

**INVITATION to ATTEND
the 2021 ANNUAL GENERAL MEETING
of the CORDOVA BAY COMMUNITY CLUB**

**to be held on SATURDAY OCTOBER 23 at 10:00 AM
at 941 SUTCLIFFE ROAD, VICTORIA BC**

HEALTH NOTICE (COVID-19 preventive measures):

- if you are unwell – DO NOT ATTEND
- masks must be worn while inside the building
- record your name and member number on the sign-up sheet
- vaccination: you must have received at least one dose of the COVID-19 vaccine
- IF YOU WISH TO ATTEND, PLEASE ADVISE secretary.cbcc@gmail.com. DUE TO COVID-19 RESTRICTIONS, **MAXIMUM ATTENDANCE IS 50.**

AGENDA:

1. Adoption of the agenda for the meeting
2. Adoption of the minutes of the 2020 AGM – copy attached
3. President’s report – copy attached
4. Treasurer’s report – copy attached
5. Election of directors:
 - a) Position 2 is vacant; term will end in 2023
 - b) Position 4 is vacant; term will end in 2024
 - c) Position 5 is currently held by Tom Glenn who WILL NOT RUN for another term; term will end in 2024
 - d) Position 6 is currently held by David Niven who WILL RUN for another term; term will end in 2024
 - e) Position 9 is currently vacant; term will end in 2022

This meeting is open to all, but only members in good standing may vote. To be eligible to vote, members must have a valid CBCC membership. Membership renewals will be accepted up until the start of the meeting.

New memberships will be accepted at the AGM, but as per the bylaws of the Club only members in good standing at least thirty (30) days prior to this meeting may vote at this meeting.

The annual membership fee has been set at \$25.00 as of July 1, 2021.

Send questions regarding this meeting to: secretary.cbcc@gmail.com

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CORDOVA BAY COMMUNITY CLUB
Minutes of the 2020 AGM

CORDOVA BAY COMMUNITY CLUB (CBCC)
941 Sutcliffe Road
Victoria, BC, V8Y 1M9
www.cordovabaycommunityclub.ca

Annual General Meeting September 19, 2020 @ 9:35 am

ATTENDANCE SIGN-UP SHEET ATTACHED.

1. The current board of directors was introduced to the members. The following board members were in attendance: Ron Jordan, Tony Knott, Eric Torstensen, Rob Oldfield, Mary-Jo Randall, Damaris Brix, David Niven, and Tom Glenn.
2. The agenda for the meeting was circulated to the attendees. It was agreed to add a remembrance of Keith Anton to the agenda. With this change, the revised agenda was accepted without objections or abstentions.
3. Ron Jordan asked for a minute of silence to recognize Keith Anton.
4. The minutes of the 2019 AGM were adopted without objections or abstentions.
5. **President's Report**
The President (Ron Jordan) reported on the activities of the Board since the last AGM. In particular Ron made mention of:
 - maintenance being kept at a minimum in anticipation of the construction of a new building
 - the efforts by Mary-Jo Randall, Hall Manager, during the disruptions caused by COVID-19

In answering a question regarding possible further shutdowns of the hall, Ron Jordan stated the CBCC will follow the direction provided by Island Health.

The President's Report was accepted without abstentions or objections.

6. **Treasurer's Report**

Copies of the CBCC Financial Statement (prepared by Vowles & Associates), and the Treasurer's report were available for attendees.

The Treasurer (David Niven) presented his report to the members for the fiscal year ending March 31, 2020; these are unaudited as this is not required under the current regulations.

A question was raised regarding capitalization of the costs related to the new building. David Niven stated that costs up to date have been treated as expenses as they have been for feasibility studies and permit related.

The Financial Statements were accepted without abstentions or objections.

7. Election of Officers

There are 9 positions on the CBCC Board and each year 3 positions come up for election. The following positions were up for election at the 2019 AGM:

- Position 1, vacated by Damaris Brix. Carole Ireland was declared elected.
- Position 2, held by Mary-Jo Randall. Mary-Jo is willing to stand for election to another term. Candace van de Mark was also nominated for this position. Votes were 13 to 4 in favour of Mary-Jo Randall. Mary-Jo was re-elected to this position.
- Position 3, held by Tony Knott. Tony would like to run for another term. Tony Knott was nominated and re-elected to position 3 of the CBCC board.
- Position 4, vacated by Will Crocker. Candace van de Mark was nominated for this position. Ann Chateauvert was nominated for this position. Votes were 9 to 8 in favour of Ann Chateauvert. Ann was elected to this position.

