

**DOGWOOD PAVILION SENIOR'S SOCIETY  
MINUTES OF ANNUAL GENERAL MEETING  
March 31<sup>st</sup>, 2022 at 2:30 pm**

**O Canada**

Vice President, Bob Willems, asked that everyone stand for the singing of O Canada.

One Minute of Silence followed, in memory of those members who are no longer with us.

The meeting was called to order at 2:35 pm by Vice President, Bob Willems, on behalf of President Wilhelmina Martin, who unfortunately is ill and not able to be with us today. There were 87 members in attendance (including 12 Board members).

**1.0 Approval of Agenda, Vice President, Bob Willems**

**MOVED BY: Marion Andersen**

**SECONDED BY: Harjit Nijjar**

**MOTION: That the Agenda for the March 31<sup>st</sup>, 2022 Annual General Meeting of the Dogwood Pavilion Seniors' Society, be approved.**

**CARRIED UNANIMOUSLY**

**2.0 Opening Remarks, President's report and Introductions – Bob Willems, Vice President**

Vice President Bob Willems, welcomed members to the 2022 Annual General Meeting, followed by reading the President's Report and introduction of the members of the Advisory Board.

**President's Report – Bob Willems (on behalf of Wilhelmina Martin).**

My apologies to all members for my absence today due to illness however, I am confident that Vice President Bob Willems will be more than able to present my report to you as follows.

In November, 2021 our newly elected Board of Directors began our journey together as a team to implement the new Bylaws which were passed at the October 27, 2021 AGM, to integrate the new responsibilities of the Service Agreement signed with the City of Coquitlam and to identify areas where we could improve communications and processes within the Society. I am very proud of every member of this Board that has worked hard to not only increase our membership but to improve our Bylaws yet again to reflect changes that we have heard were needed by our members to provide transparency and accountability.

We promised that we understood our assignment; to ensure our society members would be able to fully participate in social and recreational activities within Dogwood and outside at city facilities at reasonable cost and with our collective ability to provide insurance against injury and liability.

I am very pleased to report that our Board has strong support for not only each other but for the individual activity groups that the Activity Directors represent. We are advocates for both existing and new activities to maximize the available space and time within the facilities to ensure we meet as many requests as possible. We are committed to working with the City Recreation

team to maintain positive communication channels and to deal with issues in a collaborative manner to achieve our goals.

Covid has disrupted the lives of many of us since 2020 and left many with concerns about their risk levels in public buildings. Our Board took a position on Vaccine Passports and ID requirements and wrote to all levels of government expressing our concerns regarding our dining areas. Sadly, the Public Health officer is removing Vaccine Passport requirements as of April 8, 2022 and this is beyond our control as the City is required to follow the Public Officer orders.

Finally, our Executive team has also been meeting regularly since the AGM to review and make recommendations to the Board on various issues. This has helped reduce the time required at Board meetings for discussion and increased the streamlining of reporting from Directors. Our financial officers have been instrumental in implementing the new tracking system for Activity group fees and also for developing new reporting forms to ensure required information is provided for all financial transactions. This further provides greater accountability and transparency on the financial transactions of the Society.

It is a privilege to work with such a great team and I believe that we are off to a great start. Thank you for your vote of confidence and I hope to see many of you in the coming months.

**Introduction of Board members:**

Bob Willems, 1<sup>st</sup> Vice President  
George Metcalf, 2<sup>nd</sup> Vice President (Membership)  
Ted Yeoh, Director at Large  
Harjit Nijjar, Financial Director  
Bob Briggs, Financial Assistant Director  
Susan Williamson, Cultural Director  
Diana Stewart, Social and Educational Director  
Mary Ellen, Social and Educational Assistant Director  
Christine Stanley, Crafts and Games Director  
Marion Anderson, Crafts and Games Assistant Director  
Mark Merry, Sports Director  
Pat Larsson, Executive Secretary

**Absent:** Wilhelmina Martin, President (regrets)  
Lionel Jackson, Cultural Assistant Director (regrets)

**Staff:** Lesley Joyce, Recreational Supervisor

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**3.0 October 2021 AGM Minutes & Business Arising, 1<sup>st</sup> Vice President, Bob Willems**

The members present were asked if there was any new business. There being no new business or business arising from the Minutes, members were asked for a motion to approve the October 27, 2021 Minutes of the Dogwood Pavilion Seniors' Society Annual General Meeting.

