



## **2019 Annual General Meeting of Southern Alberta Council on Public Affairs**

Approval of Agenda and appointment of Secretary

Adoption and discussion of Minutes – June 28, 2018

### **Annual Reports:**

Chairperson

Finance Committee & Treasurer's Report and Budget for 2019-2020

Program Committee

Break for lunch from approx. 12:30 - 1 pm followed by more reports

SACPA on Campus Program Committee

Policy and Bylaw Committee

Administrative Manager

Personnel Committee

Nomination Committee

Appointment of Auditors and free discussion on new ideas and SACPA's future direction.

Adjournment at 1:30 pm

Date: **Thursday, June 20, 2019**

Time: **Doors 11:30 am, AGM starts at 12 noon, buffet lunch 12:30 pm, AGM 1 – 1:30 pm**

Location: **Royal Canadian Legion (north door) 324 Mayor Magrath Dr. S. Lethbridge**

Cost: **Free with a current SACPA membership, otherwise \$14 for lunch or \$2 coffee/tea/juice**

**New memberships and renewals are encouraged and can be purchased at the AGM**

Visit the SACPA website: <http://www.sacpa.ca>

## **Minutes of Southern Alberta Council on Public Affairs AGM June 28, 2018**

Attendees: Annelies van Oers, Everett Tanis, Peter and Lorraine Fitzgerald, Trevor Page, Peter Biehl, Mary Shillington, Henry Heinen, Douglas Mitchell, Gerry Colburn, André Carrière, Charles Luca, Chester Oseen, Marshall Jaremco, Angie Jaremco, John and Echo Elves, Norman Zanolli, Mary Anderson, Barbara Doyle, Charles Luca, Joseph Hnanuik, Patricia Boswell, Harry Eldon, Laurie Schulz, Don Ryane – Board Members in attendance: Knud Petersen, Bev Muendel-Atherstone, Penny Elford, Heather Oxman, Terry Shillington, and Ross Samuel.

**Henry Heinen moved, Heather Oxman seconded to accept the AGM agenda. All in favour**

**Mary Shillington moved, Ross Samuel seconded to accept that Annelies van Oers takes the minutes of this AGM. All in favour**

**Douglas Mitchell Moved, Bob Campbell Seconded to accept minutes from SACPA's 2017 AGM. All in favour**

Discussion on AGM minutes 2017:

Trevor Page clarified that on the Chair Persons Report, we have an aging demographic. Peter and Lorraine Fitzgerald name was noted wrong in the attendance changed from Fitzpatrick to Fitzgerald. **Accept the minutes as amended: All in Favour**

### **Chairpersons Report.**

Knud Petersen presented the Chair Person's report.

### **Questions from the floor:**

Trevor Page: Congratulates the board on memorable sessions and the transition to the Royal Canadian Legion. Suggestions: No follow-up from the last AGM member suggestions; College Participation in a student speaker challenge; Board contact larger media outlets such as the CBC; Moderators scheduling; update the SACPA Bylaws to reflect the current organizational structure and practices.

Discussion on Trevor's suggestion.

Douglas Mitchell: How do we attract younger people?

Discussion on engaging younger people.

Evert Tanis: Special rates for students.

Knud's response that we already have a student rate of \$5 a meal, suggest that this rate is mentioned by the moderator each week.

### **Finance Committee Report**

Samuel Ross SACPA Board Treasurer presented the finance report

### **Questions from the floor:**

Trevor Page: Lunch profit to SACPA have doubled since moving to the Legion. Will the board pass this back to the membership when food and rental stabilize?

Discussion on food costs since moving to the Legion and profit to SACPA.

Heather Oxman: University of Lethbridge grant to SACPA will be reduced by \$1000 next year.

Trevor Page: Clarification on budget expenses of \$2200 for room rental for events.

Knud responded we pay room rental at the Legion

Bev Muendel-Atherstone: No budget for cheque and bank charges.

Ross: We are not charged on our bank account.

### **Program Committee Report**

Terry Shillington presented the Program Committee report.

Questions from the floor: Douglas Mitchell Future topics suggestion: Choose topics that keep the state of the world in front of us.

Trevor Page: seconded Douglas Mitchell's suggestion and added that we are at a turning point globally. Encourage the committee to also go locally such as the session on the Hutterites.

