**BRCA 2020 Annual General Meeting**

**Introduction**

According to the Constitution governing the Burritt’s Rapids Community Association, an Annual General Meeting is to be held in November at the end of each year with community members in attendance. The Board’s Annual Report and Financial Statement are to be presented to the community at that time, reviewed, and, if accepted, approved by the community. Board members are to stand-down at the same time and a new Board is to be elected by the community. An auditor is to be nominated and approved to review the financial operations of the Board. This process could not be followed in November 2020 due to Public Health restrictions related to COVID-19. Following consultation with public health officials in Ottawa and North Grenville, and with their approval, the following procedure was put in place:

* The Board’s Annual Report and Financial Statement were distributed electronically to all community members identified on our mailing list; in addition, notices were placed at the community mail-box site informing community members that hard copies were also available for viewing
* Community Members were invited to complete a survey on the Annual Report and Financial Statement or otherwise raise any issues they had with the documents, for which they would receive a reply
* Community members were also notified that the Board Members had stood-down; that most of the members were willing to serve again; and that anyone wishing to serve should put their name forward.

**Community Feedback/Actions**

***Re the Annual General Report, including the financial statement***

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| **Community Comment** | **Action** |
| All residents who commented on the Annual Report and Financial Statements were generally supportive of the documents |  |
| The Report should highlight community engagement activities sponsored by the Board | The Report was amended to include reference to Board-initiated community engagement activities: The Weekly Whine; Eye Spy; The Exceptional COVID Pumpkin Carving Contest |
| The short time (7 days) may result in few responses | We agree, and the timing – just before Christmas – did not help. That is why we propose to follow-up with an in-person meeting when this proves possible |
| While the financial report is accepted, it is noted that there is no financial information on the website | The Board will consider the possibility of posting financial reports on the web-site starting in 2021 |
| The task of ‘facebook manager” should be an integral part of Board responsibilities | We are lucky enough to have a Board Member who has the capacities and time to carry on this activity at present. This has not been so in the past. While changing demographics suggest that the permanent linking of the responsibility to a Board member may be possible henceforth – and this would obviously be preferable - it is not impossible to foresee occasions where we would rely on supportive non-Board-member residents to manage our facebook account. The Board will consider this point in the coming year. |
| There should be a communication strategy on how to reach members (*Note: from the context we presume this means how to reach “residents”*) | There is an informal communications strategy: all events are utilised to promote ‘joining’ our email list, which stands at over 90 individuals at present, and this mailing list is used to inform residents of activities/news; in addition, public notices at the community mailbox are employed to communicate to residents, many of which do not have easy access to electronic communications; in special circumstance, door-to-door canvassing has been used, as have special mail-box inserts and notices in the local papers. The Board would nonetheless be pleased to hear of other strategies that might prove useful and will carefully consider all suggestions. |
| The Report should mention efforts taken to clean up the parking lot site off Donnelly Dr and adjacent at the Dam | The Report was amended to include reference to this, including the lead work done by a resident on it |
| There was a question as to the reference to a solar panel at river’s edge just south of the Library | The Report was amended to clarify that the reference was to a solar-powered water level indicator |

***Re the Election of a New Board***

There were no volunteers to become Board members from the community; two residents specifically indicated that the Board should remain as is.

**Conclusion**

The members of the Board who indicated a willingness to continue on are deemed elected to that Board by the community. Outreach efforts will be taken to encourage another resident to step forward so that all Board positions are filled.

The Board considers the 2020 Annual Report and Financial Statement approved by the Community.

The individual who has audited our finances for the past few years, and who has been approved to do so previously by the community, has been asked to do so again this year.

The Board will, at the first opportunity, hold a community meeting to endorse these decisions.