



## **DRAFT**

### **30<sup>th</sup> Annual General Meeting**

#### **ANNUAL GENERAL MEETING OF MEMBERS OF THE POTTON HERITAGE ASSOCIATION**

**HELD ON APRIL 3, 2022, AT SAINT-CAJETAN CHURCH IN MANSONVILLE**

1. **Opening of the meeting**

The President of the Association declares the meeting to be open, welcomes everyone, briefly considers the time that has elapsed since the last meeting of members held in April 2019.

Pierre Léonard is introduced; he is the moderator appointed to lead the meeting.

*Note from the Secretary: 59 members who have paid their annual dues for 2022 are present and in good standing; they therefore constitute the quorum required for the holding of this meeting.*

2. **Adoption of the agenda**

The agenda is presented; on the proposal of Robert Nault, seconded by Robert Joli, it is **adopted by unanimous consent**.

3. **Adoption of the minutes of the 29th Annual Meeting – 2019**

The minutes of the 2019 Annual General Meeting are presented; on the proposal of Serge Normand, seconded by Hans Walser, they are **adopted by unanimous consent**. See Appendix 1.

4. **Directors' Report**

The President reviews the activities of the Board of Directors and the PHA, the period from the end of April 2019 to the present (April 3, 2022). Noted are the Association's mothballed activities because of the pandemic; the retirement of five directors and the recruiting of five new ones to be elected by this Assembly.

5. **2020 and 2021 Annual Financial Statements**

The Treasurer presents the 2020 and 2021 annual financial statements, which are the two years since the last meeting of members. Due to a marked slowdown in the activities of the PHA during the pandemic, a significant surplus has accumulated. During those two years, the Township has maintained its annual financial help to the Association.

Sandra Jewett, member, notes that in the donations received during 2021 include an amount of \$ 1,000 from a long-time member and expresses her gratitude as former president of the Association to Mrs. Ann Stanger Hruby.

On a proposal of **Robert Nault**, seconded by **Christian Smeesters**, the financial statements for the years ended December 31, 2020, and 2021 are **adopted unanimously as presented**. See Appendix 2.

6. 2022 Budget Estimates

The Treasurer presents the budget forecasts for 2022. It foresees the use of funds for all projects delayed by the pandemic, and therefore a resulting large deficit for 2022 – just over \$6,000. The main projects noted for allocation of funds are the Potton Mountains in seasons and the computer publishing effort of the APP libraries (for which a \$5,000 grant was received in March 2022 from the Municipality of the Township of Potton). Finally, in February 2022 a donation of \$2,500 was received by the Potton Municipal Volunteer Group in February. This amount is assorted with a condition stipulating that the moneys shall be used exclusively for exhibits and similar endeavours at the Round Barn.

The treasurer answers a few questions from members, including the estimated costs of the Potton Mountains project in season (estimated at \$4,000 including \$2,000 for aerial photos spread over four seasons). See Appendix 3.

7. Appointment of an accounting firm

The Treasurer proposes not to retain an accounting firm to make or revise the annual financial statements of the Association. He explains the reasons for his proposal. A debate ensues between the members, the President, and the Treasurer.

Finally, an enhanced proposal is presented:

**It is proposed by Claude Bouffard**

**And seconded by Christian Smeesters**

**That** the PHA will not retain an accounting firm for the year 2022,

**But** that a Finance Committee be made up of three non-executive members of the Association and the Treasurer (to answer questions only) to review the annual financial statements once a year, including those for 2020 and 2021 after the fact,

**And that** this committee be composed of Claude Bouffard, Robert Nault and Frank Ruiz.

**Adopted unanimously.**

8. Perspective 2022

The floor is yielded back to the President, Lorraine Rouillard.

She talks about her experience in the Association and paints a picture of its recent evolution. She calls for the rejuvenation of the Association, exposing that it is not solely up to the Board of Directors to do the things that are the object of the PHA's mission. With the renewal of the Board, the history of the great local families is noted as a subject of great importance; Pierre Giroux's involvement in the Association is a valuable addition in this sense. She also notes that the PHA is pivoting toward the digital aspect of information but that this is not yet finished.

She concludes with the considerable work that remains to be done, and also with the immense work already done by members since 1990.

9. The floor to the members

**Hans Walser presents a proposal of a resolution to adopt to the members:**

**WHEREAS** the mission of the Potton Heritage Association is to promote the heritage of the Township of Potton, located in the Eastern Townships, and to promote its conservation and presentation;

**WHEREAS** that the APP has been campaigning since 2010 for the protection and restoration of the Round Barn and its enhancement as an interpretation centre for the historical, built and landscape heritage of the Township of Potton;

**WHEREAS** that the Municipality of the Township of Potton has announced that a public consultation will soon be held on the future of the Round Barn;

**After much debate,**

**It is proposed by Hans Walser**

**Seconded by Lorraine Rouillard**

**That the members** of the Potton Heritage Association, meeting at the Annual General Meeting, ask the Municipality:

- To respect its commitment to Canadian Heritage (a department of the Government of Canada) and to its many donors;
- Confirm the primary use of the Round Barn as a heritage interpretation centre;
- And also, to allow its use for cultural and community purposes.