Bob Campbell: also agreed with above comments and suggests that there is focus on solutions.

Mary Shillington: Suggest that the report include the Offsite sessions, and can we have page # on the AGM Report.

Laurie Schulz: Upcoming topics be added to the weekly flyer.

### **SACPA On-Campus Committee Report**

Knud Petersen presented the On-Campus Committee report

Questions from the floor: Bev Muendel-Atherstone: Give publicity ahead of time of upcoming session with Mark Sakamoto at the University so book clubs have time to read the book.

Trevor Page: Suggestion of looking seriously at SACPA involvement at the student speaker challenge and create an ad hoc committee.

Discussion on the student speaker challenge.

Heather Oxman suggestion to take the speaker challenge into high schools.

### **Policy and Bylaws Committee Report**

Knud Petersen presented the Policy and Bylaws Committee Report.

Questions from the floor: None

### **Administrative Manager Report**

Annelies van Oers presented the Administrative Manager report

Questions from the floor: Trevor Page: Suggestion in the Administrator that the list serve people are not named members as they are not paid members and suggests that we continue to contact members that are not paid up.

### **Personnel Committee Report and Nomination Committee Report**

Bev Muendel-Atherstone presented the Personnel Committee report

Questions from the floor: None

### **Nomination Committee Report**

Knud Petersen presented the Nomination Committee report.

Mark Goettel is interested in being on the SACPA board.

Questions from the floor: Heather Oxman: Typo in the report that it should be the board members of 2017/2018 not 2016-2017.

**Bob Campbell move Trevor Page seconded to elect the board as listed in the report for the 2017/ 2018 year. All in favour**

**Bev Muendel-Atherstone moved, Angie Jaremco seconded that the SACPA board be authorized to appoint another member to the board. All in favour.**

### **SACPA 50<sup>th</sup> Anniversary Committee Report**

Heather Oxman presented the 50<sup>th</sup> Anniversary Committee Report.

Questions from the floor:

Trevor Page: Hopes there will be an active follow up on the committee's actions.

Bev Muendel-Atherstone: Suggest that the committee extend an invite to other groups/regions.

**Heather Oxman moved, Lorraine Fitzgerald seconded to accept all committee reports as presented: All in favour**

**Mary Shillington moved, seconded by Heather Oxman to appoint Bob Campbell and Dianne King to audit the financial statements for 2017/2018: All in favour**

Knud Petersen opened up a discussion SACPA's future:

Mary Shillington, Laurie Shulz and Trevor Page suggested creating an ad hoc committee that look towards attracting a wider audience for SACPA sessions

Heather Oxman: suggest that the SACPA board will call on members who express an interest today and that the SACPA Board will set the terms of this committee at the next board meeting in September.

**Douglas Mitchell moved to adjourn the meeting at 1:50pm.**

## 2018-19 Chairperson Report

This past year, it seems like SACPA has settled in nicely at our Legion location. Although some folks were not satisfied that moving from CKC was the best option, it can be said that if you try to make everyone happy, you're unlikely to succeed. I believe our lunch menu now being offered has variety and decent quality, allowing for value to both patrons and SACPA. One thing for certain that people appreciate at the Legion, is the ground level entrance and also, the sound is generally of better quality. We promise to continue to improve the quality of PowerPoint presentations that for a variety of reasons have been average at best, terrible at worst.

SACPA hosted 39 regular Thursday sessions and 12 special events, including two very well attended provincial election forums this past season (200 attendees at each) Topics had a fairly even mix of local (15), provincial (13), national (13) and international (10) topics. Issues discussed were largely balanced around politics (9), the economy (9), social (9), education (3), health (7), religion (3), First Nations (2), refugees (2), science (2) and the environment (5). Presenters included 28 women and 43 men, 12 speakers from U of L, one from the College and seven from other universities. Average attendance at regular sessions was 68, down 7 from the previous year (the approx. 300 attendees at Premier Rachel Notley's presentation in Southminster Church added significantly to last year's average) 10 special events averaged approx. 25 attendees.