A meeting of the officers of the CBCC will be held following the AGM at which officers will decide of the specific roles of each in the running of the business of the CBCC.

8. Other Business

- a) New building:
- the board is performing costs assessments for the new building
 - the board is preparing for an eventual Committee of the Whole with Saanich council

9. Adjournment of AGM

The meeting was adjourned at 10:45 am.

Minutes prepared by Tom Glenn

CORDOVA BAY COMMUNITY CLUB 2020-2021 President's Report

The Year of COVID

The 2020-21 Fiscal Year was dominated by adjusting to life during the COVID-19 Pandemic. Based on the advice of Public Health Officers and Public Health Orders, the Board provided guidance and resources to facility users to prevent the spread of COVID-19 at the Cordova Bay Community Hall. From the sanitization of surfaces to the donning of masks and physical distancing, there was good support for all measures implemented. The result was there were no reported COVID exposures at the Hall.

I would like to thank everyone for their co-operation to date. Without it, we would not have achieved such success. I would also like to express my gratitude to Ron Jordan and Mary Jo Randall, now retired from the Board, who put in countless volunteer hours to ensure cleaning supplies were stocked, signs were in place and important information was shared.

I would also like to thank the volunteer group organizers and coaches who ensured the COVID protocols were being followed and recorded all the necessary information from participants for contact tracing.

Finally, I would like to thank the members of the Board for their counsel and leadership through this very difficult time. The Board is committed following all Provincial Order and recommendations until we can return to more 'normal' operations.

Respectfully,

Carole Ireland CBCC President

CORDOVA BAY COMMUNITY CLUB

2020-2021 Treasurer's Report

Cordova Bay Community Club

Treasurer's Report

March 31, 2021

The purpose of this report to inform you of our results for the fiscal year which ended on March 31, 2020. This report does not project what will happen in the new fiscal year.

Our accounting policy is to record both revenues and expenses when they are either received (revenue) or paid (expenses), called the "cash basis of accounting".

Our financial position increased by over \$58,000, however we spent an additional \$25,000 on the new building "soft costs" (i.e. engineering, architect, seismic, landscape designs and analysis). This increase is the result of the increase in usage of the courts. All our revenue sources – court rentals for badminton, pickleball and martial arts, membership fees all decreased in this fiscal year due to CoVid restrictions for all play except for singles play.

Our finances continue to be healthy on a year-over-year basis despite our drop in Total Revenue for the year being down by over \$16,000 (a decrease of 18%) from the previous year. Badminton Revenues continue to be the largest source of our revenue at \$75,285 (86.0%). Our expenses are down by \$13, 275 (31.2%) primarily due to the decrease in Building and Grounds Maintenance - due to significant improvements to the hall in the last quarter of fiscal 2019-20 and to some degree the long shut down of the facility from December 2020 through March 2021

At the end of the year our surplus had a decrease of \$2,600 (4.3%) – this is considering the write-off of the accumulated costs related to our attempt in 2016 to obtain Saanich's approval to redevelop our site with a new building. This write off was \$49,633.

In addition to the regular expenses, we started the process to build a new facility on our property and have expended \$65,106 in architect fees, landscape designers and tree inventory in preparation for submission to Saanich for approvals, zoning changes and building permits. Other Directors will provide you more details on the progress of the New Building efforts later in this meeting.

Overall, we continue to fund our operational expenditures from our operating revenues and have not yet started to deplete our savings.

Thanks to all the Directors, Vowles and Associates, Chartered Professional Accountants and volunteers who have assisted me in getting the financial reports and financial statements prepared distributed in a timely manner.

If there are any questions, please contact me via email treasurer.CBCC@gmail.com

I move that the Treasurer's Report and related financial statements be accepted.

Respectively submitted

David Niven, CPA, CGA

Treasurer

August 25, 2021

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CORDOVA BAY COMMUNITY CLUB

Victoria, BC

FINANCIAL STATEMENTS

(Unaudited - See Notice to Reader)

Year ended March 31, 2021

CORDOVA BAY COMMUNITY CLUB

Year ended March 31, 2021

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Vowles & Associates

200-2377 Bevan Avenue
Sidney, BC V8L 4M9

T 250.655.6615
F 250.655.6715

www.vowlesassociates.ca

E info@vowlesassociates.ca

NOTICE TO READER

On the basis of information provided by the society, we have compiled the statement of financial position of Cordova Bay Community Club as at March 31, 2021 and the statement of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Sidney, British Columbia
August 10, 2021

