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Association du patrimoine de Potton

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Potton Heritage Association

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DRAFT

29th Annual general Assembly

GENERAL ASSEMBLY OF MEMBERS OF THE POTTON HERITAGE ASSOCIATION HELD ON APRIL 25TH, 2019 IN THE TOWNHALL IN MANSONVILLE

1. OPENING OF THE MEETING

The Secretary, Chantal Ethier, confirmed the presence of a quorum with 35 members present, in accordance with the provisions of Article 4.3 of our General Bylaws requiring that 10 members be present in person. She therefore declared the meeting open at 16:20 p.m. and introduced the President Sandra Jewett.

2. AGENDA

The agenda was adopted unanimously. Moved by Beatrice Baass, seconded by Angèle Hébert.

3. ADOPTION OF THE MINUTES OF MARCH 25 2018

The minutes of the Annual General Assembly held on March 25, 2018 were unanimously adopted as read. Moved by Denis Lamontagne, seconded by Bernard Sansoucy. [Annex 1]

4. REPORT OF ACTIVITIES 2018

EXHIBITION: SUMMER 2018

- Potton Heritage Through our Exhibitions

PUBLICATIONS HISTOIRE POTTON HISTORY | BROCHURE

- HPH Volume 6 | Spring 2018 | Fall 2018
- The landscapes of Potton | Reprint

WEB SITES UPDATES | DIGITIZATION

- Place Names of Potton and More | 368 notices
- HPH | Reprints | 136 articles
- Past Exhibitions | 2016 | 2017

EXCURSIONS | LECTURES | FESTIVAL SPIRIT DE POTTON

- 20 excursions | Conference on the Round Barn
- Photo contest | Water in Potton
- Parade | Spirit of Potton Festival

MEMBERSHIP 147 MEMBERS [84%]

- 2018 | 6 new members
- 2019 | 7 new members

5. TREASURER'S REPORT 2018

The Treasurer Serge Normand tabled the financial statements for 2018 prepared by the accounting firm Ralph Bushenbaum services financiers. Revenues totalling \$11,137 and expenses of \$12,807 thus producing a deficit of \$1,670. Available cash balance : \$5,522

Please note : \$1,162 received in donations helped to balance revenues, which were less this year due to the absence of the Canteen, the only fund raising activity for the Heritage Association. Additionally, since the Association no longer rents a warehouse locker, we have reduced our annual expense by \$700. It was moved by Jacqueline Robitalle, seconded by Michel Payette, to adopt the 2018 financial statements as presented. Unanimous. (Annex 2)

6. 2019 BUDGET

Revenues totalling \$10,000 are forecast for 2019, with no provision for possible revenues from a Canteen, the future of which seems very uncertain. Expenses are forecast to total \$10,000. (Annex 3) Moved by Robert Joli, seconded by Beatrice Baass, and unanimously resolved to adopt the budget as presented for 2019.

7. NOMINATION OF AUDITOR

Treasurer Serge Normand requests the Assembly to designate the accounting firm of Ralf Bushenbaum, Services financiers du Canton de Potton, to prepare the financial statements for 2019. So moved by Robert Joli, seconded by Carol Bishop, and unanimously adopted.

8. ELECTION TO THE BOARD OF DIRECTORS

Vice President Serge Normand presented the list of candidates having accepted nomination to the Board : Carol Bishop, Chantal Ethier, Sandra Jewett, Robert Joli, Serge Normand, Lorraine Rouillard, Christian Smeesters and Janine Sourdif. It was moved by Beatrice Baass, seconded by Michel Payette, to elect the named candidates to the Board of Directors. Adopted unanimously.

9. QUESTIONS AND COMMENTS FROM MEMBERS

Michel Payette reminded that Mayor Jacques Marcoux, had suggested at the 2018 AGM that the Municipality, the GBMP, and the Heritage Association co-ordinate insofar as possible the program planning for the Round Barn as well as the expectations for the respective roles played by the Association and the Municipality. He noted no progress had been made since last year .

In subsequent general remarks, Mayor Marcoux reiterated the proposal made in 2018 regarding co-ordination between the three parties. Secretary Chantal Ethier added that steps had recently been taken already by the Vice President and Secretary, in order to better inform three Councillors, both of the Association's mission to inform them of actions being taken.

The President noted the foregoing, while reminding the Assembly that all these questions would be discussed in detail at the Special Meeting of the Membership to be held in September 2019. Michel Payette suggested there was advantage in exploring the issue before this Special meeting in order to have different scenarios to present to the members then.

Follow up required.

10. ADJOURNMENT

The meeting was adjourned at 11:54 by Chantal Ethier.

Drawn up by Chantal Ethier, Secretary of the Annual General Assembly of April 26th, 2019. English translation provided by Sandra Jewett, May 12th , 2019.

Annex 1 : Minutes of the 2018 Annual General Meeting held March 25 2018

[\[Available on line\]](#)

Annex 2 : Financial Statements 2018

[By R.B. Financial Services]

[\[Source Document – On line\]](#)

Revenus	2018	2017
Cotisation des membres	3 100	2 512
Dons	1 162	775
Collecte de fonds (Activités)	5	3 453
Revenu de ventes et divers	870	2 730
Commandite-Subvention	6 000	5 569
	11 137	15 039
Frais d'administration	2018	2017
Assemblée	320	1 221
Association		206
Conférences-Congrès	410	200
Fournitures de bureau	1 622	631
Frais banque	35	45
Honoraire	546	529
Loyer	945	1 290
Taxes et permis	34	34
	3 912	4 156
Frais reliés aux activités de financement	2018	2017
Frais reliés à la promotion de Potton	7 581	10 140
Frais reliés aux activités	1 310	1 345
	8 891	11 485
	12 803	15 641
Surplus (Déficit) de la période	-1 666	-602
Surplus au début de la période	7 192	7 794
Surplus à la fin de la période	5 526	7 192

Annex 3 : Budget 2019

[By Treasurer]

Revenus		BUDGET - 2019	
Membership	APP Adhésions	3 000	
	APP Dons	250	3 250
Subventions	S_Municipalité de Potton	6 000	6 000
Ventes	Revue HPH	500	
	Place Names + Rep. Top.	50	550
Activités	R_Divers	200	200
TOTAL REVENUS			10 000

Consolidation	BUDGET - 2019
Encaisse au début	5 526
Total Revenus	10 000
Total Dépenses	10 000
SURPLUS/DÉFICIT	-
SOLDE en fin d'exercice	5 526

Dépenses		BUDGET - 2019	
Gestion	Loyer	600	
	Casier postal	190	
	Frais bancaires	36	
	Frais comptables	550	
	Poste	75	
	Site web	20	
	Fournitures de bureau	150	1 621
Cotisations	FHQ	210	
	QAHN Autre	60	270
Restauration	Biens patrimoniaux	700	700
Permis	REQ	34	34
Congrès	Inscription Hôtel	300	300
AGA	Divers	200	
	Repas	300	500
Publications	HPH 1 Numéro	600	
	Autre publication	3 000	3 600
Activités	Concours Photos	75	
	Conférenciers	300	
	Sorties -Excursions	500	
	Expositions	2 000	
	Location salle	100	2 975
TOTAL DÉPENSES			10 000