

NOTICE OF ANNUAL GENERAL MEETING

September 11, 2019 at Noon (12:00pm)

Vernon Golf & Country Club
800 Kalamalka Lake Rd, Vernon, BC

- 1 Call to Order**
- 2 Chairman's Remarks**
- 3 Appointment of Recording Secretary**
- 4 Present Proof of Notice of Meeting**
- 5 Approve Minutes of September 12, 2018 Annual General Meeting**
(Attachment 1)
- 6 Consideration of Financial Statements & Budget Presentation**
(Attachment 2)
- 7 Consideration of Executive Reports**
(Attachment 3)
- 8 Other Business**
- 9 Election of Executive**
(Bios of Nominees - Attachment 5)
- 10 Termination**



Vernon Women in Business
Annual General Meeting Minutes
September 12, 2018
Vernon Golf & Country Club, Vernon, BC

1. Call to Order

Rachelle Moulton, Vice President, took the chair for this AGM, as the President, Melody Martin, could not be present.

The Chair was advised that 30 voting members were present, constituting a quorum.

The meeting was called to order at 12:25pm.

2. Chairman's Remarks

The Chair welcomed the members.

3. Appointment of Recording Secretary

The Chair asked Britt Stewart to act as Recording Secretary for the meeting and to record the number of members present in person.

Motion that Britt Stewart be appointed Recording Secretary for the 2018 Annual General Meeting. Moved, seconded. **Carried** with a clear majority in favour.

4. Present Proof of Notice of Meeting

The Notice of Meeting was forwarded to the Society members on August 26, 2018 in accordance with the provisions of the Society Act and the Society Bylaws.

5. Approve Minutes of September 13, 2017 Annual General Meeting

Motion that to approve the minutes of the September 13, 2017 Annual General Meeting as distributed with the Notice of Meeting. Moved, seconded. **Carried** with a clear majority in favour.

6. Consideration of Financial Statements & Budget Presentation

The financial statements for the year ending June 30, 2018 were included in the Notice of Meeting. Dee Danallanko gave a brief overview of the financial statements and answered questions.

Motion that the financial statements for the year ending June 30, 2018 be accepted as distributed. Moved, seconded. **Carried** with a clear majority in favour.

The budget and membership dues for the 2018/2019 fiscal year had been approved by the Executive. There was no change in individual membership dues for this year. The corporate membership fees were increased to \$195 for this year.

7. Consideration of Executive Reports

The reports were provided with the Notice of Meeting.

Motion that the Annual Reports of the Executive be adopted as distributed with the Notice of Meeting. Moved, seconded. **Carried** with a clear majority in favour.

8. Other Business

8.1 Bylaw Amendments

Motion: Be it resolved by Special Resolution that the Vernon Women in Business bylaws be repealed and replaced with the following bylaws: *[Attachment 1]*

Moved, seconded. **Carried** (28 in favour, 0 opposed, 2 abstained).

8. Election of Executive

The Chair asked that all nominees stand and introduce themselves. The slate of nominees was as follows:

President – Rachelle Moulton
Vice-President – Lacy Donald
Treasurer – Dee Danallanko
Secretary – Alma Jean Inkster

Motion that the nominees be elected to the Executive. Moved, seconded. **Carried** with a clear majority in favour.

The following volunteered as Directors at Large and would be appointed by the elected Executive:

Communications – Megan Jordan
Education – Anita Kuipers
Membership – Elanda Kowalchuk
Webmaster – Danusia Tarr

9. Termination of Meeting

Motion to terminate the meeting. Moved, seconded. **Carried** with a clear majority in favour.

The meeting was terminated at 12:38pm.

Statement of Financial Position (Unaudited)

Vernon Women in Business Society
As at 30 June 2019

	30 JUN 2019	30 JUN 2018
Assets		
PayPal	1,740.25	2,687.80
Current Assets		
Petty Cash	100.00	100.00
Vantage One Chequing 802702	12,347.13	5,205.32
Vantage One Equity shares	27.93	27.93
Vantage One Membership Equity	10.73	10.73
Account Receivable	-	(170.00)
Prepaid Expenses	-	1,575.00
Total Current Assets	12,485.79	6,748.98
Total Assets	14,226.04	9,436.78
Liabilities		
Current Liabilities		
Accounts Payable	1,467.52	-
Total Current Liabilities	1,467.52	-
Non-current Liabilities		
Deferred Revenue	1,505.00	-
Total Non-current Liabilities	1,505.00	-
Total Liabilities	2,972.52	-
Net Assets	11,253.52	9,436.78
Equity		
Current Year Earnings	1,816.74	(571.07)
Members' Equity	9,436.78	10,007.85
Total Equity	11,253.52	9,436.78