**MOVED BY: Harjit Nijjar**

**SECONDED BY: George Metcalf**

**MOTION: That the October 27, 2021 Minutes of the Dogwood Pavilion Seniors' Society Annual General Meeting, be approved.**

**CARRIED UNANIMOUSLY**

## 4.0 Advisory Board Reports

### 4.1 Finance, Harjit Nijjar, Financial Director

Harjit presented the Balance sheets as of 2020-12-31 and 2021-12-31. Financial Balance Sheets were available to members present.

**MOVED BY: Laura Rudland**

**SECONDED BY: Pat Eckford**

**MOTION: That the Financial Report – Balance sheets as of 2020-12-31 and 2021-12-31 be received.**

**CARRIED UNANIMOUSLY**

### 4.2 Social & Educational, Diana Stewart, Director

- It is an honour and a privilege to collaborate with other members of the Advisory Board, Activity Leaders, Assistant Leaders, and City staff. I have learned a great deal about how the systems function and am pleased with the directions and conversations that are taking place to ensure best practices are adhered to.
- Some of you may be frustrated with the introduction of forms for record keeping but they will serve us well in maintaining safety and fiscal responsibility.
- I am amazed at the commitment of the bridge players and their advocacy for more space and times. Thank you to Chris, Laura and Lesley for your patience in teaching me how you balance all the factors in your planning.
- The Friendship Circle and WHO (Women Helping Others) are meeting again and are happy to be back in their social settings again.
- Please take advantage of any training offered to you as well as attending celebrations that honour your volunteer commitment.

**To Be a Volunteer**

**To be a volunteer, it takes...**

**Generosity, a willingness to give your time to others**

**Understanding, because their lives might be very different from your own**

**Empathy, an ability to put yourself in someone else's shoes and feel what they must feel**

**Compassion, to truly care about making someone else's life better**

**Patience, because the process doesn't always go as smoothly as it might**

**Dedication, to stick with the project and see it through**

**You've shown these qualities and so much more, so thank you for all that you do**

**Author Unknown.**

### 4.3 Crafts & Games, Christine Stanley, Director

- The past six months have slowly found more crafts and games areas opening up or becoming more active.
- Still require an Activity Group Leader for Bingo; cannot restart until there is a Group Leader.
- All other groups within this portfolio have started back; some have been moved to a different time or space; however, City staff are trying hard to accommodate preferences when possible.
- We are always open to suggestions for new programs; we have had several suggestions and are looking forward to an exciting year.
- Some of our arts and crafts have been around for many years and they offer not only enjoyment, relaxation and socializing, they are good for our mental health and well being.

- Thank you to Marion who stepped in to help when I was unable to be as active as I had hoped, in the later part of 2021.
- There are many opportunities to volunteer at Dogwood and we welcome anyone who is willing to help out.

#### **4.4 Sports, Mark Merry, Director**

- Mark introduced himself as the Sports Director and thanked members for coming out to the AGM. This is Mark's third year in this position.
- Nearly all of the sports groups are currently active. Mark thanked the Activity Group Leaders and their Assistants who volunteer to make this happen.
- If you have questions or concerns relating to sports, please contact Mark.

