

**INFORMATION PACKAGE
for the
2022 ANNUAL GENERAL MEETING (AGM) OF
FRIENDS OF GUILD PARK**

WED. OCT. 26, 2022, 7:15 – 8:30 pm

**Clark Centre For The Arts, Guild Park & Gardens
191 Guildwood Pkwy., Toronto**

AGM will also be available as a live, virtual meeting
Details below



Friends of Guild Park
www.guildpark.ca



**NOTICE OF THE
2022 ANNUAL GENERAL MEETING (AGM) OF
FRIENDS OF GUILD PARK**

WED. OCT. 26, 2022, 7:15 – 8:30 pm

**Clark Centre For The Arts, Fibre Arts Studio, 3rd Floor
Guild Park & Gardens, 191 Guildwood Pkwy., Toronto**

Hybrid Meeting

**Members and Guild Park supporters are welcome to attend either
in-person or participate online using computer, smartphone or tablet.**

In-Person Meeting:

At Guild Park's Clark Centre for the Arts, 191 Guildwood Pkwy.,
3rd Floor Fibre Arts Studio (free parking at Guild Park)

Virtual Online Meeting:

Log on with Google Meet
(Online link to be available prior to the AGM)

The AGM offers members an opportunity to participate in the business of the organization. This year the meeting will be held in-person at Guild Park's Clark Centre for the Arts. Participants can also attend online using Google Meet (link supplied closer to the event).

All organization members, supporters of Guild Park and the public are welcome to attend. Details are available online at www.GuildPark.ca and www.Facebook.com/guildpark.

Annual memberships are now available for new and renewing members online at [**https://guildpark.wildapricot.org/membership**](https://guildpark.wildapricot.org/membership)

We recommend obtaining your membership before the AGM. A 12-month membership is just \$20, (\$10 for seniors/students).

Full details at [**https://guildpark.wildapricot.org/membership**](https://guildpark.wildapricot.org/membership)

Membership proceeds go toward Guild Park improvements and volunteer-led activities.

Members receiving this notice may vote in person, or by proxy. A member who cannot attend the AGM may appoint any other member to vote by proxy by completing the form provided with this notice (Voting by Proxy, page 6) and returning it to Friends of Guild Park within the timeframe noted on the form.

Business to be Conducted at the Meeting

Review of Minutes of the 2021 AGM

- A copy of the 2021 AGM minutes is included in this information package.
- A motion to approve these minutes will be made at the 2022 AGM

Review of Governing Documents under Ontario's Not-For-Profit Corporation Act

- In the past year, the Ontario government approved the incorporation of Friends of Guild Park as a Not-for-Profit Charitable Corporation. Friends of Guild Park is now required to review, update and file its governing documents with the Ontario government by Oct.18, 2024.
- A special committee of Friends of Guild Park directors/members will undertake this requirement, in consultation with the law firm, Tatham, Pearson LLP, which filed our application for incorporation. This review committee will report back to members before or at the next annual general meeting of Friends of Guild Park
- A motion to this effect will be made at the 2022 AGM.

Presentation of Financial Statements

- A copy of the financial statements for the fiscal year ending March 31, 2022, is included in this information package.
- A motion to approve these financial statements will be made at the 2022 AGM

Extraordinary resolution to waive review of the financial statements by a public accountant

- In Ontario, small-scale corporations with annual revenues under \$500,000 can waive the requirement of undertaking a formal audit/financial review by a public accountant each year.
- Corporations that waive this requirement must still provide their members with annual financial statements, however these statements don't require independent review.
- The estimated cost of a professional financial audit/review for a small-scale corporation is about \$3,000.
- Over the past five years, Friends of Guild Park reported average annual revenue of less than \$7,000. In fiscal 2022, the organization's revenue totalled \$12,146.
- Based on this information, the estimated cost of an independent financial review would represent almost 50% of the organization's five-year average annual revenue.
- Given current conditions, Friends of Guild Park directors recommend waiving the requirement to have the organization's financial statement independently verified for the 2022-23 fiscal year,
- A motion to this effect will be made at the 2022 AGM.

Notes:

- This motion is considered an "extraordinary resolution" and requires approval by at least 80% of votes cast
- The decision to waive the review of financial statements by a public accountant must be renewed each year.

Election/Renewal of Directors

- Information about director qualifications, election procedures and instructions for balloting are included in this information package.
- One candidate is proposed for election/renewal as Directors of Friends of Guild Park .



Minutes of Virtual Annual General Meeting Oct. 19, 2021 via Google Meet

1. **Call to Order:** John Mason as Chair called the meeting to order via Google Meet, welcoming the over 30 virtual attendees. A PowerPoint was shown of the highlights of the year ended April 30, 2021.
2. **Introductions by Chair:** John Mason introduced the current board of directors of Friends of Guild Park and Gardens via photographs.
3. **Approval of Annual General Meeting Minutes** from Oct. 20, 2020: Moved, seconded and carried.
4. **Treasurers' Report:** Rose Mitchell Spohn presented the financial report for the fiscal year ended April 30, 2021 (as circulated). In summary:

Bank Balance: Start of fiscal year:	\$7,085
Total Revenue:	\$2,285
Expenses:	\$1,918
Bank Balance: End of fiscal year:	\$7,451
Change in Financial Position:	+ \$366

Revenue was provided from memberships, donations and awards. Expenses were insurance and event costs. This was the largest year-end balance in our 8-year history!

Acceptance of the financial report was moved, seconded and carried.

5. **Explanation of Election Procedures:** Ralph van Putten described election procedures and presented the slate of nominees: Audrea Douglas and Janet Heise (both current board members) have completed their current term and are eligible for re-election for a three-year term. With no other nominations, nominees were elected by acclamation.
6. **Adjournment:** Moved and carried. Formal meeting adjourned.

