



**Emergency Vehicle Technicians Association of B.C.
Annual General Meeting
Thursday, May 30th, 2019 at 7:30 a.m.
At the Prestige Hotel & Conference Centre
4411 32nd Street, Vernon, B.C.**

AGENDA

1. Call to Order and Introductions

2. Adoption of the Agenda

3. Adoption of the Minutes

- a) Minutes of the Annual General Meeting held on May 31, 2018 in Vernon, B.C. (Attachment 1)

4. Reports

- a) President's Report – Frank Gale
- b) Treasurer's Report – Glenn Jones (Attachment 2 – Financial Statements)

5. Unfinished Business

None

6. New Business

- a) Administrator Position – Change from salaried employee to private sector
- b) Membership Dues
- c) Training Seminars
- d) Training Seminars Coordinator – Position Vacancy in 2020
- e) Website

7. Round Table

8. Adjournment



**Emergency Vehicle Technicians Association of B.C.
Annual General Meeting
Thursday, May 31st, 2018 at 7:30 a.m.
Prestige Hotel & Conference Centre, Vernon, B.C.**

MINUTES

1. CALL TO ORDER AND INTRODUCTIONS

President Frank Gale called the meeting to order at 7:43 a.m.

2. ADOPTION OF THE AGENDA

MOVED BY: Member Lee Johnston
SECONDED: Member Bruce Perrin

That the Agenda be adopted as amended by adding two items under Section 5, Unfinished Business, item a) New Dues and Seminars Fee Structure and item b) Membership Dues in Arrears.

CARRIED.

3. ADOPTION OF THE MINUTES

a) Minutes of the Annual General Meeting held on June 1, 2017 in Vernon, B.C.

MOVED BY: Member Al Fessenden
SECONDED: Member Yvon Lehoux

That the Minutes of the AGM of June 1, 2017 be adopted as presented.

CARRIED.

4. REPORTS

a) President's Report – Frank Gale

Highlights from the President's report:

- The decision to collect membership dues separate from the Training Seminars fees this year has worked well.
- A lower attendance number for this year's conference will result in a slight deficit this year.

- Reminder to members to keep checking our website for up to date information related to the EVT conferences and registration.
- Important to keep your email information up to date and respond to Joanne so we can ensure you get what you need.
- Financially we have recovered due to the new membership structure. This has worked well for us.

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 the Treasurer's report is attached to these minutes.

MOVED BY: Member Al Fessenden

SECONDED: Member Yvon Lehoux

That the Treasurer's Report and 2017 Financial Statements prepared by Pomponio & Company be accepted as presented.

CARRIED.

5. UNFINISHED BUSINESS

a) New Dues and Seminars Fee Structure

President Frank Gale advised that due to the success of collecting the membership dues and training seminars fees separately, the practice of doing so will continue.

b) Membership Dues in Arrears

Discussion:

- Previously, the Association collected annual membership fees with the training seminars fees. This year, while trying to register for seminars, several of our members who had missed one or more conferences, found that they were in arrears, and no longer in good standing with the Association.
- The Executive wants to encourage all our members to continue their membership with us, and it was felt that members would not return if they had to make up more than two years of membership dues in arrears.
- The Executive decided that in 2018, EVTA of BC members whose memberships were in arrears would be asked to pay one year back (2017) plus the current year (2018) to bring them back into good standing with the

Association.

- Moving forward, EVTA of BC members who have become inactive (have not attended training seminars or settled their membership dues as discussed above) will be asked to re-register as a new member if they wish to rejoin or attend future training seminar events.

6. NEW BUSINESS

a) Elections – Positions of President and Treasurer – 3 Year Terms

President Frank Gale and Treasurer Glenn Jones both agreed to run again for their respective positions. There were no other nominations from the floor.

By acclamation, Frank Gale and Glenn Jones retain their respective positions for another three-year term.

7. ROUND TABLE

a) Banquet tickets

- available for pickup after the AGM – See Joanne

b) EVT Exams

- Reminder that EVT's must register with the EVTCC ahead of time to write an exam at Training Seminars. We need to pre-arrange for a Proctor for the exam. Therefore, you cannot decide to write an EVT exam when you arrive here.

c) Certificates

- There is information in your package on how to obtain a certificate for proof of attendance if needed.

d) 2019 Conference

- President Frank Gale asked the floor about their thoughts on holding it in Vernon again.
- Central location and would like to keep it accessible to colleagues in Alberta and expand our association there.
- Show of hands from the floor supported booking Vernon for the 2019 Training Seminars.
- Member Al Fessenden asked whether any consideration had been given to holding the 2019 conference in Penticton as that is where the 2019 Chief's conference will be?
- President Frank Gale indicated that the Executive had discussed the possibility however the costs will be more expensive and most of the hotels already booked for the Fire Chiefs conference already.
- Member Greg Harsch commented that it is harder to get trainers to commit when the two events are separate.
- Treasurer, Glenn Jones indicated that the Executive did discuss the possibility but will need to inquire about availability in Penticton before making the

decision. He added that by holding the conference in Vernon, the organization has been able to cut some unnecessary expenses, which in turn has provided us with financial stability.

