



White Rock Elks 2021 AGM
January 18 2022
Package of Reports

Previous AGM Minutes

WHITE ROCK ELKS 431
ANNUAL GENERAL MEETING
MINUTES
APRIL 13th, 2021
VIA ZOOM

CALL TO ORDER

President, Leah McGovern called the meeting to order at 7:30 p.m.

ROLL CALL

In Attendance: Leah McGovern (President), Sherry Baker, Al Burns, Tom Corless, Senga Cowie, Tony Crowther, Jaki Gray, Emily McGovern, Bryan Tepper, Barbara Andrews (Recording Secretary)

Absent: Ken Fraser, Marlene Friend

Members: Don Alton, Jill Bilesky, Howard Brydle, Patrick Downey, Tom Farrell, Ray Francoeur, Mary Fynes, Ray Fynes, Noreen Gunn, John Hentshel, Lori Humphrey, Lynda Judson, Ingrid Keller, John Keller, Kellie Martin, Bob O'Keefe Andrew Pothier, Lauren Pye, Suzyn Regan, Steve Swenson,
Guests: Nancy Downey, Joe Gedak

AGENDA

Moved by Tom Corless, **Seconded** by Al Burns that the Agenda be approved as presented. **Carried**

READING OF THE MINUTES

Moved by Tom Corless, **Seconded** by Tony Crowther that the Minutes of the Annual General Meeting held on January 14th, 2020 be adopted as presented. **Carried**

TREASURER'S ANNUAL REPORT - Sherry Baker, Treasurer, presented the Annual Treasurer's Report (attached).

Moved by Jaki Gray **Seconded** by Tom Farrell that the Treasurer's Annual Report be accepted as presented. **Carried.**

MEMBERSHIP ANNUAL REPORT – Jaki Gray advised that in 2020 there were 104 members, two of whom were Life Members.

Moved by Al Burns, **Seconded** by Lynda Judson that the Membership Annual Report be accepted. **Carried.**

OFFICER ANNUAL REPORTS FOR 2020

Moved by Tom Corless, **Seconded** by Tom Farrell that acceptance of all Officer Reports be done together. **Carried.**

PRESIDENT – Leah McGovern presented the President's Annual Report (attached). She also thanked Ray Fynes for his online Keyboard Lessons.

FINANCE COMMITTEE – Bob O'Keefe presented the Finance Committee's Annual Report (attached).

MANAGEMENT COMMITTEE – In Jim Neilson's absence Leah presented the Management Committee's Annual Report (attached).

BAR COMMITTEE – Bryan Tepper advised that, due to COVID 19, there was only three weeks of activity. A new pay system has been installed.

RENTAL COMMITTEE – Tom Corless presented the Rental Committee’s Annual Report (attached).

CHARITY COMMITTEE – Al Burns presented the Charity Committee’s Annual Report (attached).

PUBLICITY COMMITTEE – Emily McGovern presented the Publicity Committee’s Annual Report (attached).

HISTORIAN – Tony Crowther presented the Historian’s Annual Report (attached).

VOLUNTEER COORDINATOR - Tony Crowther presented the Volunteer Coordinator’s Annual Report (attached).

SICKNESS AND DISTRESS – Senga Cowie presented the Sickness and Distress Annual Report (attached).

Moved by Tom Corless, **Seconded** by Andrew Pothier that the Officer Annual Reports for 2020 be accepted. **Carried.**

NEW BUSINESS

1. **2020 Budget** – Sherry advised that it was not possible to present an informed 2021 budget due to unknown COVID-19 Restrictions.

ELECTION

All Officers have agreed to continue for 2021.

Sickness and Health – Leah thanked Senga for her services as Chaplain and to the Lodge over the years.

Moved by Tom Farrell, **Seconded** by Bob O’Keefe that Jaki Gray take on the role of Chaplain for remainder of 2021. **Carried.**

Senga offered her assistance and will continue updating the plaque for deceased members.