**And that** the resolution be adopted and transmitted to the municipality of the Township of Potton.

**Adopted unanimously.**

*(a single abstention is noted)*

10. Election of the members of the Board of Directors 2022

Outgoing directors are noted and those who are asking to be reappointed in 2022 are presented. Lorraine Rouillard also introduces a new applicant, Mr. Virgile Tremblay, to the Board.

**It is thus proposed by Serge Normand**

**And seconded by Frank Ruiz**

**That** Ms. Lorraine Rouillard and Mr. Carol Bishop, as well as Mr. François Hébert, Mr. Pierre L'Heureux, Mr. Pierre Giroux, Mr. Virgile Tremblay and Mr. Thierry Roger be elected directors of the Board of the Potton Heritage Association until the next annual meeting of members.

**Adopted unanimously.**

It is subsequently suggested by a member of the Association that the by-laws be modified to permit two year and also staggered mandates. This is noted to be discussed by the Board of directors so that it may be brought back to the next general meeting of members.

11. Adjournment of the meeting

Before the adjournment of the meeting, a number of testimonies and thanks are shared with the members; in particular, for Sandra Jewett; for Chantal Ethier and Janine Sourdif; for Christian Smeesters, Robert Joli, and Serge Normand.

Finally, we remember, with sadness, the recent passing of Thérèse Descary; she was a long time member.

Lorraine Rouillard thanks Pierre Léonard for his role as chair of the meeting and declares the Assembly over.

*Thierry Roger  
Board Secretary  
Treasurer for the Association  
April 4, 2022*

## APPENDIX 1 – Minutes of the AGM of 2019



C. P. 262  
Mansonville (Québec) J0E 1X0

### Association du patrimoine de Potton

DEPUIS 1990  
[www.patrimoinepotton.org](http://www.patrimoinepotton.org)  
[info@patrimoinepotton.org](mailto:info@patrimoinepotton.org)

### Potton Heritage Association

SINCE 1990  
[www.pottonheritage.org](http://www.pottonheritage.org)  
[info@pottonheritage.org](mailto:info@pottonheritage.org)

## 29<sup>th</sup> Annual general Assembly

### GENERAL ASSEMBLY OF MEMBERS OF THE POTTON HERITAGE ASSOCIATION HELD ON APRIL 25<sup>TH</sup>, 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 5 | 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

## APPENDIX 1 – Minutes of the AGM of 2019 (continued)

### 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 Robitaille, 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 12<sup>th</sup>, 2019.

**ASSOCIATION DU PATRIMOINE DE POTTON INC.  
POTTON HERITAGE ASSOCIATION INC.**

**BILAN - BALANCE SHEET**

au 31 DÉCEMBRE 2021/ at DECEMBER 31, 2021

	2021	2020
<b>ACTIF / ASSETS</b>		
<b>À COURT TERME / SHORT TERM</b>		
ENCAISSE / CASH	19 120 \$	16 288 \$
DÉBITEURS / OTHER ASSETS (note 1)	2 818 \$	- \$
PARTICIPATION / SHARE (note 2)	5 \$	5 \$
	<b>21 942 \$</b>	<b>16 293 \$</b>
<b>PASSIF / LIABILITIES</b>		
<b>À COURT TERME / SHORT TERM</b>		
À PAYER / ACCOUNTS PAYABLES (note 3)	2 996 \$	1 199 \$
REVENUES REPORTÉS (note 4)	20 \$	100 \$
	<b>3 016 \$</b>	<b>1 299 \$</b>
<b>ACTIF NET / NET ASSETS</b>	<b>18 926 \$</b>	<b>14 994 \$</b>
<b>CAPITAL</b>		
<b>SURPLUS D'OUVERTURE / BEGINNING SURPLUS</b>	14 994 \$	13 560 \$
Surplus (Déficit) de la période / Surplus (Deficit) for the period	3 932 \$	1 434 \$
<b>SUPLUS DE FERMETURE / SURPLUS AT END OF PERIOD</b>	<b>18 926 \$</b>	<b>14 994 \$</b>