Statement of Operations (Unaudited)

Vernon Women in Business Society
For the year ended 30 June 2019

	BUDGET	2019	2018	2017
Revenues				
Membership Dues	5,000.00	4,765.00	4,400.00	7,175.00
Member Lunch Meeting Dues	4,800.00	5,535.00	4,086.00	6,046.00
Non-Member Lunch Meeting Dues	2,000.00	2,218.00	2,112.00	2,563.00
Punch Cards	-	-	270.00	720.00
Twoonie Talk	-	-	-	36.00
WOY - Ticket Sales	7,000.00	-	-	7,185.61
WOY - Sponsorships	2,300.00	-	-	2,325.00
WOY - Donations	-	-	-	100.00
Leadership Conference - Ticket Sales	7,000.00	6,979.05	6,442.05	12,864.40
Leadership Conference - Vendor Tables	1,000.00	600.00	1,000.00	-
Leadership Conference - Sponsorships	1,000.00	5,750.00	1,098.00	-
Special Events - Ticket Sales	1,000.00	1,490.00	1,640.00	-
Christmas Market Lunch	2,000.00	2,175.00	1,918.00	-
Christmas Market - Vendor Table	500.00	450.00	610.00	-
E-Blast Sales	50.00	-	-	70.00
Miscellaneous Revenue	-	-	103.53	2.30
Total Revenues	33,650.00	29,962.05	23,679.58	39,087.31
Events				
Meal/Lunch Cost (Caterer)	8,800.00	9,292.00	8,177.35	9,386.81
WOY Event Costs	9,300.00	-	46.94	10,952.67
Leadership Conference Costs	9,000.00	12,966.35	7,506.20	11,563.24
Special Events Costs	1,000.00	1,367.49	1,796.66	141.52
Jan White Award	100.00	285.35	198.72	-
Speaker Apprec, Gifts, Flowers etc.	250.00	25.00	78.40	5.00
Total Events	28,450.00	23,936.19	17,804.27	32,049.24
Net Margin	5,200.00	6,025.86	5,875.31	7,038.07
Operating Expenses				
Advertising and Promotion	250.00	60.00	463.76	805.61
Bank Fees	-	-	73.16	31.74
Licences, Fees and Dues	40.00	90.00	40.00	-
Board Meeting Expenses	200.00	174.13	87.76	176.98
Office and Bookkeeping	485.00	453.80	88.26	605.76
Paypal-Square Charges	1,000.00	744.47	588.39	336.90
Postage and Post Office Box	225.00	9.45	8.95	200.95
Website Development & Software	3,000.00	2,680.27	5,068.10	3,293.61
Cash Short/Over	-	(16.00)	10.00	-
Bad Debt	-	13.00	18.00	-
Total Operating Expenses	5,200.00	4,209.12	6,446.38	5,451.55