ADJOURNMENT

Moved by Tom Farrell, **Seconded** by Bryan Tepper that the Annual General Meeting be adjourned at 7:56 p.m. and the General Meeting continued. **Carried.**



WHITE ROCK ELKS 431
2021 ANNUAL GENERAL MEETING
AGENDA
Tuesday, January 18, 2022 at 7:00 p.m.
Via Zoom

Roll call: Executive ____ Members ____ Guests ____

MINUTES: Reading of the Minutes for 2020 Annual General Meeting, April 13, 2021

ANNUAL REPORTS FOR 2021 - Enclosed

- | | |
|--|----------------|
| a. <u>Presidents Report</u> | Leah McGovern |
| b. <u>Treasurers Report</u> | Sherry Baker |
| c. <u>Building Maintenance and Care Committee</u> | Andrew Pothier |
| d. <u>Rental Revenue and Special Events Committee</u> | John Keller |
| e. <u>Membership Committee</u> | Jaki Gray |
| f. <u>Fund Raising and Charities Committee</u> | Bob O'Keefe |
| g. <u>Finance Committee</u> | |
| h. <u>Bar Committee</u> | Bryan Tepper |
| i. <u>Publicity</u> | Emily McGovern |
| j. <u>Historian</u> | Tony Crowther |
| k. <u>Sickness and Distress</u> | Jaki Gray |

ELECTION – Nominating Committee

Don Alton, Tom Corless, Ray Francoeur

INSTALLATION OF OFFICERS

Ray Francoeur

ADJOURNMENT – Resume General Meeting

Presidents Report

My time as president has now come to an end. It has been a time of transformation for the Elks and myself. I have come to a better understanding of our community and our members. We have some amazing volunteers and supporters. For an organization built on fellowship and coming together, Covid definitely changed the way we have done things in the past and dictated how we must adjust to doing things in the future.

No doubt we are all exhausted from the anxiety and uncertainty. To make sure we are adhering to all current PHO orders we have closed our lodge and lounge as of Dec 22 until the next anticipated announcement on Jan 18.

We are proud of our contributions in the face of adversity. Our lodge has been hard hit financially as all of our income to cover expenses was gained through rental of our facilities. Obviously, covid affected that directly. We are a non-profit with only volunteers so we were not entitled to any of the covid 19 relief packages that other organizations were.

This year was a year of preventative maintenance for the building. There were many issues that had to be addressed and repaired by professionals. This was costly but necessary. Our roof, plumbing, elevator, grease trap, furnace all needed repairs and maintenance.

As a lodge we need to embrace change or change will conquer us. These past couple of years has underlined this fact. We need members who are DOING not talking about the past and the way things used to be done. As a famous leader once said, ask not what your lodge can do for you but instead what you can do for your lodge.

Our lodge needed to be run more like a business. Hence I formed the BEC committee to take on the needed tasks and to plan for the future. This started with trying to obtain our charitable number.

By forming the Business Enterprise Committee, we were able to focus on applying for grants to offset our losses and to also form a strategic plan for the future. We had weekly zoom meetings to focus on the tasks at hand to make progress - and progress was made. We finally obtained our building permit for the refresh project and we also made a plea to the provincial government and our MLA to financially assist our lodge in order to complete our refresh - This is still being considered and we hope to have a final determination in March.

By not having a charitable number we have been unable to provide receipts for monetary donations to our lodge. Nonprofits are a business these days, and we are no exception. We are up against many other organizations that have expert leadership.

There is no way the lodge can financially support itself just through members. We need our community and our community needs us.

So you see even though the lodge was closed there was still much work being done behind the scenes to ensure the longevity and future functionality of our club. Those of you who thought nothing was going on were completely wrong.

Perhaps the reason why many members are not aware of this is the lack of attendance to general meetings and lack of volunteering for open positions. General meetings were forced to be held online via zoom in order to maintain a monthly schedule of meetings throughout 2021. This has been a bone of contention for members who are not computer literate. This is out of my control.