#### **4.5 Cultural, Susan Williamson, Cultural Director**

- Susan announced the formation of a new group for musicians. This group will be holding Jam Sessions on Saturdays starting in April.
- Since the October AGM, all groups except Hymn Sing have started up again. Hymn Sing will be returning in the Fall.
- Drama group put on a production for the Christmas season which was written by one of the group members and was well received. They are currently rehearsing for a Spring show. They are hoping to attract some new members for acting roles and behind the scene jobs.
- Book Club holds a monthly meeting. Group has attracted a number of new members and is almost at capacity.
- The Genealogy group kept going by holding meetings via Zoom in conjunction with a Port Coquitlam club. They are now meeting at Dogwood.
- The Roamers RV Club are currently planning their Spring and Summer excursions starting with an outing to Fort Langley in May.
- The South Asian groups continue to thrive and plan a variety of activities for the group. They have attracted an ever-increasing number of participants to their meetings.
- The Life writing group has also welcomed some new members since restarting but is anxious to attract more. Their main concern at this time, however is how to deal with the impact of the city bylaw that limits the sale of goods at Dogwood given that their main source of income to fund their publications has been from the sale of their booklets.
- The Photography group has held regular meetings since the Fall. They are hoping to hold their annual exhibition and sale again this year and are just waiting for confirmation from the city. They are concerned that the lifting of the vaccine passport requirements may impact their membership in a negative way. A concern shared by other groups.
- Covid restrictions greatly impacted both the Songsters and the Social dance group and they were not able to meet until this month.
- Songsters are currently planning to participate in the Meeting of Melodies event, a choral festival planned for Senior's week in June sponsored by the City of Coquitlam. At this time, they would like to acknowledge Ann Rennie who has been the accompanist for the choir for many years and who is stepping down this June. Thank you, Ann. As a result of Ann's retirement, they are looking for a new

volunteer pianist. If you know of any possible candidates, please let the Songsters know.

- The Dogwood Social dance group reopened its Thursday evening ballroom and Latin social dances on March 10<sup>th</sup>. They already have 90 members. That is almost the pre-pandemic membership. Sixty to seventy members come to dances; some from as far away as Delta and Gibsons. Lionel Jackson, the group leader wants to recognize the tireless efforts of Allan and Lisa Lawrence and Nadine Lezama and Winston Villagonzalo in getting the dances restarted and the support of the Society and the City of Coquitlam in believing in the group and keeping the Thursday night time slot available.
- Finally, I would like to echo Lionel's thanks to the City staff who worked tirelessly with all groups to manage the Covid restrictions and at the same time helped to get the groups up and running again. Thank you to all of you.

#### **4.6 Membership, George Metcalf, 2<sup>nd</sup> Vice President**

- It's been quite a busy period since the Pavilion began the re-opening process last September. As more activities re-start, the number of members continues to increase.
- There are two main components to the records keeping for membership:

##### **1. Member Information**

- a. As new members registration forms are received, the information provided is entered into the master list of members, including:
  - i. contact information (phone e-mail address, etc.
  - ii membership number assigned
  - iii date of registration
- b. Eventually, we expect to have a process for members to update their information as changes occur.
- c. In subsequent years, the renewal fees will be recorded, indicating the current status of each Society member.

##### **2. Activity Rosters**

- a. Each activity is to maintain a roster of the participants in their activity. Copies of these lists are to be sent to Membership on a seasonal basis. This information (name, and preferably one further identifying piece of information such as e-mail or phone number or membership number) is then entered into the system.
- b. The activity lists are then crossed checked against the master membership list to determine the current status of each activity participant.
- c. Reports are generated for each activity indicting the status of their membership for possible follow up to ensure compliance.

There is currently a delay from the time someone completes the registration form and pays their fee to the time that the information is entered into my listing (to allow for creation of a membership card and fee entry into financial system) so the numbers presented here are as of last Friday, March 25, 2022, and represent forms received up to around March 19.

#### **Total Membership**

- George advised that as of today, there are 1316 members including 2 lifetime members and 19 members over 90+.

## **Compliance**

Records currently indicate 128 individuals participating in activities for whom neither payment nor registration form has been received. As some of the activity rosters are old or possibly contain errors, this number will be reduced as follow up occurs.

## **Going Forward**

As will be discussed later in the meeting the annual fee will be collected on a calendar year basis. This will significantly reduce the administrative burden associated with maintaining accurate and up to date records of membership for activity compliance and insurance purposes.