**POTTON HERITAGE ASSOCIATION INC.**

**STATEMENT OF OPERATIONS**

For the period ended DECEMBER 31, 2021

	2021 <u>12 months</u>	2020 <u>12 months</u>
<b>REVENUES</b>		
Membership dues	380 \$	540 \$
Donations	1 600 \$	325 \$
Activities of funds raising	- \$	- \$
Revenues from miscellaneous sales	280 \$	230 \$
Grants and sponsorships (note 5)	5 000 \$	6 000 \$
	<b>7 260 \$</b>	<b>7 095 \$</b>
<b>ADMINISTRATIVE EXPENSES</b>		
Members meeting expenses	213 \$	263 \$
Associations expenses	- \$	- \$
Conferences and convention expenses	- \$	- \$
Office and business expenses	199 \$	318 \$
Bank fees	27 \$	29 \$
Professional dues	- \$	575 \$
Rent for premises (storage and meetings)	600 \$	1 200 \$
Taxes, permits and legal fees	36 \$	36 \$
	<b>1 075 \$</b>	<b>2 421 \$</b>
<b>EXPENSES INCURRED IN NEED OF FINANCING</b>		
Potton promotion expenses	1 500 \$	2 000 \$
Other activities expenses	753 \$	1 240 \$
	<b>2 253 \$</b>	<b>3 240 \$</b>
<b>SURPLUS (DEFICIT) FOR THE PERIOD</b>	<b>3 932 \$</b>	<b>1 434 \$</b>

## APPENDIX 2 – ANNUAL FINANCIAL STATEMENTS FOR 2020 AND 2021 (continued)

### ASSOCIATION DU PATRIMOINE DE POTTON INC.

### POTTON HERITAGE ASSOCIATION INC.

Notes aux états financiers / Financial statements notes

- 1 Principes comptables / accounting principles  

Les états financiers sont présentés sur base d'exercice. Selon ce principe, les revenus et dépenses sont inscrits lorsque confirmés, et non pas lorsque reçus ou payés.

These financial statements are presented on an accrual basis. According to this principle, revenues and expenses are recorded as soon as they are confirmed (i.e. realized), whether cash is received / paid or not.
- 2 Débiteurs / Other assets  

Composé des : frais payés d'avance (portail internet) = 1 392\$ (2020 = 0\$); inventaire des publications au coût d'impression = 1 426\$ (2020 = 0\$)

Composed of: Prepayment of Website hosting: \$1,392 (2020 = \$0); Stock of booklets at printing cost: \$1,426 (2020 = \$0).
- 3 À payer / Payables  

Facture de l'impression du numéro spécial HPH à payer (1 426\$); avance sur projet spécial (1 500\$); remboursement à faire d'une cotisation et d'un don fait par erreur par une personne morale (70\$)

Invoice for the printing of the HPH special issue to be paid (\$1,426); advance on special project (\$1,500); reimbursement to be made of a membership fee and of a donation made in error by a corporate body (\$70)
- 4 Revenus reportés / Unearned revenues  

Revenus de cotisations ou autres, encaissés, mais futurs (cotisation d'avance par exemple)

Unearned revenues of any kind, such as dues paid in advance for example
- 5 Subventions et commandites / Grants and sponsorships  

La subvention de la Municipalité du Canton de Pottton est comptabilisée lors de son encaissement.

The annual municipal grant from the Municipality of the Township of Pottton is recorded when cashed.

## APPENDIX 3 – FINANCIAL FORECAST FOR 2022

### POTTON HERITAGE ASSOCIATION INC.

#### FORECASTED STATEMENT OF OPERATIONS

For the period ended December 31, 2022

	<u>2022</u> 12 months	<u>2021</u> 12 months
<b>REVENUES</b>		
Membership dues	540 \$	380 \$
Donations	40 \$	1 600 \$
Activities of funds raising	-	-
Revenues from miscellaneous sales	1 215 \$	280 \$
Less cost of goods sold	(1 215) \$	-
Grants and sponsorships (notes 5 and 6)	7 500 \$	5 000 \$
	<b>8 080 \$</b>	<b>7 260 \$</b>
<b>ADMINISTRATIVE EXPENSES</b>		
Members meeting expenses	1 350 \$	213 \$
Associations expenses	80 \$	-
Conferences and convention expenses	-	-
Office and business expenses	368 \$	199 \$
Bank fees	27 \$	27 \$
Professional dues	-	-
Rent for premises (storage and meetings)	300 \$	600 \$
Taxes, permits and legal fees	36 \$	36 \$
	<b>2 161 \$</b>	<b>1 075 \$</b>
<b>EXPENSES INCURRED IN NEED OF FINANCING</b>		
Pottton promotion expenses	4 000 \$	1 500 \$
Other activities expenses	680 \$	753 \$
Cost of completing the digital library	7 500 \$	-
	<b>12 180 \$</b>	<b>2 253 \$</b>
<b>SURPLUS (DEFICIT) FOR THE PERIOD</b>	<b>(6 260) \$</b>	<b>3 932 \$</b>

FORECASTED FINANCIAL STATEMENTS

PRÉVISIONS BUDGÉTAIRES