from community organizations in 2015; our cash reserve is available for future approved proposals.

Surplus cash was placed in two guaranteed investment certificates of \$10,000 each with one cashable anytime and the second a one-year term maturing in November 2016.

# 5 Year Operating & Community Contributions Spending Review

- Website & Cordovan
- Office & Other
- Community Contributions - Net of Saanich Grants
- AGM / ACM / Volunteer Costs
- Promotional / One-time Costs




# CBA FINANCIAL REPORT

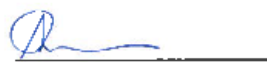
**Cordova Bay Association for Community Affairs  
Balance Sheet  
December 31, 2015**

Assets	2015	2014
Cash (Note 3)	6,162	9,432
Investments (Note 1)	20,000	12,752
Shares, Coast Capital Savings Credit Union	5	5
	<u>\$26,167</u>	<u>\$22,189</u>

**Net Assets Represented By:**

Prepaid memberships	0	1,810
Accumulated surplus from general operations	26,167	16,256
Accumulated surplus from community operations	0	4,123
	<u>\$26,167</u>	<u>\$22,189</u>

  
\_\_\_\_\_  
Anthony Minniti, President

  
\_\_\_\_\_  
Barb Lucas, Treasurer

**Cordova Bay Association for Community Affairs  
Statement of Operations  
For the Year Ended December 31, 2015  
(with comparative figures for 2014)**

General Operations	2015	2014
<b>Revenue</b>		
Memberships (Note 2)	4,985	3,590
Operating grant - District of Saanich	1,100	1,100
Advertising	890	805
Interest and other income	362	155
Transfer from Community operations	6,204	
	<u>13,541</u>	<u>5,650</u>

<b>Expenses</b>		
Cordova publishing and distribution	387	677
Annual General Meeting and All Candidates Meeting	163	188
Board meeting and volunteer expenses	99	29
Transfer to Community operations	0	4,000
Website	2,347	504
Office and insurance	388	233
Other	246	751
	<u>3,630</u>	<u>6,362</u>

Net Revenue in Excess (Less than) Expenses 9,911 (732)

Accumulated Surplus, General Operations, beginning of year 16,256 16,988

Accumulated Surplus, General Operations, end of year \$26,167 \$16,256

**Community Operations**

<b>Revenue</b>		
Cordova Bay Day, net results	1,081	809
Project grant - Signage - District of Saanich	1,000	0
Transfer from general operations	0	4,000
	<u>2,081</u>	<u>4,809</u>

<b>Expenses</b>		
Community donations		
- Cordova Bay Preschool - play equipment	0	2,000
- Saanich Fusion Soccer Club - Lochside Park team bench	0	2,000
- Transfer to general operations	6,204	0
	<u>6,204</u>	<u>4,000</u>

Net Revenue in Excess (Less than) Expenses (4,123) 809

Accumulated Surplus, Community Operations, beginning of year 4,123 3,314

Accumulated Surplus, Community Operations, end of year \$0 \$4,123

  
\_\_\_\_\_  
Anthony Minniti, President

  
\_\_\_\_\_  
Barb Lucas, Treasurer

**Cordova Bay Association for Community Affairs  
Notes to Financial Statements  
For the Year Ending December 31, 2015**

**Note 1**

Investments consist of the following Guaranteed Investment Certificates:

- 3MS Cashable GIC maturing November 21, 2016 at 0.58% Interest	\$10,000
- 3MS Long term non-redeemable GIC maturing November 21, 2016 at 1.41% Interest	\$10,000
Total investments	<u>\$20,000</u>

**Note 2**

With the membership-approved change to membership fees, there will be no further accounting for deferred membership fees. Membership fees, as of December 31, 2015, are recognized on an as-received (cash) basis.

**Note 3**

To support our local businesses and services, the Board of Directors made the decision to move its banking services from Coast Capital Savings Credit Union to the Cordova Bay branch of ScotiaBank. There is one bank account at Scotia; the financial statements will continue to identify net results from Cordova Bay Day, project funding received from the District of Saanich, and grants paid to community organizations.

