



**MINUTES OF A MEETING OF THE MEMBERS OF  
Dufferin Parent Support Network**  
(hereinafter referred to as the "Corporation")

held virtually via ZOOM  
on the 8<sup>th</sup> day of June, 2020  
at the hour of 1:00pm

**MEMBERS PRESENT**

The following members, being a quorum, were present:

Barbara Horvath  
Phyllis Noce  
Jan Pettigrew  
Stacey MacNeil  
Laura LaRocca  
Nichole MacPherson  
Karen Running-Selby

The following Guests were present:

Kolleen McIlveen  
Catherine Campbell (auditor)  
Joan O'Brien Curtin  
Danielle Adams  
Apple Nguyen

**CHAIR AND SECRETARY**

The President of the Corporation, Jan Pettigrew, acted as Chair of the meeting and Stacey MacNeil, Secretary was the recorder of the meeting.

**1. MEETING PROPERLY CONSTITUTED**

Notice of the Annual General Meeting was given in accordance with the By-laws of the Corporation, and the meeting was declared regularly constituted.

**2. PRESIDENT'S REPORT**

The Chair, Jan Pettigrew, presented an overview of the organization's governance activities for the previous fiscal year.

**ON A MOTION DULY MADE** Barbara Horvath, seconded by Phyllis Noce and carried unanimously:

**BE IT RESOLVED THAT** the report of the President be approved

### **3. TREASURER'S REPORT**

#### **FINANCIAL STATEMENTS**

The Treasurer, Phyllis Noce, presented to the meeting the Bank balance report of the Corporation for the fiscal period ending December 31<sup>st</sup>, 2019. We appreciate having Catherine Campbell with us at the Annual General Meeting and thank her for her services. We also acknowledge the efforts of Phyllis Noce in having the financial records professionally prepared thereby making our auditors task as streamlined as possible.

**ON A MOTION DULY MADE** by Phyllis Noce, seconded by Stacey MacNeil and carried unanimously:

**BE IT RESOLVED THAT:** The board accepted the unaudited financial report in principle with financial statements to be prepared, audited and Registered Charity Information Return to be filed by December 31, 2020. (Due to the circumstances surrounding COVID-19 the filing deadline has been extended to December 31, 2020 for all charities with a Form T3010, Registered Charity Information Return due between March 18, 2020 and December 31, 2020.)'

#### **APPOINTMENT OF AUDITOR**

**ON A MOTION DULY MADE** by Phyllis Noce, seconded by Stacey MacNeil and carried unanimously:

**BE IT RESOLVED THAT Catherine Campbell** be and she is hereby appointed auditor of the Corporation until the next annual meeting of members and a remuneration be fixed by the Board of Directors, with the Directors being hereby authorized to fix such remuneration.

### **5. RATIFICATION OF ACTIONS OF DIRECTORS**

**ON A MOTION DULY MADE** by Stacey MacNeil, seconded by Barbara Horvath and carried unanimously:

**BE IT RESOLVED THAT** all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Board of Directors and Officers of the Corporation since the last meeting of the Members of the Corporation be and the same are hereby approved, ratified and confirmed.

### **6. ELECTION OF BOARD OF DIRECTORS**

Barbara Horvath reported on behalf of the Nominating Committee.

**ON A MOTION DULY MADE,** by Barbara Horvath, seconded by Jan Pettigrew and carried unanimously:

**BE IT RESOLVED THAT** the following individuals are hereby elected to be Directors for a TWO (2) year term, to June 2022:

Phyllis Noce  
Nichole MacPherson  
Karen Running-Selby

## **7. RECOGNITION**

Dufferin Parent Support Network recognizes the following organizations and individuals for their support and contribution to the success of DPSN this year:

- Catherine Campbell
- County of Dufferin
- County of Dufferin, EarlyON Centre
- Dufferin Child and Family Services
- Dufferin Coalition for Kids (DuCK)
- Georgian College / Georgian College Career and Employment Community Services
- Kerry's Place Autism Services
- myFM 101.5 (promotion of our workshops on the radio)
- Phyllis Noce
- Orangeville Banner
- Amanda Philip
- Princess Margaret Public School Christmas Craft Fair
- Karen Running-Selby
- Snap'd Dufferin
- United Way of Guelph, Wellington and Dufferin
- Upper Grand District School Board

***\*This is a draft recognition list and will be finalized with the Board via email at a later date.***

DPSN appreciates ALL donors and volunteers who support the work of DPSN.

All executive members will sign a 'Consent To Act As A Director' and 'Annual Offence Declaration' and submit by email.

## **8. ADJOURNMENT**

There being no further business, the meeting then adjourned.

## **CERTIFICATION OF MINUTES**

The President and the Secretary of the Corporation certify that these minutes constitute a true record of the proceedings of the meeting of Members held on 8<sup>th</sup> day of June, 2020.

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President - Jan Pettigrew

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Secretary - Stacey MacNeil