Budget 2019/2020

	2018/2019		2019/2020	
	Budget	Actual	Budget	Actual
REVENUES				
Membership Dues	5,300.00	\$ 4,765.00	5,000.00	\$ -
Member Lunch	4,800.00	5,535.00	5,500.00	-
Non-Member Lunch	2,000.00	2,218.00	2,250.00	-
WOY - Ticket Sales	7,000.00	-	-	-
WOY - Sponsorships	2,300.00	-	-	-
Leadership Conference - Ticket Sales	7,000.00	6,979.05	7,000.00	-
Leadership Conference - Vendor Tables	1,000.00	600.00	800.00	-
Leadership Conference - Sponsorships	1,000.00	5,750.00	5,750.00	-
Special Events - Ticket Sales	1,000.00	1,490.00	1,500.00	-
Christmas Market - Lunch	2,000.00	2,175.00	2,200.00	-
Christmas Market - Vendor Tables	500.00	450.00	500.00	-
E-Blast	50.00	-	-	-
	33,950.00	29,962.05	30,500.00	-
EVENTS				
Meal/Lunch Cost (Caterer)	8,800.00	9,292.00	9,300.00	-
WOY Event Costs	9,300.00	-	195.00	-
Leadership Conference Costs	9,000.00	12,966.35	13,000.00	-
Special Events Costs	1,000.00	1,367.49	1,250.00	-
Jan White Award	100.00	285.35	300.00	-
Speaker Apprec, Gifts, Flowers etc.	250.00	25.00	50.00	-
	28,450.00	23,936.19	24,095.00	-
OPERATING EXPENSES				
Advertising and Promotion	550.00	60.00	250.00	-
Bank Fees	-	-	25.00	-
Licences, Fees and Dues	40.00	90.00	40.00	-
Meeting Expenses	200.00	174.13	200.00	-
Office and Bookkeeping	485.00	453.80	700.00	-
Paypal-Square Charges	1,000.00	744.47	915.00	-
Postage	225.00	9.45	25.00	-
Scholarship Fund	-	-	1,000.00	-
Website Development & Software	3,000.00	2,680.27	3,250.00	-
Cash Short/Over	-	(16.00)	-	-
Bad Debt	-	13.00	-	-
	5,500.00	4,209.12	6,405.00	-
NET INCOME (LOSS)	-	1,816.74	-	-
Net lunch revenue (expense)	-	636.00	650.00	-
Net leadership conference revenue (expense)	-	362.70	550.00	-
Net special events revenue (expense)	-	122.51	250.00	-

President's Annual Report for 2018-2019
Submitted by Rachelle Molton— President, Vernon Women in Business

It was my pleasure to serve our membership this year as your President and Chair of the VWIB Leadership Conference. We really have taken our passion this year of shifting how we run our luncheons and how we network. We have been very cognisant of inclusion to all that attend our luncheons and events. Pairing new attendees with current membership was extremely important to us as a board to ensure the networking experience to be as enjoyable as possible.

We enjoyed great speakers over the last year and excellent take aways we can all adopt into our businesses. We continue to run the Leadership Conference which is always well attended and stellar speakers in our community to help elevate us personally and professionally. The Board has worked extremely hard to revamp the Woman of the Year and have now shifted it to the Vernon Women in Business Award. We have partnered with the Vernon Chamber of Commerce to run their silent auction at their fall event to raise dollars towards a female student(s) at the Vernon Okanagan College campus to help towards their education that will soon become a "Vernon Woman in Business". We will organize at an event or luncheon to have the winner(s) attend so we can recognize them and encourage them in their quest for education. The Board is excited to bring this new endeavor to the membership in the Fall. We also had our annual Jan White Award and had the pleasure and opportunity to hear more about Jan White and see photos of her life from our member Shell Duggan who also chaired the event.

It is with mixed emotions that I hand over the President gavel to your soon to be President Elanda Kowalchuk as I will miss leading such a dynamic group of women but I know you will be in great hands with Elanda as your leader. I would like to that the whole executive team for all of their hard work this past year always striving to achieve excellence.

Vice President & Membership Co-ordinator's Annual Report for 2018 - 2019
Submitted by Elanda Kowalchuk

The Vice President role become vacant in October so the role, along with Membership Coordinator, was managed by one woman on the executive committee. Subsequently only one summary is provided here for both roles.

The Vice President role is that of support to the President and requires commitment to attend all executive meetings and luncheons, as well as participation on a committee. Our current President did an outstanding job and very little support from the Vice President was required.

We have been successful in attracting new members, while maintaining a core group of returning members, which is great for our organization. It is beneficial to have new women join who bring new skills and expertise from many areas. We had 50 individual members including the executive and honorary memberships, and 8 corporate memberships. Our website provides women the ability to join online which has significantly improved the administration process. Women can now join at their convenience and it saves a great deal of manual processing and line ups at luncheons.

We have found it beneficial to have myself, or another executive, greet guests and new members at the door at luncheons. I then introduce the woman to either an executive member, or long standing member, in order to ensure she has someone to connect with and does not feel out of place. This

has been met with appreciation and made women feel welcome at our luncheons. As we typically have a door prize where women add their business cards, I have taken the cards and sent out a 'thank you' email out to all non-members who attended. I have received many replies the email was appreciated as it made the woman feel welcome. It is our goal to have all women feel welcome to our organization, and we feel these touches benefit everyone.