Many important issues were covered in a timely manner thanks to SACPA's Program Committee and Board including **Heather Oxman Ross Samuel Bev Muendel-Atherstone, Shannan Little, Terry Shillington, Martin Heavy Head, Kristin Krein, Mairin Gettman, Penny & Larry Elford and Mark Goettel**. A warm welcome to new Board member **Laurie Schulz**. Best wishes and thank you to outgoing Board member **Kristin Krein** and Program Committee member **Duane Pendergast**. We continue to work with the **University of Lethbridge, the Lethbridge Public Interest Research Group (LPIRG), the Student Union (ULSU), the Campus Women's Centre (CWC)** and several other U of L departments when booking speakers. Two SACPA on Campus 2019 Student Speaker Challenge (SSC) events were successfully held, but they were not well attended. Planning is underway for the 2020 SSC events and hopefully, more people will take in that competition.

Many thanks to all board members, speakers, moderators, SACPA members, attendees and other supporters of SACPA events, including, the **Legion, Lethbridge Herald, Shaw TV and Lethbridge Public Library**. Thanks also to **CKXU 88.3 FM radio, CJOC Radio, CTV, Global, Lethbridge News Now, Bridge City News** and other media for covering most sessions. A special thank you to **Great Plate Catering** for their friendly support and good value meals. Last but not least, a big thank you to the **University of Lethbridge** for their financial support and distribution of SACPA notices.

Finally, my personal thanks to all who is helping serve lunch etc. at the Legion, especially **Penny Elford**, who does an amazing job. And to **Annelies van Oers**, our excellent, overqualified and friendly administrative manager. She schools our speakers/moderators and collects cash as well as working our social media, sound, recordings and website. She is also very well connected in our community and helps arrange for speakers.

Respectfully submitted by Knud Petersen, SACPA Chair.

## 2018-19 Finance Committee Report

Committee Members: **Ross Samuel and Penny Elford**

The enclosed budget document details all revenues and expenditures for SACPA's 2018-2019 fiscal year, which ran from June 1, 2018 to May 31, 2019.

The balance of the chequing account on May 31, 2019 was: \$11,568.09.

The balance of the GIC account on May 31, 2019 was: \$20,000.00.

The current valuation of assets owned by the society (two sound mixers, two projectors, an audio interface, and one laptop computer) is: \$1,500.00.

Total assets are: \$33,068.09.

No liabilities are present.

Programming-related expenses are detailed as follows:

Date:	Speaker:	Expense type:	Amount:
7/12/2018	UofL- Brenda Milner Lecture Series		100.00
9/18/2018	Mark Sakamoto	speaker expense	300.00
11/27/2018	Environment Lethbridge	travel expenses	200.00
2/5/2019	Michael Byers	travel expenses	300.00
2/5/2019	Joe Gunn	travel and accommodation	350.00
4/3/2019	Trevor Tombe	travel expenses	200.00
4/23/2019	Duane Bratt	travel expenses	200.00
5/1/2019	Chris Nowlin	travel expenses	200.00
TOTAL:			1850.00

Respectfully submitted by Ross Samuel.

