



**Minutes**  
**2017 Annual General Meeting**  
**October 14, 2017**  
**Edmonton, Alberta**

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1. Approval of 2016 AGM Minutes

The Minutes were read by Treasurer, Elisa Warwick-Markowski. Moved by Sayler Reins that the Minutes of the 2016 Annual General Meeting of the HBOC Society be adopted. Seconded by Marlette Mack. Motion Carried.

2. President's Report

Nicole Martel read her President's Report. The report reviewed the accomplishments of the HBOC Society in 2016/17.

3. Approval of the 2016 Financial Statements

Financial Statements for the year ending December 31, 2016 were displayed on a powerpoint and reviewed. These statements have been reviewed and are submitted to the membership for approval. (See attached).

Elisa Warwick-Markowski, Treasurer, asked if there were any questions or concerns about the statements.

Moved by that the 2016 Financial Statements be approved.  
Seconded by Sayler Reins. Motion Carried.

4. Board of Directors

The Nomination Report (below) was presented and reviewed. Daryl Mack was voted in as a new Director.

Meeting adjourned at 1:45 h  
Mary McDonlald recording secretary

Laurie Ganton  
2425 – 106A Street  
Edmonton, AB T6J 4R3  
780-437-4173

August 9, 2017

Hereditary Breast Ovarian Cancer Society of Alberta  
#114, 11728 Kingsway Avenue  
Edmonton, AB  
T6B 0T6

Dear Members

Re: Review of Financial Transactions for 2016 Fiscal Year

I have reviewed the transactions and records for the Hereditary Breast Ovarian Cancer Society for the 12 months ended December 31, 2016. This examination of the Balance Sheet, Income Statement, and records does not constitute an audit or opinion on the financial statements, rather a confirmation that the books and records were reasonably maintained and the transactions were accurately recorded based on the selected review sample.

Overall, I found the books and records to be in order with no material errors or omissions, and that the financial statements reflect an accurate representation of the financial activities for the Society. Mrs. Okrainetz was helpful in providing all the information required. I have made some recommendations to the Society related to recordkeeping of certain transactions for their review and consideration in a separate correspondence.

Should you have any further questions, please do not hesitate to contact me.

Sincerely



Laurie Ganton

09/08/2017

**Balance Sheet - As of 31/12/2016**  
As of 31/12/2016 (in Canadian Dollars) (Accrual Basis)

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Account	31/12/2016 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Casino Account	0.00
Chequing	0.00
CWB Casino	1,685.82
CWB Casino Savings	4,547.96
CWB Operating	23,041.03
CWB Operating Savings	23,473.60
CWB Programs	8,668.96
CWB Special Projects	4,549.29
Petty Cash	53.65
<b>TOTAL Cash and Bank Accounts</b>	<b>66,020.31</b>
<b>Other Assets</b>	
Computers	0.00
Furniture	1,229.75
GST	1,508.37
<b>TOTAL Other Assets</b>	<b>2,738.12</b>
<b>TOTAL ASSETS</b>	<b>68,758.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
CPP Payable	0.00
EI Payable	0.00
Income Tax Payable	0.00
<b>TOTAL Other Liabilities</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>	<b>0.00</b>
<b>EQUITY</b>	<b>68,758.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>68,758.43</b>

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**Profit & Loss Statement - Last year**  
01/01/2016 through 31/12/2016 (in Canadian Dollars) (Accrual Basis)

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Category Description	01/01/2016- 31/12/2016
<b>INCOME</b>	
Conference - Registration	5,688.43
Conference - Sponsorship	6,978.00
Donations	
Corporate - R	660.00
Personal - R	11,009.64
Personal NR	14,290.41
TOTAL Donations	25,960.05
Fundraiser - Liquor and Food Sales	1,968.03
Fundraiser - Raffle	1,750.00
Fundraiser - Registration	2,445.32
Fundraiser - Silent Auction	6,982.85
Fundraiser - Sponsorship	2,970.70
Fundraising	510.30
Grants	6,527.00
Interest Inc	690.40
Membership Fees	379.12
Other Inc	163.00
<b>TOTAL INCOME</b>	<b>63,013.20</b>
<b>EXPENSES</b>	
Advertising	298.00
AGM Expenses	105.95
Bank Charge	
Moneris	79.50
Other Bank Charge	74.50
TOTAL Bank Charge	154.00
Benefits	3,384.21
Conference - Advertising	276.87
Conference - Catering & Room	5,821.34
Conference - Misc	58.93
Conference - Printing	449.66
Conference - Speaker Expenses	1,932.33
Depreciation	307.44
Fundraiser - Decorating	665.99
Fundraiser - Entertainment	2,990.57
Fundraiser - Food	89.81
Fundraiser - Insurance	120.00
Fundraiser - Liquor	954.80
Fundraiser - Miscellaneous	43.99
Fundraiser - Printing	359.00
Fundraiser - Venue	1,050.00
Fundraising Profits - to Operating	0.00
Gifts Given	114.98
GST Exp	2,583.28
Higher Yield Account	0.00
Insurance	650.00
Legal	880.00
Lianne Hanson Hope Fund	645.00
Meals & Beverages	46.62

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Profit & Loss Statement - Last year  
01/01/2016 through 31/12/2016 (in Canadian Dollars) (Accrual Basis)

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Category Description	01/01/2016- 31/12/2016
Office-Supplies	852.28
Postage and Courier	57.96
Printing	436.21
Programs	0.00
Rent	5,580.00
Risky Genes Awareness Program	6,014.67
Software	1,426.65
Special Projects	0.00
Subcontractors	77,375.00
Telecommunications	1,864.25
Travel	620.54
<b>TOTAL EXPENSES</b>	<b>118,210.33</b>
<b>OVERALL TOTAL</b>	<b>-55,197.13</b>

## 2017/18 Nominations Report

<b>Nicole Martel, President</b>	<b>To September 2018</b>
<b>Sayler Reins, Past President</b>	<b>To September 2018</b>
<b>Kristen Penick, Director</b>	<b>To September 2018</b>
<b>Vonnie Zupan, Director</b>	<b>To September 2018</b>
<b>Arielle Cantor, Director</b>	<b>To September 2018</b>
<b>Elisa Warwick-Markowski</b>	<b>To September 2018</b>
<b>Darryl Mack, Director</b>	<b>To September 2019</b>