We continue to have meetups on a monthly basis from September to May. We have found the numbers for our 5:00 to 6:30pm meet ups are more popular than our morning meetups from 7:30 to 9am. However, we have decided if there is no one to host a morning meet up we will simply meet at a local coffee shop for those who prefer mornings. We will continue to offer all members in good standing the opportunity to host a meet up at their place of business, or at a local venue. The last event of the year, the Summer Solstice Celebration was held at BX Cidery and Press. It is a lovely outdoor setting and despite the chilly weather we had 28 women attend. We had the beautiful voice of Kailee McGuire entertaining us, and Cracked Pepper providing tasty appetizers. There were gift baskets provided as door prizes, and BX Cidery and Press graciously provided all attendees a 10% discount on their ciders, which many women took advantage of. I suggest next year we look at trimming some costs in order to make the event less costly and consider another day of the week as it appears Thursday is typically a busy day of the week. There were comments from many women they wanted to attend, but had committed to other events on the same day.

Treasurer's Annual Report for 2018 - 2019
Submitted by Dee Danallanko

This was my second year as your Treasurer, and overall, I'm pleased with the state of our financial procedures and our finances. The majority of our lunch attendees paid in advance through PayPal, which integrates with our accounting software and makes it simple to maintain our bookkeeping records. In addition to traditional financial data, we also tracked non-financial measures such as the number of members and non-members that attended each lunch and the percentage that paid in advance and at the door. We continue to make little improvements to the way we do things to ensure a smooth experience for everyone at each lunch and event.

This year we've had a particularly functional board, and I enjoyed working closely with this group of ladies as we planned and carried out each lunch and event together. I will miss those of you who are moving on.

For those of our members who are curious about what it would be like to serve on the board of a small non-profit organization, the good news is that you can join our board as a member at large and learn a little about each role before committing to anything. For example, if you are interested in the Treasurer role, but aren't sure how to go about it, you could shadow the Treasurer for the next fiscal year and step into the role at some future date.

Thank you to all our members for spending the year with us. I hope you will join us for another year of good times with old friends and new, growing your network, and learning new things.

Education Director's Annual Report for 2018 - 2019
Submitted by Anita Kuipers

The past membership year we have had several wonderful presentations from our members; Disrupt your Money Myths; Stand in your Power; Winning the Financial Marathon; and Wills We were able to meet and network with women at the November and March luncheons where activities were provided to encourage interaction and getting to know other attendees. Many luncheons provided 'table talks' where we were provided a topic to discuss with others at our lunch table while enjoying our meal.

Our Christmas market luncheon on December was very well attended and we will continue to have vendor tables as it is the perfect opportunity to find a gift for ourselves and family. There was a great deal of opportunity to interact with members who had various products and services for purchase.

Lastly the Jan White Memorial Award this year saw two nominees who were both on the executive committee. We suspect due to so many new members joining our organization many women are not sure who Jan White was or know enough about the members to bring forward a nominee. We were honored to receive the journal of Jan White's life for viewing at the luncheon. We will continue to promote and encourage women to consider a current outstanding member for the opportunity to receive recognition in upcoming years.

Speakers for the 2019/20 year are already being accepted and confirmed. We plan to continue to provide speaking opportunities first to our members and then to others who fit the criteria we have determined from the survey on topics of interest to the members.

Communications Director's Annual Report for 2018 - 2019
Submitted by Danusia Tarr

The position of Communications Director is new to me, as I took it over partway through the year. Megan Jordan served on the executive Board as Communications Director up until February 2019. Megan is an energetic and enthusiastic woman who forfeited the Communications Director position as she unexpectedly received a very good employment position that required her to move to Ottawa.

Since taking over the position in February I have worked to reach the goals set by Megan that included increased posting frequency, and a fresh and fun tone with all Social Media posts. Running my own Digital Marketing company has given me some fabulous tools to utilize and has helped me increase the overall number of followers to VWIB's social media channels. In addition, through regularly boosted posts and email blasts we have been able to keep members informed of upcoming meetings and events. This has resulted in a steady increase in the attendance at VWIB events.

I have strived to enact a clear social media strategy to target women in the community and encourage new members to either drop into our events and luncheons, and/or to ultimately join VWIB. I think the approach to networking "beyond the business card" has been easy to convey on Social Media and has been a draw for women looking for the same things I was; camaraderie, friendship, mentorship, and of course positive relationships.

