

INFORMATION PACKAGE
for the
7th ANNUAL GENERAL MEETING (AGM) of
FRIENDS OF GUILD PARK & GARDENS

OCTOBER 20, 2020
7:30 – 8:30 pm

Virtual Online Meeting via Zoom

Members and Guild Park supporters can attend
by computer, smartphone or tablet



TABLE OF CONTENTS

1. LETTER FROM THE PRESIDENT, JOHN MASON
2. NOTICE OF MEETING
3. AGENDA
4. MINUTES FROM 6th ANNUAL GENERAL MEETING, OCTOBER 24th, 2019
5. FINANCIAL REPORT
6. DIRECTOR QUALIFICATIONS / ELECTION PROCEDURES – BOARD OF DIRECTORS
7. MEMBERSHIP FORM (FOR NEW AND RENEWING MEMBERS)
8. PROXY FORM (FOR EXISTING MEMBERS ONLY)



Letter from the President

To Members and Supporters of Friends of Guild Park & Gardens:

I'm pleased to announce the seventh Annual General Meeting (AGM) of Friends of Guild Park & Gardens. This year, we're holding an on-line "virtual" AGM on Tuesday October 20, from 7:30 to 8:30 pm.

Organizing an on-line AGM is among the latest challenges during this year of Covid-19 – a year when the whole world was affected, including everyone who supports, visits and enjoys Guild Park & Gardens.

Due to the pandemic, almost all public events were cancelled at Guild Park in 2020. This includes all the popular public programs and tours Friends of Guild Park usually organizes on-site.

Despite these cancellations and ongoing physical distancing restrictions, Guild Park keeps attracting thousands of visitors – people escaping the confines of Covid who seek inspiration from the park's unique nature and artistic features. Meanwhile, progress continues on Guild Park's remarkable revitalization.

At our 2020 AGM, Friends of Guild Park will highlight the park's improvements and what's ahead during these challenging times. I invite you to join us.

For this year's on-line AGM, Friends of Guild Park will reach out to our members and supporters safely by using technology. We look forward to bringing our important information to a wider audience. This includes:

- the business overview of our volunteer organization operations - minutes, finances, election of directors, followed by
- an interactive information session with updates about what's been accomplished at Guild Park and a look ahead to the future.

The business session focuses on the operations of Friends of Guild Park over the past fiscal year – officially between May 1, 2019 to April 30, 2020.

During the information session, everyone who joins us by computer, smartphone and other device, will be able to make comments, raise ideas and ask questions about Guild Park.

The AGM details are:

Date: Tuesday October 20, 2020 from 7:30 to 8:30 pm

Time: 7:30 pm: Business session

8:00 pm (approx.) Interactive information session

Place: Online using Zoom meetings – the link for computers, smartphones and tablets will be sent to members closer to the event

My thanks to the many people – especially members of our board of directors and our active volunteers – who continue to contribute to Guild Park's progress. I look forward to "seeing" you online at our AGM.

Sincerely,

**John P. Mason, President,
Friends of Guild Park & Gardens**



**NOTICE OF
FRIENDS OF GUILD PARK & GARDENS
ANNUAL GENERAL MEETING (AGM)**

TAKE NOTICE that the 7th Annual General Meeting of Friends of Guild Park & Gardens takes place **Tues. Oct. 20, 2020**

Location: Online using Zoom Meeting technology
Members and supporters can attend this public meeting online using computer, smartphone or tablet. Link will be sent closer to the event

Time: Business Session starts at 7:30 pm, followed by interactive Information Session

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>

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>

All memberships help Guild Park by covering costs of park improvements and volunteer-led activities.

On Behalf of the Board of Directors,

Janet Heise, Secretary, Friends of Guild Park & Gardens

AGENDA

FOR THE 7TH ANNUAL GENERAL MEETING (AGM) OF FRIENDS OF GUILD PARK & GARDENS

TUESDAY, OCTOBER 20, 2020

ONLINE MEETING STARTS AT 7:30 P.M.

1. CALL TO ORDER, DETERMINATION OF QUORUM
2. INTRODUCTIONS BY CHAIRMAN
3. APPROVAL OF 6TH AGM MINUTES OF OCTOBER 24, 2019
4. TREASURER'S REPORT FOR FISCAL 2019/20
5. ELECTION / RENEWAL OF DIRECTORS
6. ADJOURNMENT

Following the AGM Business Session, Friends of Guild Park hosts an online interactive session. Included are updates about progress at Guild Park and a look ahead to the future. During the session, everyone who joins us by computer, smartphone and other device, will be able to make comments, raise ideas and ask questions about Guild Park.





