



MEETING MINUTES OF THE 2024 VIRTUAL ANNUAL GENERAL MEETING
HELD ON NOVEMBER 27, 2024 AT 16:30PM ON MS TEAMS.

NLCSA Officers Present

- Dalton Haney – Chair
- Jody Ryan – Vice Chair
- Lorelyn Arejola – Secretary
- Kristine Maningo – Treasurer
- Jashanpreet Singh – FSJ
- Ayesha Galve – DC

- Teena Rani

- Nina Lou Carta

NLC Staff

Laurie Webb - Executive Director NLCSA & Lead Student Experience Officer
Lorelee Mathias- Director of Student Services
Heidi Bolisay – Student Experience Officer, FSJ
Jorijn Malcolm- WUSC Representative (non-staff)

AGENDA:

NLCSA Annual General Meeting

1. Review of the 2023 AGM minutes from November 2024
2. Review of Executive Director’s Report for the 2023-2024 Fiscal Year

3. Review and Approve Auditor's Financial Statements for the 2023-2024 Fiscal Year
4. Review and approve the Auditor's Report for the 2023-2024 Fiscal Year
5. 2023-2024 Auditor's fees – Sander Bone Rose Grindle LLP
6. Appointment of the Auditor for the 2024-2025 Fiscal Year
7. Approve annual filing fee for BC Societies and their Change of Director's fee.
8. Presentation from NLC Chapter of World University Service of Canada (WUSC)
9. Presentation from Lorelee Mathias- SPC Card
10. Adjournment of AGM

ACKNOWLEDGEMENT

Dalton Haney shared an acknowledgement of territorial lands

CHAIRPERSON

Dalton Haney, the Chair of the NLC Students' Association is the CHAIRPERSON of the meeting. Meeting called to order at 4:34 PM.

Lorelyn Arejola the secretary of the NLCSA is the SCRIBE for this meeting

NOTICE OF MEETING

Dalton Haney stated that a letter of notice of the Annual General Meeting was sent to all NLCSA members via email by the Executive Director on behalf of the NLC Students' Association on October 18, 2024.

QUORUM

Dalton Haney confirmed that quorum of members is present for this meeting and that the meeting will be regularly called and duly constituted

for the transaction of business. EIGHT (8) members were present from TWO (2) campuses: Dawson Creek & Fort St. John.

APPROVAL OF THE AGENDA

Dalton Haney asked the members present if there were any additions or amendments to the 2024 AGM's Agenda.

Hearing none; Dalton Haney moved to adopt the 2024 AGM Agenda. Seconded by Jody Ryan.

UPON MOTION DULY MADE by Dalton Haney, it was RESOLVED that the agenda be adopted as presented. SECONDED by Jody Ryan. All in favour, motion carried.

1. ADOPT PREVIOUS MEETING MINUTES

Dalton Haney asked if everyone has read the minutes from the November 25, 2023 AGM as circulated in via email previous to this meeting. After review, Dalton asked if there were any questions about the minutes presented. Laurie Webb noted some amendments to the last meeting minutes, clarifying there were only three branches as quorum: DC, FSJ, and Chetwynd. Amendments were made during the meeting. Dalton moved to accept the amended AGM meeting minutes from November 25, 2023 as circulated.

UPON MOTION DULY MADE by Dalton Haney, it was RESOLVED that the amended AGM minutes from November 25, 2023 be accepted as circulated. SECONDED by Jody Ryan. All in favour, motion carried.

2. EXECUTIVE DIRECTORS' REPORT

Dalton Haney presented the Executive Director's report for the period of 2023-2024 submitted by Laurie Webb, the Executive Director of the NLCSA. A copy of this report will be filed with the AGM paperwork for reference.

UPON MOTION DULY MADE by Dalton Haney the report presented to the members be ADOPTED and CONFIRMED and that the acts and proceedings

of the directors and officers for the preceding year be RATIFIED and CONFIRMED. SECONDED by Kristine Maningo. All in favour, motion carried.

3. FINANCIAL STATEMENTS

Laurie Webb presented the Draft Audit Financial Statements for the fiscal year end of April 30, 2024.

Laurie Webb spoke to and clarified the contents of these statements to the members present and opened the floor to questions for clarification from members.

UPON MOTION DULY MADE by Dalton Haney, it was RESOLVED that the audited draft financial statements for the fiscal year of April 30, 2024 presented to the members by Laurie Webb be ADOPTED and CONFIRMED. SECONDED by Lorelyn Arejola. All in favour, motion carried.

4. AUDITOR'S REPORT

Those in attendance were given time to read the Auditor's report for the fiscal year end of April 30, 2024 from Sander Rose Bone Grindle Chartered Professional Accountants.

Lorelee Mathias provided a context on the purpose of the audit and that is to review all transactions throughout the fiscal year to ensure there is no fraudulent activity happening. It is a requirement of the Societies Act to have the books audited annually. Check and balance to make sure funds are always motioned and voted on properly.

Dalton Haney opened the floor to questions.

Hearing none, Dalton motioned to approve the report as presented.