	FY17/18 Actual	FY18/19 Budget	FY18/19 Actual	FY19/20 Budget	Notes
<b>Revenue</b>					
Membership	1,755.00	1,500.00	1,930.00	1,500.00	
Donations	571.00	500.00	434.00	500.00	
Lunch surplus proceeds	3,758.50	6,500.00	8,414.00	7,500.00	
Funds from GIC	2,467.68	-	20,340.00	20,500.00	
University of Lethbridge	9,000.00	8,000.00	8,000.00	8,000.00	
Grants & Other Income	-	-	-	-	
Proceeds from fundraising	-	1,000.00	-	-	
Income from Sale of Books	20.00	-	-	-	
Uncategorized	-	-	-	-	
<b>Total Revenue</b>	<b>17,572.18</b>	<b>17,500.00</b>	<b>39,118.00</b>	<b>38,000.00</b>	
<b>Expenses</b>					
Personnel expenses	9,100.00	9,000.00	9,400.00	9,300.00	
Speaker fees/travel/lodging	2,312.69	2,000.00	1,850.00	2,000.00	
Computer/projector/sound	461.99	200.00	197.38	200.00	
SACPA U of L scholarship	900.00	1,000.00	1,000.00	1,000.00	
Webhosting	420.00	450.00	420.00	450.00	
Financial Audit Expenses	70.00	70.00	75.00	75.00	
AGM lunch for members	367.50	450.00	320.00	400.00	
Advertising, speaker handouts	56.78	50.00	-	50.00	
Gifts, gratuities & donations	600.00	300.00	450.00	300.00	
Room Rental for Events	794.00	2,200.00	2,649.00	2,400.00	
McKillop Church room rental	100.00	-	-	-	
SACPA board Xmas supper	390.00	400.00	250.00	400.00	
Advertising + booklet	148.35	-	-	100.00	
Insurance	760.00	800.00	798.00	850.00	
PO box rental	174.30	200.00	177.45	200.00	
GIC deposit	-	-	20,000.00	20,000.00	
Miscellaneous	29.62	50.00	8.10	100.00	
<b>Total Expenses</b>	<b>16,685.23</b>	<b>17,170.00</b>	<b>37,594.93</b>	<b>37,825.00</b>	
<b>Cashflow</b>	<b>886.95</b>	<b>330.00</b>	<b>1,523.07</b>	<b>175.00</b>	
<b>Assets</b>					
<b>Bank Account Balance</b>	<b>10,045.02</b>	<b>10,375.02</b>	<b>11,568.09</b>	<b>11,743.09</b>	
<b>GIC at 2.5%</b>					
<b>Opening Balance</b>	<b>22,198.15</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	
Interest Income	269.53	340.00	340.00	500.00	
Cash Withdrawn	(2,467.68)	(340.00)	(340.00)	(500.00)	
<b>End-of-year Balance</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	
<b>Equipment</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,300.00</b>	Two sound mixers, two projectors, one audio interface and one laptop computer
<b>Total Assets</b>	<b>31,545.02</b>	<b>31,875.02</b>	<b>33,068.09</b>	<b>33,043.09</b>	
<b>Liabilities</b>					
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## 2018-19 Program Committee report

As I look back over the topics we have focussed on in the past SACPA year, there has been quite a variety – from conversion therapy to dementia and Prov. political issues. From the viewpoint of the Program Committee, it has been a good year. We meet monthly at 6 pm, just prior to the 7 pm SACPA Board meeting. Various Board members attend the program committee meeting (varying monthly), but all work hard on topics they are pursuing. The result is, we benefit from a variety of people, their contacts, their passions and their “antenna” about the issues of our community and beyond.

We appreciate good attendance on Thursdays, but try not to rate the importance of a topic strictly by the numbers. All the same, here are the top draws in the past year:

Opioid crisis (Oct. 4)	-102
Shannon Phillips (Jan. 17)	– 92
Money, Power and Poverty (Nov. 8)	– 88
Electric cars (Feb. 28)	– 87
Equalization payments (Mar. 28)	– 85
Duane Bratt (April 18)	– 81

Sometimes we feel the topic is more important than the attendance would seem to indicate:

A special session on the Exhibition Park	– 21
Dementia (March 14)	– 59
Divorce Trauma (Sept. 27)	– 46

Behind the scenes are a lot of heroes who work hard to ensure topics and speakers are pursued, committed to a date and the brochure ready on time. All of the board and **Larry Elford**, (who is not a board member but a Program Committee member) are to be thanked. **Annelies** keeps us looking organized and masterfully manages the behind the scenes technology. And Knud oversees the ‘quality control’ as the brochure proceeds to printing and to publication. He also often manages the “crises” when we are faced with an open date and apparently no speaker. As well, we are grateful to the general membership and attendees who raise insightful questions and often take a presentation to new levels of insight- thoughtfulness.

We welcome suggestions from any and all. We also welcome any who would like to serve on the program committee. And we look forward to another lively year ahead.

Respectfully submitted by Terry Shillington, Program Committee Chair



## **2018-19 SACPA on Campus Committee report**

Committee members: **Ace Rodriguez and Farah Rajan from the Campus Women's Centre, Kristin Krein, Martin Heavy Head and Knud Petersen.**

The 2018-19 SACPA on Campus committee co-ordinated three special sessions at or with the university. On September 15, 2018 **Mark Sakamoto** spoke about his book ***Forgiveness: A gift from my Grandparents***. October 22, SACPA partnered with U of L's Prentice Institute on a Library event **Thinking Globally Thinking Nationally** and on February 1, **Michael Byers** speculated on the possibility **Elon Musk: President of Mars?**

The SACPA on Campus Student Speaker Challenge committee started organizing late 2018 and their work culminated February 6 and 13, 2019 with two events. The candidates were asked to speak on the topic of **What does Sport mean to you?** Seven applicants participated in the first round with very interesting and different opinions. The top four competed in the final.