Final transfer from Coast Capital Savings Credit Union to ScotiaBank takes place subsequent to the year end, in January 2016.

**MOTION WILL BE MADE FOR ADOPTION OF  
CBA FINANCIAL REPORT FOR 2015**

# Motion:

I would like to again thank Mabel Murgatroyd who graciously agreed to review our financial records for 2015, her fourth year of providing this service. Mabel has advised she will not be continuing in this role. Thank you for all your assistance through the years! The motion required now:

**MOTION:** To accept the financial statements for the year ended December 31, 2015.

**The CBA is presently exploring options for the Financial Auditor for CBA 2016.**

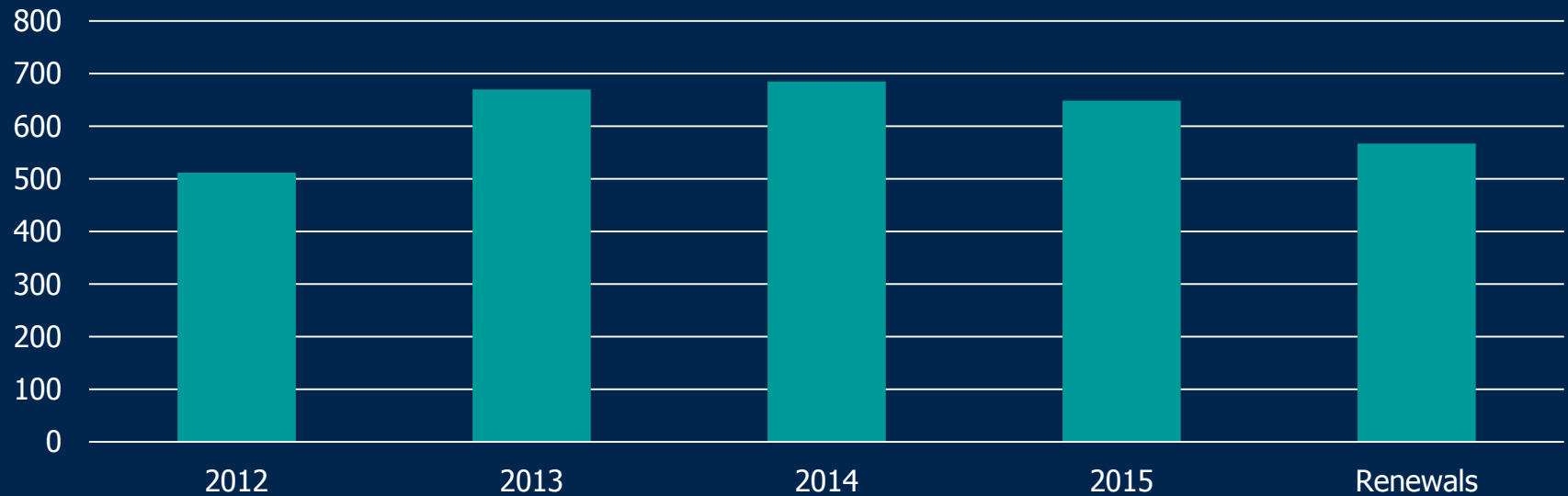
# CBA Chairs Reports



- 1) Membership Report – Randy Otto**
- 2) Traffic Report – Graham Shorthill**
- 3) Planning Report – David Cronkhite**
- 4) President's Report- Anthony Minniti**

## CBA Membership 2012-2015 & Renewals

# Randy Otto



- **Membership reached 649 at the end of 2015**
- **Current renewals are going well.**
- **Goal is to reach at least 1,000 members for continuing to have strong input with Saanich and contribute to local community improvements.**

# **CBA Traffic Report: Graham Shorthill**



**This has been a slow year for translating plans into concrete results, due to staff changes at Saanich. Saanich has indicated that there are no funds for projects with in the community.**