Covid has forced us to use alternate ways of operation. I myself have had to learn to use software that allows us to operate without being able to gather. All meeting minutes are accessible through our website on the minutes tab. The password is Elks2021. I have also been the person who puts together the monthly newsletter to inform members. Since the newsletter started I have sent over 230 email communications to members. If you are not reading these communications then that is on you as a member. The information is out there for you to be informed. If we do not embrace this change as a club we will not survive. I would ask that you please ensure that your email address is up to date with us, otherwise you are missing important information.

This year and last year we had many members renew their membership online. A first that has been offered by our lodge and our lodge only. We have been approached by many other lodges to pick our brain about how we accomplished all this. Which goes to show once again that Elks of Canada does not provide any infrastructure to their lodges.

We can be of benefit to each other but not without reliable volunteers. I would like to thank those who have time and time again been there to help in so many ways. Without you, the lodge would not have been open at all. But I also would like to remind those who do not volunteer for one reason or another that this is the time to step up. Our long term supporters are there to help with the transition, many hands make light work.

If each committee had only 5 volunteers we would need 55 people to be involved. Currently we have less than half that number with more than double the amount of work. Because of this you will notice that many volunteers are stepping down from their current positions.

We have endured to plan for the future, but we cannot make these plans a reality without members and volunteers and guests.

Thank you for the unforgettable experience. I know I have made life long friends which is the goal of every lodge.

Thank you for your support and continuing the qualities of Equality Love Kindness and Service.

Sincerely, Your Past President Leah McGovern

Treasurers Report

To: The Members of the White Rock Elks No. 431

Subject: Review of the Year-End Financial Statements dated December 31, 2021

As the elected Treasurer for the White Rock Elks I submit this report for the financial statements for the year end as at December 31, 2021.

Two accounting practices that are in place are:

To ensure that all funds are deposited and accounted for there is a division of duties. The bartender volunteers record the sales, another volunteer writes the deposits, and another volunteer takes the deposits to the bank and records the sales and deposits which correspond to the bank statement. Inventory is taken monthly to ensure the cost of sales for the bar is accurate. Two volunteers, other than the bartender volunteers, count the inventory at month end. It is compared to the records in the accounting software and discrepancies are investigated.

The 2 year GIC that was purchased on January 27, 2020 in the amount of \$50,000 is coming due.

The banking has been changed to the TD Bank, which allows for transfers between accounts, e transfers, and a credit card.

The accounting package, Quickbooks was purchased for \$310 and we no longer pay a monthly user fee of \$98.

The system for recording sales, Square was purchased for \$1,235 and we no longer pay a monthly user fee of \$130.

The White Rock Elks had a loss of \$54,425.94 in 2021. This is largely due to the closure of the lounge and not being able to rent out space for the majority of the year. The main source of income for 2021 has been the parking lot rentals. There are monthly fixed costs of approximately \$4,200 which include property tax, insurance, internet, elevator, utilities and general repairs and maintenance. There was \$25,000 paid to investigate the possibility of a refresh project.

A review of the assets was done and some adjustments were made to the assets. The balance sheet showed that the building was owned at a value of \$225,825.00. This amount was reallocated to Leasehold Improvements \$132,000.00, Leasehold Improvement for the siding installed in 2014 for \$18,825.00 and Prepaid Rent \$75,000.00. These three amounts equal the original \$225,825.00. The government allows 10% depreciation per year on Leasehold Improvement therefore a Journal Entry was made to write off 100% of all costs for the building done prior to 2011 in the amount of \$132,000.00, and 7 years of depreciation calculated on a declining balance of the siding in the amount of \$9,320.84. As per the 60 year lease agreement \$75,000.00 was to be allocated to prepaid rent. The lease began February 1987 and therefore 34 years of prepaid rent was expensed at \$1,250 per year for the total amount of \$42,500.00. These entries result in assets on the balance sheet of \$8,553.74 in leasehold

Respectfully submitted

Sherry Baker, Treasurer White Rock Elks 431

Building & Maintenance Report

Maintenance Committee – AGM January 18 2022

This past year has been one of constant maintenance and repair of our aging building.