- President, Frank Gale – Today is last day for raffle tickets. Draw is first thing Friday morning. Will post winning tickets.
- Member Bruce Perrin advised that any fire trucks that may be heading to fight wildfires must have their pump test and maintenance records supplied as per the Office of the Fire Commissioner. This includes sprinkler trailers. He further advised that maintenance costs can be recovered and that the fee structure is based on vehicle age.
- Treasurer Glenn Jones – Banquet tickets available after AGM – Spouses welcome. If you get a ticket, please attend as we pay based on number of tickets issued.
- President Frank Gale – Special thank-you to Joanne Topping for all of her assistance in administration of the association, web page and banquet coordination.

8. ADJOURNMENT

MOVED BY: Member Bruce Perrin

SECONDED: Member Tamas Szatmari

That the meeting be adjourned.

CARRIED.

Treasurer Report AGM 2018 - May 31,2018

In 2017, EVTA of BC saw a return to typical costs and revenues. We have managed to recover from a significant loss that the Association experienced in 2016.

This recovery can be partially attributed to the decision to hold our 2017 Training Seminars at the Prestige Hotel & Conference Centre in Vernon, BC. The smaller venue allowed us to significantly reduce our expenses, and by bringing in a variety of corporate trainers, combined with the attendance of over 80 EVTA of BC members, the event was a huge success both financially and with respect to the quality of training courses that we were able to offer. At the end of 2017, the EVTA of BC recognized an increase in net assets of \$7,107 and this trend is expected to continue as we approach our year end on June 30th, 2018.

In January of 2018, significant changes made to our Bylaws at the Annual General Meeting in June 2017 with respect to the collection of membership dues, both current and arrears as well as the decision to separate the collection of membership dues from the Training Seminars registration fees were implemented in an attempt to improve funding of the day to day operations of the Association, without relying on the revenue from our Training seminars registration fees. This also allowed the Association to be able to continue to freeze any increases in the Training Seminar registration fees, which have remained static for the past four years. Moving forward, we hope to be able to continue to build up our membership and build upon the variety of training opportunities that we can offer to our members at future Training Seminars.

While our attendance is down from the norm this year, the actions taken to reduce costs over the past two years are expected to allow this Association to remain in a reasonable financial position as we start planning for the 2019 Training Seminars. Equally as important to mention is the excellent work of the Training Seminars organizers who spent countless hours to arrange for corporate trainers to come in to deliver quality training to our members at little to no cost to the Association.

Looking ahead to 2019, it is the Executive's intention to once again utilize the facilities at the Prestige Hotel & Conference Centre in Vernon. The

Executive members believe that this location currently best suits our needs for the Training Seminars in terms of costs, location and facilities and will help to ensure that the EVTA of BC will continue to thrive. In 2019 the BC Fire Chiefs Conference will be held in Penticton, which will allow our members to attend the trade show there due to the close proximity of the two events.

Glenn Jones, Treasurer EVTA of BC

Emergency Vehicle Technicians Association of B.C.

**Financial Statements
(Unaudited - See Notice to Reader)**

June 30, 2018

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Notice to Reader

On the basis of information provided by management, I have compiled the statement of financial position of Emergency Vehicle Technicians Association of B.C. as at June 30, 2018 and the statements of operations and net assets for the year then ended.

I have not performed an audit or a review engagement on these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Chartered Professional Accountant

Dated: August 16, 2018
Victoria, B.C.

Emergency Vehicle Technicians Association of B.C.

Statement of Financial Position (Part 1)

(Prepared without Audit or Review: See Notice to Reader)

as at June 30, 2018

| Assets | | 2018 | 2017 |
|-------------------------------|----------|-------------------------|-------------------------|
| Current | | | |
| Cash | | \$ 19,400 | \$ 20,939 |
| Accounts Receivable | | - | 50 |
| Inventory | | <u>2,430</u> | <u>799</u> |
| | | 21,830 | 21,788 |
| Property, plant and equipment | (Note 2) | 2,121 | 3,040 |
| Other | | | |
| Security Deposits | | <u>2,015</u> | <u>1,015</u> |
| | | <u>\$ 25,966</u> | <u>\$ 25,843</u> |

*The accompanying Notes are an integral part of these
Financial Statements.*

Approved on Behalf of the Board:

_____ Director

_____ Director

Emergency Vehicle Technicians Association of B.C.

