ANNUAL GENERAL MEETING
Saturday, October 18th, 2025 via Zoom Webinar
Draft Minutes

1. Call to order – 10:00 a.m.
    a. David Minifie called the meeting to order.
    b. Jennifer Annett, acting Secretary, took minutes.

2. Establishment of Quorum
    a. Article 4.03 D) of the Bylaws requires 25% of voting members to be represented for quorum. Jennifer Annett confirmed that we have 15 voting members in attendance and a further 0 members represented by proxy. 25% would be ~77 members
    b. After 15 minutes, the members in attendance are considered quorum, as per the bylaws, and the meeting can proceed.

3. Welcome Remarks
    a. David Minifie welcomed all members to the 2025 AGM.

4. Adoption of the Agenda
    a. Motion to adopt the agenda as provided.
        Moved by: Patricia Tolppanen
        Seconded by: Wayne Elliot
        Results: Approved

5. Approval of the [September 21st, 2024 AGM Minutes]

    a. Motion to approve the minutes of the September 21st, 2024 Annual General Meeting of the Condo Owners Forum Society of Alberta as provided.
        Moved by: Dustin Gutsche
        Seconded by: Glen
        Results: Approved

6. Reports
    a. President's Report, presented by David Minifie
    b. Committee Reports
        i. Advocacy Report, presented by David Minifie
        ii. Education & Events Report, presented by Glen Mabbott
        iii. Governance Report, Presented by Patricia Tolppanen
        iv. Membership Report, Presented by Dustin Gutsche
        v. Sponsorship Report, Presented by Bob Henry
        vi. Financial Report, Presented by David Minifie

7. Appointment of Auditor or Audit Committee
    a. Article 8.04 (a) of the Bylaws stipulates that *“There shall be an Audit of the books, accounts, and financial records of the Society at least once each year, which will be a financial review unless otherwise directed by the Society by ordinary resolution at an annual general meeting.”*
    b. Motion to empower the board to appoint an auditor or a committee of arms-length volunteers separate from the Board to review the financials of the corporation.
    Moved by: Linda Gardner
    Seconded by: Wayne Elliot
    Results: Moved forward

8. Election of New Directors
    a. David thanked the outgoing Board members (Bridgit, David & Terry) and the continuing board members (Bob, Dustin, Glen, Patricia & Wayne) for their commitment and their efforts over the past year.
    b. Article 11.02 of the Bylaws stipulates that *the Society shall be governed by a Board of not less than five (5) and not more than nine (9) Directors who shall be elected by the voting Members of the Society at any meeting of the Society or where there is a casual vacancy on the Board may be appointed by the Board as provided for in these bylaws.*
    c. The following Board members previously elected, or filling positions made vacant by elected members who resigned, will continue to complete the second year of their two year term:
        i. Bob Henry
        ii. Dustin Gutsche
        iii. Glen Mabbott
        iv. Patricia Tolppanen
        v. Wayne Elliott
    d. The remaining Board members elected today will be appointed to two year directorships.
    e. Nominations for the 2025-27 board of directors were requested.
        i. Patricia Tolppanen nominated David Minifie for the Board of Directors, who accepted the nomination.
        ii. David Minifie nominated Lee Ann Bartley for the Board of Directors, who accepted the nomination.
        iii. No other nominations or volunteers for the Board came forward.

    f. Motion to approve the nominees as members of the Board of Directors by acclamation.
    Moved by: Wayne Elliot
    Seconded by: Patricia Tolppanen
    Results: Approved

9. New Business
    a. David Minifie opened the floor to questions and suggestions from the membership.
    b. Linda Gardner said she would be interested in volunteering for the Service Alberta working group.

10. Adjournment
    a. No vote to adjourn is required as the agenda was exhausted.
    b. The meeting was adjourned at 11:11 am