Electrical - Issues in the lounge area were resolved with then help of Ran Francoeur, Martin King and Andrew Pothier.

Outside Lighting - The outside Lighting problems were fixed with the help of Martin King, Gary Reitmayer, Ray Francoeur, Jim Neilson and Andrew Pothier

Roof Maintenance – Removal of bird nests and general cleaning and maintenance of the roof was done.

Plumbing – An extensive leak was discovered in the men’s washroom downstairs which revealed after an investigation that there was major plumbing work to be done. Water damage from this leak caused the need for an additional repair in the hall to the drywall. Special Thanks to Ray Francoeur and Bob O'keefe for regularly attending the building in order for the plumbing company to gain access to the property

Al Burns and Jim Neilson painted the inside vestibule area upstairs and refreshed the doors and trim

The grease trap in the kitchen was revealed to have NEVER been cleaned out. Therefore a pumping company was called in to remove years of debris in order to assure the proper drainage from the sink and dishwasher.

Due to the growing list of items and the need to plan for proper maintenance in the future we enlisted a thorough inspection of the building. A complete comprehensive inspection was done by a commercial inspection company recommendations of maintenance were recorded with pictures and explanations in a binder that is now kept at the lodge.

A general clean up of our outside area was done after large garbage items were dumped on our property – Thanks to Bob O'keefe

In the later portion of 2021 it was discovered that our furnace was not functioning and a company was called in to assess what the problem was and to repair one of the furnace units to the lounge area – This was an extensive job and once again required regular access to the property. – Thanks to Andrew Pothier

Elevator maintenance is performed monthly by an Richmond Elevator and there was some parts that needed to be replaced – Thanks to Jim Neilson for his assistance.

Respectfully Submitted
Andrew Pothier

Rental Report

With the constant restrictions imposed on gatherings then lifted and imposed again in 2021 rentals have been at an all time low. Many of our previous clients did not return to our facilities as their businesses were directly affected by the restrictions. Our rental rates were reviewed and brought up to local rates.

As of Nov 2021 Hall rentals of \$29,724.29 include \$15,321.43 from parking space rentals, \$3,281.25 for the election and \$11,121.61 for hall rentals. The expenses for hall rentals do not include the extra cost for cleaning.

Compared to previous years of rental income this is less than half.

We now require rental clients to sign a contract that includes a covid waiver that holds the organizer responsible for enforcing all covid guidelines related to their event.

Hopefully restrictions will soon be lifted and the Hall will be available for rental once again.

We are interested in appealing to local businesses as a potential venue for future events.

It is my recommendation that a keyless entry be looked at for ease of rental and security purposes.

I would like to thank Bob Okeefe for negotiating the parking space rentals on several occasions throughout 2021

Respectfully Submitted

John Keller

Membership Report

There were 105 members in 2021 and one life member. We initiated approximately 12 members in 2021. Some of these new members have already begun to volunteer in many ways.

Member count as follows:

93 - regular members

10 - family members

2 - Lifetime members

Renewals are important as we remit all of the funds to Elks of Canada and BC Elks. Please renew your membership for 2022 online through our website. Please note that I will be stepping down from Membership Director and sickness and distress.

Sickness and Distress

Four members passed away in 2021

Ray Hunt

Doreen Iverson

Al Pradine - Life Member

Joanne Tomnuk

Gerry O'keefe - passed away in 2022

We would like to take this opportunity to express our deepest condolences to their family members. They are missed.