**Active Projects on the website.**

# Current CBA Traffic Projects

## PROJECT

## CONCERN RAISED [status]

- |                                              |                         |
|----------------------------------------------|-------------------------|
| 1. Sayward/Hunt/Fowler corner                | Trio Development        |
| 2. Fowler Road/Fowler Park entrance          | speeding [with Saanich] |
| 3. Parker Avenue                             | blind corner [noted]    |
| 4. Parking at Cordova Bay Elementary School  | space limited [noted]   |
| 5. Bus shelter at Cordova Bay Plaza          | Summer 2015             |
| 6. Cordova Bay Road - Claremont to the Plaza | speeding [with Saanich] |
| 7. Pat Bay- Royal Oak to Sayward- Paving     | Summer 2015             |

## Current CBA Traffic Projects - Continued:

### PROJECT

### CONCERN RAISED [status]

- |                                                                                     |                                          |
|-------------------------------------------------------------------------------------|------------------------------------------|
| 8. Doris Page Park                                                                  | unclear boundary for park [with Saanich] |
| 9. Sunnymead, Maplegrove, McMinn Park<br>& Approaches to Lochside Elementary School | speeding [in progress]                   |
| 10. Royal Oak Dr./Cordova Bay Rd/<br>Blenkinsop Rd intersection                     | right lane issue [raised with Saanich]   |
| 11. West Bank intersection with<br>Cordova Bay Road                                 | dangerous dev. [raised with Saanich]     |
| 12. Cordova Bay Road along the cliffs                                               | erosion of cliffs [Sandwell plan]        |
| 13. Pat Bay highway frontage road                                                   | entrances to Pat Bay [raised with BC]    |
| 14. Haliburton and the Pat Bay highway                                              | walking safety [raised ]                 |



# CBA Planning Report

**Where can you find information on current proposed projects?**

On the Saanich website applications for Development Permits, Development Permit Amendments, Development Permit Variances and Subdivisions can be found at [www.saanich.ca/business/development/cordova.html](http://www.saanich.ca/business/development/cordova.html)

The Cordova Bay area plan can also be found on Saanich website at [www.saanich.ca/business/lap/cordova.html](http://www.saanich.ca/business/lap/cordova.html)

# Current CBA Planning Applications

**Current projects:** 14 applications registered at Saanich

**Projects of interest:**

The Trio Lands: being developed by The Aragon Group.

Doumac and Cordova Bay Road

CB Community Club/Badminton Club

If you feel strongly about the growth and character of Cordova Bay, then you are urged to consider becoming an active CBA member of this committee.



# CBA President's Report – 2015

## Anthony Minniti

- TRIO- sub committee is doing a fantastic job, the traffic related to this development will change South east corner of our community...get involved
- New website- stable and modern
- EDPA- stay tuned!
- Cordovan Newsletter- this committee is also doing impressive work
- Membership- household membership going well
- Finance- CBA is very stable position
  
- Thank you to all the board members past and present, the sponsors for donations, all the volunteers and the community!

# CBA President's Report – 2015

## Anthony Minniti



**McMinn Park Interpretive Sign- installed**

# **Cordova Bay Day 2015:**

**Special thanks for donations received,  
St. David by the Sea Anglican Church,  
& Cordova Bay Plaza & Matticks Farm**

Special thanks to board members on committee for  
coordinating activities for CB Day

# **Cordova Bay Day 2016**

## **June 25, 11am to 3pm**

# CBA Election of New Directors 2016

## Nominating Committee:

1. David Cronkhite (Chair)
2. Randy Otto
3. Graham Shorthill

## Candidate Bio List:

1. Anthony Minniti\*
2. Larry Gontovnick\*
3. Barb Lucas\*
4. Colleen Flynn\*
5. Gloria Wills\*
6. Mary Lynn Reimer\*

\* Current board members

## Departing Directors:

None

# CBA Candidate's Bio for 2016 Elections

## Standing for Re-election for a two year term:

### **Anthony Minniti:**

Anthony and his family have lived in Cordova Bay for ten years. He is extremely lucky to live and work in Cordova Bay, Century Group Inc. opened its office on Cordova Bay Rd. in October 2009. He has been he president of the CBA since 2011, he brings a knowledge of construction and development to the association. Anthony has served on the board since 2010. He also sits on the board of the BC Construction Association and Vancouver Island Construction Association.