The success of SACPA on Campus relied heavily on working with the Campus Women's Centre with **Ace Rodriguez, Farah Rajan** being very proactive and helpful. We hope to continue cultivating this relationship in years to come. Thanks also to the **University of Lethbridge** for their support at on campus events.

Respectfully submitted by Knud Petersen

## **2018-19 Policy, Bylaw and Membership Committee report**

Committee Members: **Shannan Little and Mairin Gettman**

A survey was conducted on website usage in late 2018 early 2019 to assess usage and to determine if the site is fulfilling the needs of users.

Thank you to everyone who participated. The feedback was valuable as we had 52 responses.

70% of users visit the site 2 to 3 times per month or less.

Most users visit the site to check the upcoming schedule.

40% of the users attend sessions almost every week.

Just over half the visitors use the audio archives.

Two thirds of the website users are aged 61 or older.

Two thirds of the website users are SACPA members.

The majority of the non-member users stated they would consider becoming a member.

To quote one response, the website "does a pretty good job" and we are not recommending

changes to the site at this point in time.

We would like to point out that sessions are recorded by **Shaw Spotlight** and are available via YouTube. Audio of sessions are also recorded and archived on SACPA's website. They are also available via iTunes podcast.

Currently, we have 213 members. Increasing memberships even more is a goal of SACPA and we encourage fellow members to promote SACPA membership through their networks.

Respectfully submitted by Shannan Little and Mairin Gettman.

## **2018-19 Administrative Manager Report**

I have very much enjoyed my work as the SACPA administrator. It continues to be an honour to be part of SACPA and its long tradition. Apart from the setup and takedown, recording/posting sound at sessions, collecting lunch money, and troubleshoot upcoming issues, I've worked on:

### **MEMBERSHIP**

- 416 Members on the list-serve (up 16 from last year) that receive our list-serve emails.
- We have 213 memberships (up 16 from last year).
- Memberships can be purchased via mail, at our sessions and through SACPA's website using PayPal

### **SESSIONS**

- Created Facebook Events for all our sessions
- Continued to Tweet our sessions out.
- Maintained electronics/computer.
- Website updates and posting the podcasts to the SACPA website and iTunes.

### **SOCIAL MEDIA**

- FACEBOOK: Average of 600 page likes a on Facebook (up from 527 likes last year)
- TWITTER: 1510 followers on Twitter (from 1486 followers last year)
- Continue to respond to enquiries made over Social Media.

