



HUDDLE #3

“Hosting your AGM with Confidence”

Brought to you by Sport Yukon
in partnership with
Yukon Government Sport & Recreation Branch



It's AGM TIME!



“Okay, I think we’re ready……”

ARE YOU READY FOR YOUR AGM?

One of the most important responsibilities of a Non-Profit Board is to host the Annual General Meeting for the Organization's membership.

Goal for tonight's Huddle:

To share information, a process and resources so you can prepare and "provide due diligence" to your membership at your Annual General Meeting.

IT'S ONLY THE AGM, WHAT COULD GO WRONG?

Plenty! Why some AGM's go sideways – 3 stories:

Story #1: Who knew?

- Board did not clearly understand the requirements of YG Corporate Affairs in terms of the Special Resolution related to waiving the requirement for a review by a professional accountant.

Story #2: Annual General Meeting – Hijacked & Re-do

- Board did not confidently understand YG Corporate Affairs process for revising By-laws.

Story #3: Confusion reigns!

- Board had no guidelines or policy on nomination or election procedure prior to and during the election of Officers and Directors.

Hosting your AGM using the “PDF” Approach

PREPARE

- Initial Decisions by the Board
- Understanding By-laws, Societies Act/Regs
- Notice of AGM + Members Info Package
- Nominating Committee + Prep for Election
- AGM set-up plans (face-to-face and/or virtual)

DELIVER

- Set up & Welcome members
- Documents to have on hand
- Explain nomination/election process to members
- Conduct Election

FOLLOW-UP


- Annual filing for YG Corporate Affairs
- Prepare AGM Minutes – assign action items
- Send note to members re: new board, etc.
- Mentoring new/previous Board – if possible

Note: Resource #1 includes a very detailed checklist for each of the above.



Initial Decisions by the Board

- What are the AGM requirements (our Bylaws and Societies Regs?)
- Will our AGM be face-to-face or virtual or a combination?
- Are Special Resolutions required?
- Previous AGM minutes - have all action items been completed?
- Who can we ask to conduct the Election?
- Who can we appoint to the Nominating Committee?

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- What questions might we anticipate from the membership?
 - Will there be a social time after AGM (Covid-19)?
 - Will there be a Guest Speaker(s)? If yes, who shall we invite?
 - Will there be refreshments? If yes, who will arrange?
 - Are there any special presentations or announcements to be made?
(i.e. Thank You or event coming up)



What questions might you anticipate from the membership?

Example: Question related to the Financial Report

Program Revenue	10,000
Program Expense	12,000

Members will ask: Are we losing money on our programs?

Answer: No, we have a sponsorship for program x for \$5K which is included in sponsorship, not here in program revenue.

Understanding your Bylaws and Societies Act/Regulations

What your Bylaws and/or Societies Regulations tell you:

Notice to Members

- How far in advance and what the notice should say (sometimes how it should be sent).

Special Resolutions

- When they are required and what they should say.

Quorum

- The minimum number of members required to reach quorum so that the AGM can begin.

Agenda Items

- What must be presented to members at the AGM. NOTE: Budget does not have to be presented and approved though many groups do so at their AGM.

Board Composition

- Officers, Number of Directors and length of term. (some use other terminology)

Nomination & Election Process

- The process before and during the election.
- Many groups do not have this in their Bylaws so should develop guidelines

NOTICE OF AGM: EXAMPLE

Sent to all ERA members via email:

Notice of 2021 Annual General Meeting

This is the official notice 21 days in advance of the set date for the 2021 Annual General Meeting for **ElderActive Recreation Association (ERA)**. For those unaware, as a not-for-profit registered under the Societies Act, an Annual General Meeting must be held within 4 months of the last date of the fiscal year (which for ERA is March 31 of every year).

Who: All current 2021 ElderActive members (if you received this email, you are a 2021 member)

What: Annual General Meeting to pass two special resolutions and elect board members.

When: Wednesday May 19th 2021, 10:00am - 12:00pm

Where: Canada Games Centre, Flexihall **OR** Zoom Video/Tele Conference

Quorum: As we currently have ~460 members, our quorum is currently 46 members at this meeting. Unfortunately there are no proxy votes allowed, so please mark your calendars and stay tuned for the registration email

Special Resolutions

1. Membership Fees

Pursuant to Bylaw clause 5, subsection (b) which states “The annual membership dues shall be determined at the Annual General Meeting”, it is resolved that:

“The annual membership dues for the 2022 year shall be as follows:
\$30.00 for members in Whitehorse and within 100 km of Whitehorse; and
\$20.00 for community members living more than 100 km from Whitehorse.”

Note to Members: this represents NO CHANGE from the 2021 annual membership dues rates. The membership year is January 1 to December 31.

2. Waive requirement of accountant

Pursuant to clause 22(1)b of the Societies Regulations, it is resolved that ElderActive Recreation Association waives the requirement to have an accountant for the fiscal year ending March 31st, 2022.

Note to Members: ERA appointed an accountant to complete a financial review for 2018-2019. The board is confident in ERA's financial process currently in place, and monitors/reviews/approves financials monthly with an external bookkeeper.



Elections

More information will be sent with the 2021 AGM package regarding nominees for the following positions on the ERA board:

1. President
2. Vice President
3. Three (3) two-year directors

Registration for both in-person and zoom (video/phone conference) options as well as meeting documents will be sent in the coming days.

Stay tuned,

ElderActive Recreation Association

Registration is open for the 2021 AGM (Membership Info Pkg)

We are gearing up for the 2021 AGM that will be hosted similarly to the 2020 AGM, but this time on schedule with our fiscal year-end.

We have made the AGM documents, including 2020-2021 financials, available on our website by clicking [HERE](#). Please read through this material. We appreciate any questions you may have, and we have included a section in the registration to input your questions so that we are better prepared to answer them. *(Note: Nomination information was provided here)*

To register for one of the two options available, please click one of the buttons below. We would appreciate members register as soon as possible to ensure we are on track for achieving quorum, which at time of writing is 46 members

Who: All current 2021 ElderActive members (if you are receiving this email, you are a member)

What: AGM for regular business, to pass two special resolutions, and elect board members.

When: Wednesday May 19th 2021, 10:00am - 12:00pm

Where: Canada Games Centre, Flexihall OR Zoom Video/Tele Conference

[2021 AGM Documents available on the ElderActive website by clicking HERE](#)

[Click Here for in-person registration](#)

[Click Here for Zoom video/phone registration](#)

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FOLLOW-UP

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Note: Resource #1 includes a very detailed checklist for each of the above.

DELIVER YOUR AGM:

- Set up & Welcome members
- Guest Speaker
- Documents to have on hand
- Explain nomination/election process to members
- Conduct Election (Story #4 – Help!)
- Special presentations and/or announcements

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.... and finally.... breathe a sigh of relief.
It's done for another year!!

RESOURCES

Resource #1: AGM Checklist for Non-Profit Organizations

(a) PDF version

(b) Excel version – to adapt to your group

Resource #2: AGM Timelines for Non-Profit Organizations

Resource #3: Sample AGM nominations/election procedure

Resource #4: Example AGM Agenda

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