### **Larry Gontovnick:**

Larry and his wife Barb have lived in Cordova Bay since 2006. His career was in biotechnology R&D. He is now retired and serves on a number of local boards. Larry would like to continue as a CBA board member because he cares about the future of our community and believes he can make a meaningful contribution. Larry has been on the CBA board since 2012.

### **Barb Lucas:**

Barb has lived in Victoria for 35+ years, 27 of those in Cordova Bay with her husband Rainer and two daughters. She is an accountant, currently the Director of Finance & Administration with the Art Gallery of Greater Victoria. Barb was involved with the neighborhood schools as her daughters went through Cordova Bay Elementary, Royal Oak Middle School and Claremont, participating in the Parent Advisory Councils at all three schools. Her passion is the walking trails around Cordova Bay, having walked them frequently with a group of friends since 1995. Barb is pleased to continue her volunteer service as Treasurer with the Cordova Bay Association.

# **CBA Candidate's Bio for 2016 Elections (cont'd)**

## **Standing for Election for a two year term:**

### **Colleen Flynn:**

**Colleen has lived in Cordova Bay for 18 years raising her two sons here while they attended Royal Oak and Claremont schools. She has worked in Finance for 40 years and retired from Scotiabank as an executive working in the mortgage industry. She now is working as a mortgage broker and now that her children are grown felt the need to contribute to the community that she and her children have loved so much and would love to continue to act as a board member and secretary for the board.**

### **Gloria Wills:**

**Gloria has lived in Cordova Bay for the past 28 years with her daughter attending all 3 schools in the Saanich School District. She has served on the PACs and chaired the inaugural Dry Grad committee at Claremont High School. She also served on the board of the Falcon Gymnastics Parent's Association. Current volunteer work includes AGGV Moss Street Paint-In, Swiftsure, Times Colonist Book Sale and CBA Board of Directors since June, 2015. Gloria is a graduate of B.C.I.T in Computer Programming and Systems Technology. Over her 40 year career she has worked in all aspects of Information Technology and currently does IT Consulting. Gloria is pleased to continue her volunteer service as Public Relations Chair with the Cordova Bay Association which includes responsibility for the website.**

# CBA Candidate's Bio for 2016 Elections (cont'd)

## Standing for Election for a two year term:

### **Mary Lynn Reimer:**

Mary Lynn has been a member of the CBA since shortly after moving to beautiful Cordova Bay just over five years ago, and was asked to replace a retiring board member. A retired Urban Designer from Toronto (thirteen years at the City, thirteen at York University), I have also taught in professional programs at U of T and at York, and done some consulting.

Our experience of the City, or any environment for that matter, is gathered by moving through it, spending time in it, so it is very important that our streets, trails, beaches, parks and plazas give a sense of "rightness" and appropriateness to their context. Options and choices add richness. Since these issues continue to interest me, I'd be pleased to continue on the CBA Board.

# **CBA Election of New Directors 2016**

**Nominated Candidates' List: 2-year terms (Apr 2016– Apr 2018):**

- 1. Anthony Minniti\***
- 2. Larry Gontovnick\***
- 3. Barb Lucas\***
- 4. Colleen Flynn \***
- 5. Gloria Wills \***
- 6. Mary Lynn Reimer \***

**\* Current board members**

**Any nominations from the floor (two CBA members can nominate an individual)**

**Motion for adoption of new directors once nominated**

# Business – new or old?



## DOOR PRIZES

# Special Thanks:

1. **Deb Sherwood, Ani Ariana, Chris Harbord, Roger Stonebanks – Newsletter Team**
2. **Mabel Murgatroyd – CBA Auditor from 2015**
3. **Nominating Committee for 2015**
4. **Reuben Butterfield: Microband– Website support**
5. **Cordova Bay 55+ Association – CBA Board meetings**
6. **St. David by the Sea Anglican Church - CB Day venue for 2014**
7. **Super Duper Store (Jeannie Cam) – CBA membership collections**
8. **Tru Value Foods – CBA Donation setup**
9. **Doug Beale – Chair CB Road Sub Committee**
10. **Scott Marshall – CB legal adviser**
11. **CBA Day 2015 Donation Sponsors**
12. **The Business Directory advertisers (website & newsletter)**

**Motion for adjournment**