Friends of Guild Park and Gardens

Minutes of Annual General Meeting Oct. 24, 2019

1. **Call to Order:** The meeting was held at Guildwood Community Presbyterian Church, 140 Guildwood Parkway. John Mason as Chair called the meeting to order at 7:36 pm and welcomed everyone. A video of the 2019 re-opening of the Sculptors' Cabin was shown.
2. **Determination of Quorum:** John Mason noted that most of the renewed members were present, and therefore the required quorum of 20% of members had been met and the meeting was therefore duly constituted to conduct the business registered on the meeting Agenda.
3. **Introductions by Chair:** John Mason introduced the current board of directors of Friends of Guild Park and Gardens.
4. **Approval of Annual General Meeting Minutes** from Oct. 19, 2018: Moved by Janet Heise, seconded by Alan Burt; carried.
5. **Treasurers' Report:** Rose Mitchell Spohn presented the financial report for the fiscal year ended April 30, 2019 (as circulated). In summary:

Bank Balance: Start of fiscal year:	\$5,658
Total Revenue:	\$8,213
Expenses:	\$7,295
Bank Balance: End of fiscal year:	\$6,575
Change in Financial Position:	+ \$917

Revenue was provided primarily from donations for Heritage Toronto Plaque and from tours and awards. Expenses were the Heritage Toronto Plaque and event insurance and expenses. Rose also circulated a six-year financial summary.

Acceptance of the financial report was moved by Rose Mitchell Spohn, seconded by Gerard Baribeau; carried.

6. **Explanation of Election Procedures:** Janet Heise described the election procedures and presented the slate of nominees for election: John Mason, Kate Kennedy and Steve Smith (all current board members) have completed their current term and are eligible for a three-year term. Janet asked for other nominations. As there were no other nominations, Janet declared the nominees elected by acclamation.

7. **Adjournment:** Alan Burt moved adjournment; carried. Meeting adjourned at 7:55 pm.

Following the Annual Meeting, there was a discussion of the highlights of the past 12 months: the re-opening of the Sculptors' Cabin; Senior's Walks; Dorsey James' sculptures; the return of "St. Francis & the Wolf" and Etrog's "Ravenna" to Guild Park; Guild Festival Theatre's production of "Anne"; Japanese Drumming; the Scarborough Arts' display of the SCARBOROUGH sign; Rotary

recognition; the Heritage Toronto Award nomination for Community Heritage (won in 2013); the Heritage Toronto Plaque (the most easterly plaque; over \$7,000 raised; location not ready as there is a need for benches, garden and a concrete pad underneath); and the construction of the Clark Centre for the Arts.

Challenges remain: realization of the Trails Plan and the Horticultural Plan, permanent washrooms on site and food service on site.

Communicate, Advocate and Celebrate!

In celebration of Key Volunteers in fiscal 2019, 30 certificates were presented.

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

Friends of Guild Park & Gardens
Annual Summary

Row #	Category / FISCAL YEAR	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	Revenue							
2	Memberships	\$690.00	\$900.00	\$985.00	\$315.00	\$345.00	\$765.00	\$495.00
3	Donations	\$731.00	\$315.25	\$549.32	\$28.05	\$176.50	\$298.55	\$436.20
4	Walking Tours	\$710.84	\$469.75	\$300.00	\$70.15	\$1,065.00	\$1,555.00	\$1,089.40
5	Honoraria	\$50.00		\$100.00	\$300.00	\$450.00	\$600.00	\$400.00
6	Awards/Grants/Prizes	\$500.00					\$2,000.00	\$2,100.00
7	Event Sponsorships	\$1,700.00	\$2,075.00	\$500.00	\$500.00	\$100.00	\$100.00	\$100.00
8	Fundraising Event	\$3,766.00	\$3,249.00	\$3,022.00				
9	HT Plaque etc.		\$50.00		\$150.00	\$4,904.00	\$2,794.00	\$110.00
10	Sales						\$100.00	\$214.00
11	Deposit Interest	\$0.24						
12	Other		\$0.17					
13	Total Revenue	\$8,148.08	\$7,059.17	\$5,456.32	\$1,363.20	\$7,040.50	\$8,212.55	\$4,944.60
14	Expenses							
15	Meeting expenses	\$371.00	\$100.51					
16	Insurance	\$1,147.40	\$1,732.40	\$1,780.64	\$1,752.92	\$1,944.08	\$1,966.40	\$2,050.28
17	Partnerships	\$60.00	\$70.00	\$98.25	\$70.00	\$70.00	\$70.00	\$60.00
18	Park event expenses	\$1,005.82	\$771.57	\$951.74	\$60.00	\$337.90	\$1,533.09	\$1,276.30
19	Fundraiser expenses	\$1,482.54	\$1,215.41	\$1,664.89				
20	AGM		\$552.73	\$381.31	\$356.79	\$323.63	\$265.25	\$269.85
21	Advertising		\$25.00	\$407.60	\$33.87	\$223.50	\$144.15	\$241.86
22	Other			\$67.55	\$515.00	\$150.00		\$271.11
23	Guild Park domain names		\$104.38		\$78.42	\$173.14	\$14.24	\$228.21
24	HT Plaque etc.					\$3,250.00	\$3,286.79	
25	Expenses related to Sales							\$16.49
26	Paypal fees - memberships		\$9.98	\$13.80	\$9.10	\$6.76	\$14.69	\$9.55
27	Bank & other fees		\$27.50	\$7.58		\$5.00	\$0.27	\$11.11
28	Total Expenses	\$4,066.76	\$4,609.48	\$5,373.36	\$2,876.10	\$6,484.01	\$7,294.88	\$4,434.76
29	Total Rev minus Tot Exp	\$4,081.32	\$2,449.69	\$82.96	(\$1,512.90)	\$556.49	\$917.67	\$509.84
30	Year End Balance	\$4,081.32	\$6,531.01	\$6,613.97	\$5,101.07	\$5,657.56	\$6,575.23	\$7,085.07