Statement of Financial Position (Part 2)

(Prepared without Audit or Review: See Notice to Reader)

as at June 30, 2018

Liabilities

| | 2018 | 2017 |
|---------------------------------------|---------------------|---------------------|
| Current | | |
| Accounts Payable and Accrued Expenses | \$ 1,588 | \$ 1,502 |
| Due to Governmental Agencies (Note 3) | <u>320</u> | <u>-</u> |
| Total Liabilities | <u>1,908</u> | <u>1,502</u> |

Members' Surplus

| | | |
|------------|-------------------------|-------------------------|
| Net Assets | <u>24,058</u> | <u>24,341</u> |
| | <u>\$ 25,966</u> | <u>\$ 25,843</u> |

*The accompanying Notes are an integral part of these
Financial Statements.*

Emergency Vehicle Technicians Association of B.C.

Statement of Operations

(Prepared without Audit or Review: See Notice to Reader)

for the year ended June 30, 2018

| | 2018 | 2017 |
|--|-----------------|-----------------|
| Receipts | \$ 38,363 | \$ 55,633 |
| Cost of Goods Sold | <u>18,978</u> | <u>24,121</u> |
| | 19,385 | 31,512 |
| Disbursements | | |
| Wages | 10,108 | 10,635 |
| Supplies | 3,499 | 2,756 |
| Professional Fees | 1,683 | 1,878 |
| Insurance | 1,089 | 1,075 |
| Bank Charges | 1,062 | 2,286 |
| Office Expense | 1,056 | 812 |
| Amortization (Note 2) | 918 | 788 |
| Training | 162 | 3,435 |
| Computer Expense | 75 | 122 |
| Workers Compensation Expense | 16 | 21 |
| Advertising | - | 362 |
| Non-Deductible Interest and Penalties | - | 190 |
| Travel | <u>-</u> | <u>45</u> |
| | <u>19,668</u> | <u>24,405</u> |
| Net (Disbursements) Receipts for the year | <u>\$ (283)</u> | <u>\$ 7,107</u> |

*The accompanying Notes are an integral part of these
Financial Statements.*

Emergency Vehicle Technicians Association of B.C.

Statement of Net Assets

(Prepared without Audit or Review: See Notice to Reader)

for the year ended June 30, 2018

| | 2018 | 2017 |
|---|--------------------|--------------------|
| Net Assets, Beginning | \$ 24,341 | \$ 17,234 |
| Net (Disbursements) Receipts for the year | <u> (283)</u> | <u> 7,107</u> |
| Net Assets, Ending | <u>\$ 24,058</u> | <u>\$ 24,341</u> |

*The accompanying Notes are an integral part of these
Financial Statements.*

Emergency Vehicle Technicians Association of B.C.

Notes to the Financial Statements

(Prepared without Audit or Review: See Notice to Reader)

for the year ended June 30, 2018

1. General

Property, plant and equipment

Property, plant and equipment at cost. Amortization is provided annually at rates and methods over their estimated useful lives as follows, except in the year of acquisition when one half of the rate is used.

| | | |
|-----------|-----|---------------|
| | % | |
| Equipment | 1/5 | straight line |
| Computers | 1/5 | straight line |

2. Property, plant and equipment

| | Cost | Accumulated Amortization | Net Book Value | |
|-----------|-----------------|-----------------------------|-----------------|-----------------|
| | | | 2018 | 2017 |
| Equipment | \$ 3,489 | \$ 1,919 | \$ 1,569 | \$ 2,267 |
| Computers | <u>1,104</u> | <u>552</u> | <u>552</u> | <u>773</u> |
| | <u>\$ 4,593</u> | <u>\$ 2,471</u> | <u>\$ 2,121</u> | <u>\$ 3,040</u> |

3. Due to Governmental Agencies

| | 2018 | 2017 |
|---|---------------|-------------|
| Due to Governmental Agencies consists of the following: | | |
| GST Payable | \$ <u>320</u> | \$ <u>-</u> |

4. Mission Statement

To promote the certification and education of maintenance personnel to a level that will ensure the ability of emergency service personnel to perform their functions safely and to the benefit of the general public.