



**Emergency Vehicle Technicians Association of B.C.
Annual General Meeting
Thursday, June 1st, 2017 at 7:30 a.m.
Prestige Hotel & Conference Centre, Vernon, B.C.**

MINUTES

1. CALL TO ORDER

President Frank Gale called the meeting to order at 7:34 a.m.

2. ADOPTION OF THE AGENDA

MOVED BY: Member Kelly McMillan
SECONDED: Member John Roworth

That the Agenda be adopted as amended with the following changes to Section 6, new Business:

Remove item b) Election for Position of Secretary;
Add item f) Trade Show;
Add item g) Certificates.

CARRIED.

3. ADOPTION OF THE MINUTES

a) Minutes of the Annual General Meeting held on June 2, 2016 in Richmond, B.C.

MOVED BY: Member Kelly McMillan
SECONDED: Member John Roworth

That the Minutes of the AGM of June 2, 2016 be adopted as presented.

CARRIED.

4. REPORTS

a) President's Report – Frank Gale

President Frank Gale gave his report. He advised that Jake Nesbitt has resigned from his position of Secretary with the Association and that he has appointed Member Josh Pettigrew to act in the capacity of Secretary to finish the term for this position.

b) Treasurer's Report – Glenn Jones

Treasurer, Glenn Jones provided an overview and explanation of the financial statements provided in the Agenda package. A copy of his report is attached to these minutes.

Further in his report Glenn advised that all of the US Trainers have attended Seminars to train the members free of charge this year, and he acknowledged the supporting businesses.

MOVED BY: Member Bruce Perrin
SECONDED: Member Ron Cymbalist

That the Treasurer's Report and 2016 Financial Statements prepared by Pomponio and Company be accepted as presented.

CARRIED.

5. UNFINISHED BUSINESS

There was no unfinished business to be discussed.

6. NEW BUSINESS

a) Societies Act Transition Process – Vote on Special Resolutions

President Frank Gale read the resolution and asked for a motion from the floor. There was no discussion.

MOVED BY: Member Kelly McMillan
SECONDED: Member Lorne Code

That the Emergency Vehicle Technicians Association of BC be designated as a member-funded society.”

CARRIED.

President Frank Gale read the second resolution and asked for a motion from the floor. There was no discussion.

MOVED BY: Member Wayne Mowat
SECONDED: Member Cory Meeres

That the Bylaw document of the Emergency Vehicle Technicians Association of B.C. be amended to read as presented and that the previously filed bylaw document be rescinded.

CARRIED.

b) Membership Dues

President Frank Gale spoke about the annual membership dues and the need for all members to keep them current as they help to cover administrative costs necessary to keep the Association running. He explained that the Association decided to start collecting the membership fees separate from the conference fees this year as in the past if a member did not attend seminars, the membership fee was not paid.

Frank asked the floor for some discussion about whether they felt that the \$50 annual membership fee was enough to sustain the Association and about the possibility of raising the membership dues to \$75.00 per year starting in 2018.

Member John Roworth asked whether the Association had looked into setting up an auto-renewal program to collect membership dues. Frank Gale explained that they could look into this type of program, but that it would be another cost to the Association.

A member from the floor asked whether the membership dues were paid by employers or by the member themselves. Treasurer Glenn Jones advised that a majority were paid by the employers.

A member from the floor asked whether the Association was collecting dues that were in arrears, to which the President responded that they were not. He advised that the Association may look at starting to collect arrears in the future.

Further discussion ensued from the floor about raising the EVTA of BC membership dues to \$75 and about the amount of the annual dues paid by other professional associations such as the BC Fire Chiefs and Fire Prevention Officers.

President Frank Gale advised that he will look into an auto-renewal program to collect the membership dues. He also asked that members update their email addresses to ensure they get the correspondence that is sent out from the Association with regards to their membership dues.

c) Training Seminars 2018

President Frank Gale spoke about the 2018 Training Seminars and asked the floor whether they wanted to continue to follow the B.C. Fire Chief's Conference locations to hold Training Seminars. He explained that the Chief's conference will be held in Victoria next year and that costs will be expensive.

Treasurer Glenn Jones explained that accommodation in Victoria will likely be \$180 per night, the same cost that was paid per night in 2016 when Seminars was held in Richmond. He further explained that the venue costs in the larger cities are significantly higher and not sustainable for our small Association.

A member from the floor suggested that Vernon or Central BC locations make it attractive for Emergency Vehicle Technicians from Alberta to join.

A member from the floor asked how many members attending today's meeting were going to attend the Trade Show on Sunday. One member raised his hand.

The Training Seminars Coordinator Glenn Jones advised that this venue is available to the Association next year. He further advised that he has been assured that food prices will remain the same and that the hotel will extend the reservation period for the hotel rooms to ensure that all members can be accommodated in the host venue.