Respectfully Submitted - Jaki Gray

FUNDRAISING AND CHARITIES COMMITTEE

Below is a list of charities that White Rock Elks donated to in 2021

\$3000.00 – Elks Scholarships (3 x \$1000)

\$2000 to B.C. Family Hearing Resource Society

\$500 to The Canadian Red Cross

\$500 to Sources Community Resources Centre

\$500 to the Union Gospel Mission

\$500 to The Salvation Army

\$1,000 to The Launching Pad Addiction Society

\$500 to the White Rock Fire Charity Association

\$500 to the 907 Black Knights Squadron

\$1,000 to the Elks and Royal Purple Fund for Children

\$1,000 to the Poppy Fund

\$250 to The Coldest Night

These donations were made possible by donations made from local businesses.

These include the following:

Prospera Credit Union

Edward Jones

City of White Rock

Coast Capital Credit Union

A Little Bud

TD Bank

Westland Insurance

Melanie Sasso - Realtor

Member Donation – Willie Tomnuk

Without a charitable number in order to issue receipts to donors it has been hard to get large donations, but with the help of Mike Ray we have applied and received our number. This will enable the White Rock Elks to apply for donation funds. We would like to remind members that they too can donate directly to the lodge through the donation button on our website. So in spite of being closed most of 2021 we were still able to donate over \$11 000.00 back to our local community – A wonderful accomplishment that we are very proud of.

We have recently joined the WRSS (White Rock South Surrey) Chamber of Commerce in an effort to publicize our hall rental facilities and to establish a closer connection with over 2000 local businesses in our area.

Respectfully Submitted - **Bob Okeefe** **Kathy Thornton** Al Burns

Finance Committee Report

Our 2022 budgets are not prepared so far and with the lodge being closed again and not sure what the immediate future holds for us in terms of revenue generation as a result of possible additional Provincial state of emergency guidance due to the pandemic.

Accordingly we intend to revisit all budgets in the next calendar quarter when hopefully a clearer picture will emerge for 2022. What we can tell you is that we expect a response in March from the provincial government on our application for \$150,000 by way of a grant. Also, we have recently submitted our application to the Federal Government for a grant under the Horizons Seniors grant program. Depending on these requests being approved, this will alter our 2022 budgets considerably.

In addition, we have been told that our status as a registered charity has been approved. We will need to work on the details in the coming weeks and months and will inform the membership what this could mean for our charity/fund raising activities later in the year.....

Respectfully Submitted Bob O'keefe

Bar Committee Report

As you know we have changed beer service to a local company making a local product. The Steamworks product is an award-winning brewery, with aims to give back to the local area. They have provided us with products at a better price, and with better perks, such as free kegs depending on our level of ordering. They are also willing to partner with us in our donations to our charity groups. We have now been approached by a wine distributor that is presenting us with similar savings and benefits. As some of you know, we have always carried a lower level of wine quality. We now have the opportunity to change to locally produced VQA wines, at better prices than we have paid in the past. While reviewing the new offerings and our pricing it became evident that at the prices we were charging we were not meeting the core mandate of the club, which is to raise money for our Charities. Having said this, we will be able to maintain our better than competitor pricing with these cost savings, while providing a far superior product to what they sell. We have had several of our current committee members taste these wines and they have chosen several to put on a permanent menu. We have also been able to secure Copper Moon at the same cost, due to several of our members' concerns as to having change. To reiterate, the price we were charging for the Copper Moon was not meeting expectations for generating any meaningful revenue for our donation goals and will be raised by a small amount to meet these needs. With the addition of a house wine of VQA, and a true premium wine at prices several dollars less than other private clubs there is now a product for several levels of taste while still generating the income that we need as a club to continue our operations. The new distributor is also offering perks on the new VQA wines with our level of use. First and foremost is the cost reductions that allow us to provide these high quality local wines at the amazing prices we can charge. There is also the opportunity to pair with charitable causes. Finally, we have already been provided quality serving equipment, with more available as we need. While most of this doesn't apply to the Copper Moon products, they do still provide it at the same price point as the liquor outlets. It should not be an issue if prices increase as this in the end is for the financial benefit of the club. I will be stepping down as Bar Manager for 2022 and Lynda Judson will be replacing me.

Respectfully Submitted,
Bryan Tepper

Publicity Report

For the 2021 year, there were a lot of changes made to our website and how we connect with members.