The meeting was followed by an interactive info session.

- Winners of the photo contest were announced.
- Recent highlights included ongoing cleanups and Guild Park stewardship; active collaboration on the new Clark Centre for the Arts; planning for a second Heritage Toronto plaque; and encouragement of more on-site arts events at Guild Park.

Respectfully submitted, **Janet Heise, Secretary, Friends of Guild Park & Gardens**

Friends of Guild Park 5-Year Annual Financial Summary

Fiscal year May 1 through April 30

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Starting Balance	\$5,101.07	\$5,657.56	\$6,575.23	\$7,085.07	\$7,451.47
Revenue					
Memberships	\$345.00	\$765.00	\$495.00	\$610.00	\$730.00
Donations/Tours/Honoraria/Sales	\$1,691.50	\$2,553.55	\$2,139.60	\$675.10	\$3,198.54
Awards/Grants/Prizes		\$2,000.00	\$2,100.00	\$1,000.00	\$3,690.00
Event Sponsorships	\$100.00	\$100.00	\$100.00		\$4,500.00
Fundraising Event					
HT Plaque/park improvements	\$4,904.00	\$2,794.00	\$110.00		\$27.45
Total Revenue	\$7,040.50	\$8,212.55	\$4,944.60	\$2,285.10	\$12,145.99
Expenses					
Insurance	\$1,944.08	\$1,966.40	\$2,050.28	\$1,213.00	\$1,769.76
Event expenses	\$661.53	\$1,798.34	\$1,546.15	\$665.33	\$3,469.20
Fundraiser expenses					
Heritage Toronto Plaque	\$3,250.00	\$3,286.79			
Promotion and Partnerships	\$466.64	\$228.39	\$530.07		\$112.44
Other	\$150.00		\$287.60	\$14.68	\$530.71
Fees - Paypal, bank, other	\$11.76	\$14.96	\$20.66	\$25.69	\$160.06
Total Expenses	\$6,484.01	\$7,294.88	\$4,434.76	\$1,918.70	\$6,042.17
Year end balance	\$5,657.56	\$6,575.23	\$7,085.07	\$7,451.47	\$13,555.29
Allocated funds	\$2,376.52	\$3,010.65	\$3,035.75	\$2,539.87	\$6,380.27
Funds available	\$3,281.04	\$3,564.58	\$4,049.32	\$4,911.60	\$7,175.02
Change in 1 yr financial position	\$556.49	\$917.67	\$509.84	\$366.40	\$6,103.82

NOTE: COVID-19 Restrictions affected activities at Guild Park in 2020-21 & 2021-2022

Director Qualifications, Election Procedures & Instructions for Balloting

1. Directors serving on the Board must meet the following qualifications:
 - be a minimum 18 years of age and a paid-in-full member of the Friends of Guild Park
 - be of sound mind and mental capacity
 - not have previously been convicted in a court of law of fraud, theft, and/or breach of trust
 - not be an undischarged bankrupt.
2. Each person seeking election to the Board of Directors shall be nominated by at least one member; members may nominate themselves.
3. A Returning Officer shall be selected at the Election Meeting and he/she shall appoint a Deputy Returning Officer and the Deputy Returning Officer shall direct the collection of ballots and supervise the count. Each Nominee may appoint one scrutineer to scrutinize the count.
4. A total of seven directors are elected to the Board of Friends of Guild Park. Each elected director is expected to serve a three-year term. To encourage continuity of service, the terms of office for the Board of Directors are staggered so the terms of no more than three directors expire each year. The term of the following current member of the Board of Directors expires as of the 2022 AGM:
 - **John Mason** has completed his current term. He is eligible for a three-year term renewal and has agreed to serve for another term.
5. The terms of two directors, **Joseph D'Addario** and **Rose Mitchell Spohn** will expire in 2023. The terms of **Audrea Douglas** and **Janet Heise** will expire in 2024. Two elected director positions have become vacant. Two other positions on the Board of Directors are appointees: **Ralph van Putten** is appointed by the Guild Renaissance Group as its representative. The director position designated to represent the Guildwood Village Community Association is vacant.
6. To fill the elected director positions that expire as of each AGM, nominations will be open during the AGM for those qualified. The Board may put forward a nominee / nominee(s). If more than three people are nominated and an election proceeds, the three nominees gaining the most votes will fill the director positions.
7. At each meeting of members, every member shall be entitled to one vote if they are entered on the Register on the date of the meeting and their membership dues are paid in full.
8. Balloting is done on a one vote per member basis. Proxy votes are allowed when absent members complete the proxy form (included on-line), and the proxy form is received in time for the AGM.

**VOTING BY PROXY FOR
THE ANNUAL GENERAL MEETING
FRIENDS OF GUILD PARK
OCTOBER 26, 2022**

For those members unable to attend the 2022 AGM and wish to designate another person to vote on their behalf at the meeting.

- Please complete this form,
- Sign it, then:
- Send a scan or an image of the completed form to friends@guildpark.ca

To: Friends of Guild Park

1. I am (print your name) _____
a registered member of the Friends of Guild Park in good standing.
2. I appoint _____,
if present, or failing him or her, the President, to be a proxy (known as the "Proxy") and to attend and vote on my (our) behalf at the meeting of members to be held on October 26, 2022, and any adjournment of the meeting (known as the "Meeting").
3. The Proxy may vote on my behalf in respect of all matters that may come before the Meeting, including the election of Directors, as I could do if personally present at the Meeting.
4. I/We revoke all proxies previously given.

Dated this..... day of, 2022 at.....
(date) (month) (location)

Signature: _____

Address: _____