UPON MOTION DULY MADE by Dalton Haney, it was RESOLVED that the Auditor's Report for the year ended of April 30, 2024 be ADOPTED and CONFIRMED. SECONDED by Jody Ryan. All in favour, motion carried.

5. THE AUDITOR FEES

The NLCSA received invoice #28778 from Sander Rose Bone Grindle LLP, Chartered Professional Accountants in the amount of \$8,599.50 for services rendered for the NLCSA Audit for the fiscal year end of April 30, 2024.

NLC pays for this expense on behalf of the NLCSA as per the Services Agreement between the two parties.

The NLCSA Executive Director will draft a letter to request payment for this expense as part of the Services Agreement. The NLCSA chair will sign the letter, then it will be submitted to Tanya Jones, the NLC Manager of Finances to file and pay.

UPON MOTION DULY MADE by Dalton Haney, it was RESOLVED to request by letter that NLC pay the Auditor's fee of \$8599.50 (Re: invoice #28778) from Sander Rose Bone Grindle Chartered Professional Accountants for the fiscal year end of April 30, 2024, on behalf of the NLCSA as part of the services agreement. SECONDED by Jody Ryan. All in favour, motion carried.

6. APPOINTMENT OF AUDITOR

Dalton Haney noted that for the past 11 years, the NLC Students' Association have used the services of Sander Rose Bone Grindle, Chartered Professional Accountants as our Auditor. He then asked the members present if there were any concerns regarding appointing them as the auditor for the 2024/2025 Fiscal Year. Hearing none, Dalton Haney moved to appoint Sander Rose Bone Grindle as the auditor of the NLCSA Society for the 2024-2025 fiscal year.

UPON MOTION DULY MADE by Dalton Haney, it was RESOLVED that Sander Rose Bone Grindle be appointed auditor of the NLCSA Society for the 2024-2025 fiscal year. SECONDED by Jody Ryan. All in favour, motion carried.

7. BC SOCIETIES ANNUAL REPORT FEE and CHANGE OF DIRECTOR FEE

Following the AGM, the BC Societies Act requires that all societies submit a Society Annual Report online. Last year the filing fee was \$40.00. The NLCSA Executive Director, submits the report and fee on behalf of the NLCSA.

The Change of Director fee is \$40, the NLCSA Executive Director, Laurie Webb, will submit the report and fee on behalf of the NLCSA.

MOTION: Dalton Haney moves that Laurie Webb will submit the Society Annual Report online to BC registry Service on behalf of the NLCSA and the NLCSA approves to cover the \$40 filing fee. Seconded by Kristine Maningo. All in Favour. MOTION CARRIED.

8. WUSC- NLC CHAPTER PRESENTATION

Jorijn Malcolm presented information regarding the NLC Chapter of World University Service of Canada (WUSC).

She mentioned that this program aims to provide refugee students in Canada with supports in academics, cultural, social, health and well-being, and financial needs. Local chapters provide support in all of these areas and the major one NLC support to are the financial needs of the refugee students. This includes 12 months worth of free tuition fee, housing, monthly allowance, school supplies, and other necessities. The proposal from the WUSC is to request for some funds from the NLCSA to support for this program.

The group agreed to table this concern on the next NLCSA meeting so we can discuss further. Jorijn Malcolm will provide additional information to the NLCSA through Laurie Webb such as the target number of refugee students to benefit from this program every year, total number of recipients over the years, and the financial breakdown and outline of what and how much the recipient students need. These pieces of information will be used to guide the NLCSA in discussing this matter on the next meeting.

Dalton Haney moved to table this concern to the next NLCSA meeting to review more and figure out a plan on how to move forward with the proposal. All in favour.

9. Lorelee Mathias- SPC Cards

Lorelee Mathias- NLC's Director of Student Services presented information regarding the Student Price Cards (SPC).

SPC is a discount card (now through an app) for students which they can use to shop at any participating stores/businesses in Canada. Student associations can purchase these discount cards through various options such as getting all the enrolled students a card for free on an annual basis or purchasing a bulk order of cards for a reduced rate from the SPCA directly and then reselling it to the students for a discounted price. The first option entailed lesser administrative work for student associations in running this program, while the second option brings in additional income for the student associations.

After the presentation, Laurie Webb asked if there is extra from the total number of cards given away/sold (depending on the option used as mentioned above), will they still be usable for the next year or were they activated all at the same time upon purchase. Lorelee Mathias said that it could probably be carried over to the next year, as they will only be activated upon using them and not by the time they're purchased. Dalton Haney also asked whether the funds needed for this program be taken out from each student council accounts and if the process of changing numbers year after year be hard given the decrease of number of international students in the coming years. Lorelee Mathias said that the funds will be coming from the individual student council accounts, and that in terms of the numbers we can order for the rough estimate and then just top up to cover for the changes in the coming years.

Lorelee Mathias and Laurie Webb will do a financial breakdown based on the two available options and come back next meeting with this needed information to guide further discussion and decision-making of the NLCSA.

Termination

There being no further business, UPON MOTION DULY MADE by Dalton Haney IT WAS RESOLVED that the meeting be terminated at 6:08 PM.

Signature

Signature