### **4.7 Recreational Supervisor Report – Lesley Joyce**

- Lesley thanked everyone for coming to the AGM, commenting that it has been a slow and safe return to normal.
- She gave an introduction to the Dogwood Team: Programming – Chris, Laura, Jen C.; Front Desk – Charlene, Maren; Kitchen – Jill and team; Community Services – Kim, BSW’s Andrew, Sabrina, Brian.
- Now operating at 90% of pre-Covid capacity with programs and activities occurring 6 days and 4 evenings per week.
- Boulevard café and tea garden are now back open and busy as ever.
- The Farmer’s Market will be returning to the Dogwood parking lot in May.
- Last Fall the Dogwood Seniors Society signed a Service Agreement with the City of Coquitlam, which made changes to who processes your membership and where your dues go.
  - Part of the Agreement was the creation of a joint Program Activity Committee (PAC) that is made up of your Activity Directors and City’s programming staff.
  - The mandate of this committee is to ensure that we are meeting the needs of Coquitlam Seniors through our programs and activities.
  - The committee reviews current programming to ensure they enhance the well being of Coquitlam seniors, evaluates the distribution of programs and activities, consider new activities and programs and makes recommendations to the Board and City for changes or additions.
- Approximately 70% of all of the offerings at Dogwood are Pavilion Activities run by you. That is thanks to the Board of Directors and the Activity Group Leaders who work very hard to ensure that we have high quality activities for you to attend. Thank you.
- An educational opportunity will be offered to Activity Group Leaders by the City Recreation Therapy student on April 12<sup>th</sup> and 14<sup>th</sup>. This education will cover some of the effects of that aging can have and how we can make our activities more accessible to those with varying needs.

## **5.0 Other Business**

### **5.1 Society Bylaw Changes, Bob Willems**

- **In compliance with the Society’s Act, proposed Bylaw changes were posted 14 days in advance of the AGM, in the facility and on the Society website.**

- **In addition, the proposed Bylaws were also sent to all members who have valid email addresses.**

Bob and Harjit explained reasons for Bylaw changes and answered questions from the floor. Harjit will meet with Jean Baker regarding the Drama group finances.

**MOVED BY: Paul Harris**

**SECONDED BY: Marion Anderson**

**MOTION: That the changes to the Bylaws be approved.**

**CARRIED UNANIMOUSLY**

**5.2 Membership Changes to Calendar Year, Harjit Nijjar**

Harjit advised that the membership year will be changed to a calendar year, January to December. This will reduce administrative time for maintaining accurate records.

**5.3 No Membership fee change until 2023 AGM, Harjit Nijjar**

Harjit advised that there will be no change in membership fees until at the earliest, 2024. Any fee changes will be discussed and approved at the 2023 AGM.

**6.0 Elections**

**6.1 Nominating Committee Report - Marion Anderson**

- The Nominating Committee for the elections were, Marion Anderson, Crafts and Games Assistant Director and Bob Williams, Vice President.
  - Marion advised there were four members nominated for the **two Director at Large positions.**

**John Mazarolo, Laura Rudland, Ted Yeoh, Marion Anderson**
  - Each candidate was asked to give a brief explanation of what they would bring to the Board by way of experience. All candidates were very qualified.

**6.2 Election of two Directors at Large – Marion Anderson**

- Marion asked (as required, three times) if there were any nominations from the floor for these two positions. As there were no further nominations for these positions, a ballot vote by all members present was held. Ballots were counted by City staff.
- **Laura Rudland and Marion Anderson were elected to the two positions of Director at Large.**

**MOVED BY: George Metcalf**

**SECONDED BY: Harjit Nijjar**

**MOTION: That all ballots be destroyed.**

**CARRIED UNANIMOUSLY**

**7.0 Adjournment**

**MOVED BY: Marion Anderson**

**SECONDED BY: Mario Acosta**

**MOTION: That the Annual General Meeting be adjourned at 3:58 pm.**

**CARRIED UNANIMOUSLY**