Over the coming year I hope this role will continue to have a positive impact on VWIB by attracting new members, and continuing to expand VWIB's reach within the community. I am extremely thankful to have served on the Board, and will cherish the opportunity and fantastic women I have met along the way, always.

Webmaster's Annual Report for 2018 - 2019
Submitted by Danusia Tarr

Initially, this was a learning year as the Webmaster for VWIB. During the first half of the year my focus was on keeping the event's calendar updated, troubleshooting member registration issues, cleaning up outdated information, and improving the clarity of instruction on the registration page, especially in regard to the VWIB membership year running from September through to June.

Towards the last half of the year it became clear that the current website was technically outdated. Together with the board we made the decision to build a new, updated website. Not only will this give the website a fresh new look, but it will be an opportunity to improve and simplify the process of member registration and restrict access to member only pricing... both issues that has been a thorn in our side for the past couple years.

The main goals for the upcoming year include:

- Re boot the website on a new hosting platform capable of handling all of the updates
- Continue to filter through outdated pages and posts
- Continuously update photos and information.
- Create a more "user friendly" and intuitive feel for both.
- Add a blog post page for members to share their expertise

President – Elanda Kowalchuk

Elanda has been a Certified Financial Planner for 15 years, helping people take control of their money. With a degree in Psychology Elanda realizes the impact that shame and judgement around money has on an individual. Elanda spends time educating her clients so they feel in control about their money decisions. In order to ensure she is always providing her clients the best advice she has taken the time to complete designations and continuing education, such as her Certified Cashflow Specialist designation (CCS) and Certified Executor Advisor designation (CEA). Elanda is currently expanding her business, Zakus Kowalchuk Insurance and Investments, in the Okanagan Valley.

Elanda has been on the Executive Board of the Vernon Women in Business as the Membership Coordinator for the past three years and stepped in as Vice President when the role became vacant. Having managed two executive roles for the past year she is ready and looking forward to representing the membership as their President.

Vice-President – Angie Ioakimidou

Hi, I'm Angie and I'm the Inside Sales Manager and Teammate Development Leader for Universal Packaging. I moved to Vernon from Greece in 2011 with my 2 kids and a suitcase of clothes and let me tell you, I have come very very far since then. Even though my life has been a challenging rollercoaster, I was taught to always look for the lesson and make the best out of each situation so I never gave up.

One of the things I struggle with, like many of you, is to see who I truly am so when I was asked to write a bio about myself, I freaked out and struggled and reached out to a whole bunch of friends for help. And that's because I'm super humble...like many of you! I said to one of my besties: What the heck do I write, I'm just Angie from Greece that works at Universal and she replied: Heck no you're not. You are a survivor, an empath, you have amazing intuition and are passionate about helping and empowering people!! You are self driven and motivated. A perfectionist at your job. You strive to do and be your best always. You make a difference!!

So ladies, this is who I am.....just like many of you! My purpose in life is to empower people to stand strong on their 2 feet and grab life by the hair. I'm currently working on developing empowerment workshops for young women and men. I'm also an obsessed volunteer and the best part is that I have an incredible partner that supports me and my crazy ideas in every way possible. I'm dedicated to changing and making a difference in the world and I would be honored to be your VP. Together we rise!

Treasurer – Dee Danallanko

Dee Danallanko is a CPA, CA and the owner of Integral Accounting Inc. A graduate of the University of Lethbridge, Dee has 20 years of experience in public practice, as a private sector Controller, and Finance Manager in the public sector. Dee has been settled in Vernon with her family for the past decade, and is committed to the herculean task of growing her accounting firm from scratch, helping small businesses, non-profit organizations, and small municipalities succeed. Dee is especially fond of using technology to reduce the burden of data entry and instead spend the time on value-added activities, supporting her clients in all they do. Dee finds it personally rewarding when her clients are able to achieve a financial or business goal with her assistance.

Secretary – Alma Jean Inkster

Born and raised in Vernon, Alma Jean returned after having attended the University of Victoria to obtain an Education degree, to raise her own family in this beautiful valley. Alma Jean's teaching career spanned about thirty years and included being a District Elementary Counsellor for several of those. She continues to support children, parents, and individuals traversing life's challenges in her private practice. She also creates and facilitates personal growth workshops for women, as well as provides professional development workshops. Alma Jean has three grown children and lives with her partner and their pets in the beautiful Coldstream area.