NOTES: Reduced revenue 2016/17 due to on-site construction.

Report submitted by Rose Mitchell Spohn, Treasurer

FRIENDS OF GUILD PARK & GARDENS 7TH ANNUAL GENERAL MEETING

TUESDAY, OCTOBER 20, 2020

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 & Gardens
 - 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 terms of the following three current members of the Board of Directors expire as of the 2020 AGM:
 - **Joseph D'Addario** has completed his current term. He is eligible for a three-year term renewal.
 - **Rose Mitchell Spohn** has completed her current term. She is eligible for a three-year term renewal.Both individuals are eligible and willing to stand for re-election to the Board of Directors.
5. The terms of two directors, **Audrea Douglas** and **Janet Heise**, will expire in 2021. The terms of three directors, **Kate Kennedy-Browne**, **John Mason** and **Steve Smith**, will expire in 2022. Two 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.





Friends of Guild Park & Gardens Membership Application AGM 2020

**Yes, I want to be a member of Friends of Guild Park & Gardens.
I support and want to join like-minded volunteers who are actively
revitalizing this historic site through activities and awareness.**

Name _____

Address _____ City _____

Postal Code _____ Telephone _____

- I'm renewing I'm interested in helping, please contact me

I qualify for the following membership: **Individual** **Senior/Student**
 \$20/yr \$10/yr

Optional: If you'd like to tell us about your interests, please indicate here (you can indicate all that apply to you):

- | | | | |
|--|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Sales, marketing | <input type="checkbox"/> Sculptor | <input type="checkbox"/> Carpenter | <input type="checkbox"/> Fitness |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Painter | <input type="checkbox"/> Gardener | <input type="checkbox"/> Yoga, Tai Chi |
| <input type="checkbox"/> Executive, management | <input type="checkbox"/> Actor | <input type="checkbox"/> Hiker | <input type="checkbox"/> Musician |
| <input type="checkbox"/> Computer tech | <input type="checkbox"/> Photographer | <input type="checkbox"/> Birdwatcher | <input type="checkbox"/> Chef |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Musician | <input type="checkbox"/> Writer | |
| <input type="checkbox"/> Other _____ | | | |

I'd like to volunteer to help with:

- | | |
|---|---|
| <input type="checkbox"/> Planning events | <input type="checkbox"/> Marketing and public relations |
| <input type="checkbox"/> Walking tours | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Communications | <input type="checkbox"/> IT, Facebook, Media |
| <input type="checkbox"/> Membership drive | <input type="checkbox"/> Event volunteer |
| <input type="checkbox"/> Outreach | |
| <input type="checkbox"/> Other _____ | |

- Sorry, I can't commit to volunteer right now. Please keep me informed of future opportunities to help out.

Hand this in today, or mail to:
Friends of Guild Park & Gardens, 46 Fareham Cres., Scarborough, Ont. M1E 1J9
Phone: 416-261-8626
Visit: www.guildpark.ca **or** www.Facebook.com/GuildPark

Thanks for becoming a Friend!