A member from the floor suggested that the Association try to keep the timing of Training Seminars the same so that members are able to take advantage of visiting apparatus manufacturers and other vendors.

A member from the floor suggested that Penticton was another good location to hold Training Seminars.

MOVED BY: Member Bruce Perrin
SECONDED: Member Colby Harrison

That the 2018 EVTA of BC Training Seminars be held in Vernon, BC.

CARRIED.

d) Training Seminars Coordinator - Position Vacancy

President Frank Gale announced that Glenn Jones was stepping down as Training Seminars Coordinator and thanked Glenn for his hard work over the past few years to organize this annual event, adding that he had done a great job. The President advised that he was looking for a volunteer to come forward to take over the Training Seminars Coordinator role. Three members put their names forward to assume this role, Rob Bennett, Greg Harsch and Al Fessenden.

e) Website

President Frank Gale spoke about the new website launched earlier this year. He advised that the Association was looking for additions to the website such as pictures, tech tips, etc. He asked that members email the Association if they have something they would like to add to the website content.

f) Tradeshow

The President reminded members that if they were planning to attend the Trade show on Sunday, that they need to show their Training Seminars name tag to gain access. He explained that the trade show was being held at the Vernon Arena and that lunch would not be provided at that venue.

g) Certificates

President Frank Gale advised that attendance certificates for Training Seminars are available upon request and will be emailed out after seminars is over. He asked that anyone requiring a certificate should leave their name and email address at the Executive table or can email their request to the Association.

7. ROUND TABLE

A member from the floor suggested that a survey about raising the annual dues be posted on the website to gather feedback from those members who do not attend the Annual General Meeting.

8. ADJOURNMENT

MOVED BY: Member John Roworth

SECONDED: Member Al Fessenden

That the meeting adjourn at 8:25 a.m.

I usually have good news with the treasurers' report but unfortunately last year we had a difficult year financially. For the past few years we have maintained a bank balance at the end of our fiscal year which ends June 30th of approximately \$30,000. At June 30th last year that was reduced to about \$17,000 on July 1st 2016. The reasons for this loss and abnormally high expenditures were the following:

- 1) A contract was signed with the Hilton Hotel in Richmond about 2 years prior to last year's conference. When I took over the Seminars Directors position and discussed the contract with the hotel I discovered that food prices had not been included in the contract and we were facing very high food costs – much higher than originally agreed upon
- 2) Room costs were quite high because of the Vancouver location
- 3) We looked into getting out of the contract but we were facing penalties of approximately \$20,000 so that was not an option.
- 4) We contracted with 3 American Trainers last year about 1 year before the conference. They were to be paid in US Dollars and by the end of May when our Richmond event took place the Canadian Dollar had dropped in value compared to the US dollar and resulted in higher training costs than expected.
- 5) We had just over 70 registrants in Richmond down about 10 from what we needed so this resulted in about \$6,000 less revenue than expected.

So what have we done to correct this problem?

- 1) Fortunately this year the Chiefs were here in Vernon and we are here at the Prestige Hotel, which so far I believe has proven to be excellent for our needs at a more reasonable cost. Our Association cannot afford the larger city hotels with their restrictions and guarantee requirements and much higher room and food costs. As an example, our total Association costs here at this hotel this year will be approximately \$22,000. Last year our Association paid an invoice of over \$32,000 at the Hilton Hotel in Richmond and we had about 10 fewer attendees. We really do not want to increase our course fees.
- 2) We have reduced some of our costs by not including t-shirts this year and not providing new pad folios to our returning members and eliminating the

AGM breakfast buffet. Etc. Eliminating these items saved the Association almost \$3000. This was necessary to try and rebuild some of our reserve funds.

- 3) We did not contract with any paid US Trainers this year and only have 1 paid trainer. All the rest of the trainers are supplied by their companies free of charge.
- 4) The executive contacted every Fire Supply company we know of for financial assistance and other than training help which we are very appreciative of received \$0 has been received. In past years we received up to about \$5,000 in financial support.

So this year, with our year end just about a month away and most of our expenditures and revenues already established, we are anticipating a \$5000 surplus for the year and a bank balance on July 1st 2017 of about \$22,000, but we need that to financially support the Association throughout the upcoming year. We also have some tough decisions to make regarding upcoming seminars. Next year the Chiefs are going to Victoria, which is my hometown and we had a fantastic event there a few years ago but like Richmond the costs there are very high and I doubt we could hold the seminars there with the present fee structure without losing money. That is on the agenda and will be discussed shortly.

If anyone would like to see the audited books or financial statements we would be happy to show those to you.

Thank You

Glenn Jones, EVTABC Treasurer