Vowles & Associates
CHARTERED PROFESSIONAL ACCOUNTANTS

CORDOVA BAY COMMUNITY CLUB

STATEMENT OF FINANCIAL POSITION

(Unaudited - See Notice to Reader)

March 31	2021	2020	2019
ASSETS			
Current assets			
Coast Capital Chequing Account - #100	\$ 112,576	\$ 160,680	\$ 154,271
Coast Capital Building Account - #201	215,428	131,517	121,067
GST receivable	-	575	-
	328,004	292,772	275,338
Building, at cost			
Sutcliffe building costs	-	-	49,633
New building costs	65,106	40,332	-
	65,106	40,332	49,633
	\$ 393,110	\$ 333,104	\$ 324,971
LIABILITY			
Current liability			
Due to government agencies	\$ 1,750	\$ -	\$ 3,091
NET ASSETS	391,360	333,104	321,880
	\$ 393,110	\$ 333,104	\$ 324,971

On behalf of the Board



Director

CORDOVA BAY COMMUNITY CLUB**STATEMENT OF OPERATIONS AND AND CHANGES IN NET ASSETS**

(Unaudited - See Notice to Reader)

Year ended March 31	2021	2020	2019
REVENUE			
Court rental fees	\$ 75,285	\$ 87,466	\$ 79,548
Hall rentals	2,048	2,308	1,694
Pickleball fees	2,853	6,007	3,041
Membership fees	1,910	2,229	1,524
Interest income	137	-	-
Leasing income	762	-	-
Interest income	608	738	610
Miscellaneous income	2,321	1,715	587
Kung Fu fees	-	411	-
Tai Chi fees	1,592	2,578	766
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	87,516	103,452	87,770
EXPENDITURES			
Advertising and promotion	151	150	250
All risk insurance	8,142	7,362	6,468
Building and grounds maintenance	1,349	12,100	2,978
Directors' liability insurance	1,020	850	850
Sutcliffe building fees	-	699	3,583
Heat, light, power, water	10,782	13,198	16,413
Janitorial subcontractors	5,227	5,986	4,712
Office expenses	1,229	1,025	210
Professional and association dues	120	100	-
Professional fees	1,240	1,125	1,506
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	29,260	42,595	36,970
EXCESS OF REVENUE OVER EXPENDITURES BEFORE UNDERNOTED ITEM			
	58,256	60,857	50,800
OTHER EXPENSE			
Loss on disposal of Sutcliffe building, at cost	-	49,633	-
EXCESS OF REVENUE OVER EXPENDITURES			
Balance, beginning of year	333,104	321,880	271,080
BALANCE, END OF YEAR	<hr/> \$ 391,360	<hr/> \$ 333,104	<hr/> \$ 321,880

CBCC Financial Analysis

2020-21

Revenue at the start of the year was quite small due to shut down of the club for April & May with a restart on June 5th. This opening of the club was restricted to singles only with 2 people on one court at a time, there was also a ban on any spectators in the building. A second shut down was implemented on December 5th and is still in effect – there is a difference between these 2 shut downs as the first one had the entire club closed while the second one allowed for singles play and group training for young players.

Accounts	Q1	Q2	Q3	Q4
Revenue				
Court Rentals	\$6,051	\$23,434	\$29,669	\$20,939
Other Revenue	\$2,122	\$1,498	\$1,902	\$756
Total	\$8,173	\$24,932	\$31,571	\$16,395

When we look at the differences between 2020-21 and 2019-20, the source of our revenue is reduced dramatically primarily due to CoVid

Total Revenue	Badminton	Donations	Memberships	Pickleball	Tai Chi + Karate	Other Revenue	Total Revenue
2020-21	75,255	2,020	1,910	2,853	2,354	2,486	86,877
2019-20	87,466	1,070	2,228	6,007	2,989	2,994	102,754
Change	(12,211)	950	(318)	(3,154)	(635)	(508)	(15,877)

Despite the drop in revenue, our bank accounts increased by \$35,232. The primary source of this increase is our expenditures were lower in 2020-21 – with the major drop in Building and Grounds Maintenance (\$10,751) plus a drop in our Heat, Light, Power, water (\$2,416) with a total drop in expenditures of \$13,335). Our outlay for the new building fell by \$24,744.

With these increases and decreases, our cash position increased by \$35,732.

I would rate our performance as very reasonable despite the CoVid setbacks during this fiscal year.

David Niven, CPA, CGA

Treasurer

END