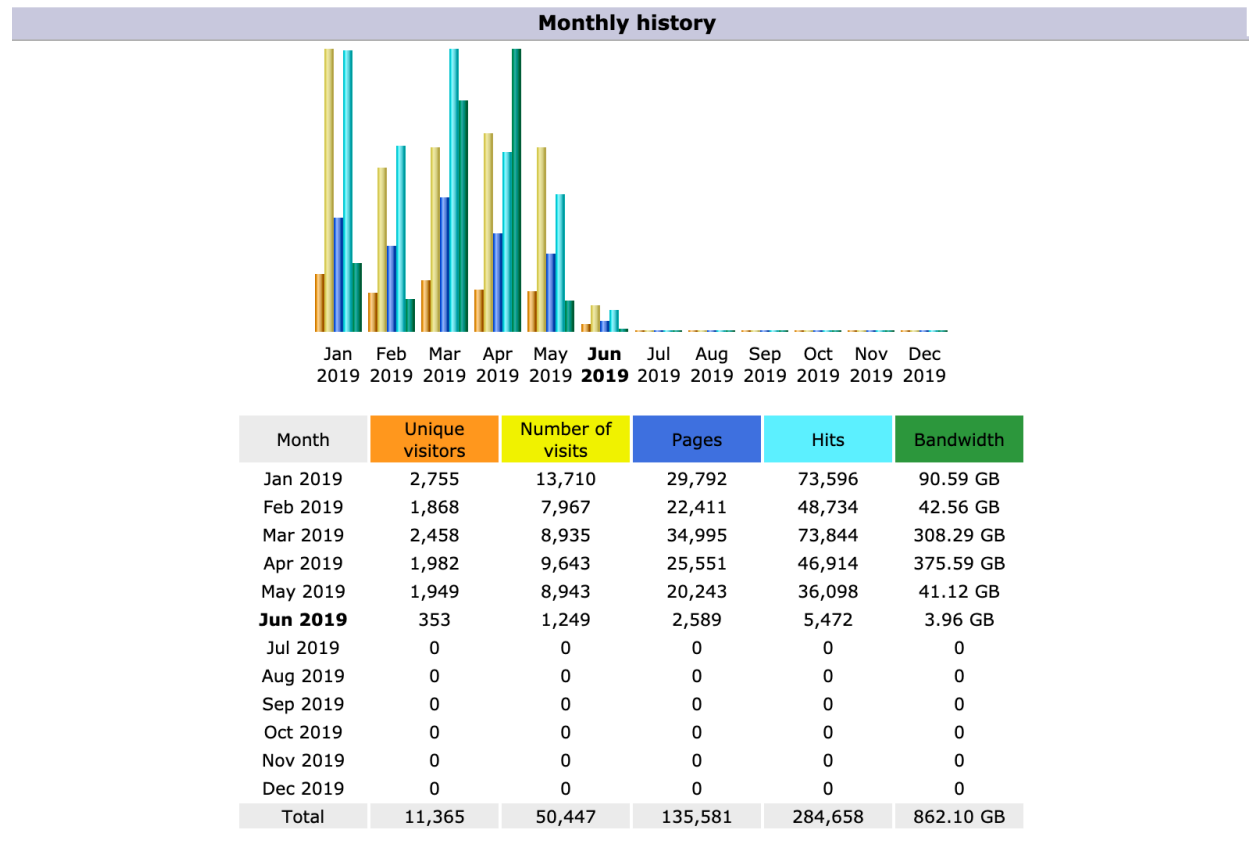
### **SOUND / SHAW**

- At the Legion we continue to improve our sound quality, together with the new sound box the quality of our records are very professional.
- Shaw Spotlight is very happy about the sound quality improvements. They now broadcast us 5 to 6 times a day during the week before adding sessions to their SACPA YouTube Channel.

## WEBSITE

- General updates to the website pages
- Upload the sessions to the website
- Upload the podcasts of all our session to the website and also to iTunes.

Respectfully submitted by Annelies van Oers, SACPA Administrative Manager



## 2018-19 Personnel Committee Report

A review of the Administrative Manager's job description was done in September and was improved to the satisfaction of all parties. We were reminded that this person is a contractor, not an employee and should be treated as such when providing feedback on a regular basis. We find that **Annelies van Oers** does great work over the year and responds quickly to requests for information or service,

Volunteers at our Thursday luncheons who provide table service, especially **Penny Elford**, have performed exceptionally well and we thank them profusely for their help with this task over the

year. Many bouquets ought to be given to them for their prompt and quietly efficient service each week.

Lastly, a big thank you to the **Legion's Great Plate Catering** crew who have responded to our requests for changes to the menu without complaint and with good humour and we believe are providing an excellent value to our weekly audience. We hear few complaints these days about the meals or about the overall food experience. Bravo.

Respectfully Submitted by Heather Oxman, Bev Muendel-Atherstone (in absentia)

### **2018-19 Nomination Committee Report**

As of June 5, 2019, the Board of Directors consists of the following members:

**Knud Petersen - Chair**  
**Heather Oxman - Secretary**  
**Ross Samuel - Treasurer**  
**Penny Elford**  
**Mairin Gettman**  
**Terry Shillington**  
**Mark Goettel**  
**Martin Heavy Head**  
**Shannan Little**  
**Bev Muendel-Atherstone**  
**Laurie Schulz**

We are considering asking board members who have been absent regularly to become consultants to the board rather than board members, in an ad hoc capacity. This has no impact on the bylaws and impact on the quorum of the meetings. In this way, with their busy lives, we can carry on having their expertise at hand when needed but not be hampered by their absence to the board. Such Advisory roles may fall on two or three members each year.

Respectfully submitted by Heather Oxman, Bev Muendel-Atherstone (in absentia)