First off we saw the growth of our newsletter with 60 new people now subscribed.

We now have 376 likes on our Facebook page with 428 followers. On Instagram, we have mainly been connecting with other lodges and businesses in White Rock as opposed to individual people. We have 339 followers on Instagram.

This year we published new ads in the paper as well as a standard ad that doesn't require being changed so much. This means we don't miss deadlines with Peace Arch News.

We also briefly has a few sessions of "throwback Thursdays" to highlight the history of our lodge on our Facebook and Instagram

On our website, we now have links for renewals and an updated charity and fundraiser page. I highly suggest that members take a look at the new charity page to see all the great work we have done as a lodge in 2021.

I would like to take a moment now to thank everyone who has helped me since this was my last year as publicity director. Unfortunately, I no longer have as much time to dedicate to this role as I'd like as I've moved and am working on school. I appreciate every member of this Lodge as the White Rock Elks have given me many opportunities. I have learned so much about myself and about my community in these past 4 years.

I am honoured to have been able to help this Lodge the same way it helped me when I was 16. Every member here is valuable and important and they have taught me many things about teamwork, cooperation, giving and the importance of lifting each other up when we need it. My family loves this lodge deeply just as much as we all do and it will stay with me always.

Thank you all for your time and patience,
Emily McGovern

HISTORIAN REPORT 2021

The 2020 AGM (Zoom) was delayed until April 2021 due to the pandemic.

In May 2021 it was reported that there were 83 members and 2 life members

At this time the President formed the Ad Hoc “Business Enterprise Committee” under the stewardship of Patrick Downey, Andrew Pothier and John Keller. The president also formed the “Elders Advisory Committee” under the stewardship of our Past Presidents,

Thomas Corless, Don Alton and Ray Francoeur.

The renovation plans had been approved by the membership as presented - which plans were subsequently renamed the “Refresh Project”.

Later, the various general committees were revised by the President under

newly appointed chair members as follows:

Building, Maintenance and Care Committee – Andrew Pothier

Rental Revenue and Special Events Committee – John Keller

Membership and Marketing Committee – Patrick Downey

Fundraising and Charity Committee – Bob O’Keefe

To have more flexibility we changed banks this year to TD from Coast Capital.

Due to the pandemic our lounge sales and rental revenue have been at an all time low.

Hall rentals to November 2021 amounted to \$29,000 which is less than half of previous years

We did appeal this year to the BC Government and our local MLA for funding to enable us to proceed with our “Refresh Project” Although we have received approval to proceed from the authorities, we will wait for funding to be approved before commencing.

A large amount of necessary preventive maintenance has been undertaken this year. This included the roof, plumbing, and the furnace to mention a few. A comprehensive inspection was undertaken by an inspection company with recommendations for future planned maintenance.

Four of our good friends at the Elks passed away in 2021 and their presence will be sorely missed. May they R.I.P. Al Pradine - Life member, Ray Hunt - Past President,

Joanne Tomnuk – Member and Doreen Iverson – Member

Irrespective of the pandemic we were still able to donate over \$11,000 to our local community which donations were well received. The donations were only possible with the support we received from local business in the amount of \$8,000

Due to the pandemic the 2021 AGM was delayed until January 18th, 2022

The membership in 2021 was 105 Members and one Life member.

Tony Crowther

Historian – White Rock Elks

Slate Of Officers for 2022

White Rock Elks 431 nominating committee report

Slate of officers 2022

Past President	Leah McGovern
President	Andrew Pothier
First Vice	Patrick Downey
Second Vice	Gary Reitmayer
Third Vice	Al Burns
Membership Director	Elaine Reitmayer
Secretary	Vacant
Treasurer	Leah McGovern
Sergeant-at-Arms	Vacant
Chaplain	Vacant

The current President will automatically become Immediate Past President.

No election necessary.

Nominating committee—Thomas Corless, Ray Francoeur, Don Alton