

**Kilcona Park Dog Club Inc.
2013 Annual General Meeting
Minutes**

Date	November 19th, 2013
Time	1800
Location	Henderson Public Library 1-1050 Henderson Hwy, Winnipeg, MB
Chairperson	Donna Henry
Secretary	Kathleen Kirkman

Order of Business

<p>Call to Order</p> <p>President Donna Henry called the meeting to order at 1810.</p>
<p>Introductions</p> <p>Donna Henry introduced the Board members and guests, Frank Machovec Co-chair of Maple Grove Dog Owners' Association (MGDOA) and Rosylyn Jones-Smith, MGDOA Board Member at Large. KPDC members introduced themselves.</p>
<p>Adoption of Agenda</p> <p>Adoption of the agenda as circulated.</p>
<p>Adoption of the AGM Minutes of 2012</p> <p>Motion 1. To adopt of the minutes of the 2012 AGM. Moved by Kathleen Kirkman, seconded by Jeff Henry. Carried unanimously.</p>
<p>President's Annual Report</p> <p>Refer to Appendix A.</p> <p>Questions arising from the Presidents report:</p> <ul style="list-style-type: none"> • Clarification on the \$20,040 Land Dedication Reserve Fund grant. • Clarification re details of membership sales process improvements. • Discussion about the effectiveness of the "Number Two Clue" Program in improving compliance re dog feces pick-up. Responding to a question, Donna Henry confirmed

that City has the authority to close off-leash areas “where there is a consistent violation of the requirement to pick up feces”. She agreed to a request that the Board post a notice on the bulletin board informing dog owners of this.

Donna Henry indicate that, based on experience in other parks, including Maple Grove , the best way to manage the problem is to have dog owners self-police.

Motion 2. To approve the President’s Annual Report. Moved by Donna Henry, seconded by Susan Argue. Carried unanimously.

Treasurer’s Report

Motion 3. To accept the Treasurer’s 2012-2013 Report as amended. Moved by Craig Handkamer, seconded by Ted Norrington. Carried unanimously.

Refer to Appendix B and the financial growth chart in **Appendix A.**

Consideration of Proposed By-law Amendments

Donna Henry reviewed amendments to the proposed by-laws. Refer to **Appendix B.**

Motion 4: To accept proposed amendments to the by-laws. Moved by Donna Henry, seconded by Kathleen Kirkman. Carried unanimously.

Election of the New Board

Frank Machovec chaired the election of officers. All positions were filled by acclamation, except the Vice President position - no nominees & remains vacant).

President: Donna Henry. Nominated by Frank Machovec, seconded by Rosalyn Jones-Smith.

Vice President: Vacant

Treasurer: Ted Norrington. Nominated by Donna Henry, seconded by Gerald Carbotte.

Michelle Champagne. Nominated by Marcel Champagne, seconded by Craig Handkamer. Withdrew.

Director of Fundraising: Maria Conley. Nominated by Kathleen Kirkman, seconded by Jeff Henry.

Director of Membership: Kevin Gordon. Nominated by Jeff Henry, seconded by Kathleen Kirkman.

Director of Marketing and Communication: Jeff Henry. Nominated by Kathleen Kirkman, seconded by Craig Handkamer.

Director of Events: Cindy Greenlay. Nominated by Jeff Henry, seconded by Craig

Handkamer.

Recording Secretary: Kathleen Kirkman. Nominated by Jeff Henry, seconded by Craig Handkamer.

The Oath of Office and the swearing in of the 2013-2014 Board of Directors were deferred until the Board of Directors transition meeting.

Adjournment of the 2013 AGM

Meeting was adjourned @ 1935.

APPENDIX A

KILCONA PARK DOG CLUB INC.

NOVEMBER 19, 2013 ANNUAL GENERAL MEETING

PRESIDENT'S REPORT

In 2013 Kilcona Park Dog Club celebrated its tenth anniversary. It was a year filled with a number of unforeseen and unplanned events and overall it was a year of great achievements.

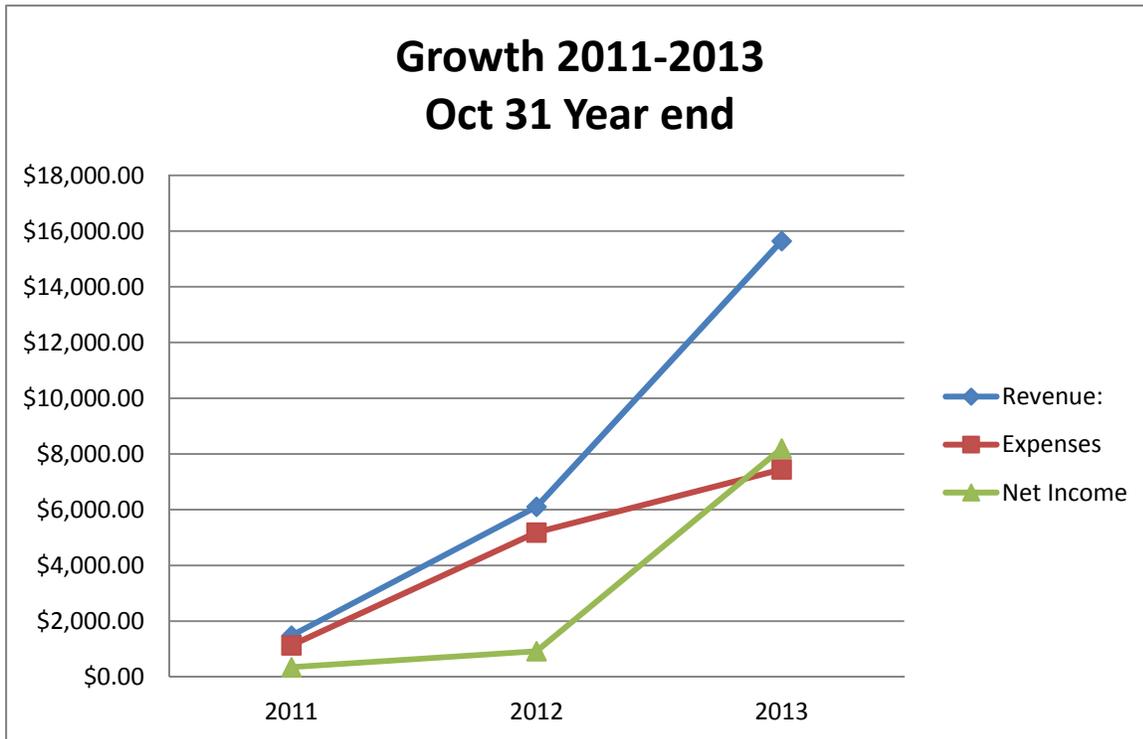
2013 Results and Achievements – Highlights

Financial Success

In financial terms 2013 was a watershed year. Not only did the club's gross income soar to over \$15,500 but net income exploded from \$900 in the previous year to approximately \$8,200.

Expenses were well controlled as the Board found ways to improve the club's effectiveness and lower costs. For example, KPDC moved General Membership Meetings from our traditional venue at the church to Henderson Public Library, realizing a saving of \$250 per meeting. We continued to invest in event equipment to improve the club's effectiveness in the future.

In the first two weeks of November, the first month of the new fiscal year, KPDC has already surpassed 2013's phenomenal financial growth, raising approximately \$21,000 in revenue, with a grant for \$20,040; corporate sponsorship fees and the sale of memberships.



Park Stewardship

Goal

To hold the Annual Spring Clean-Up.

Results - Exceeded.

- KPDX held 3 clean-up events - emergency winter, spring and fall.
- To encourage participation in park clean-ups KPDC began providing food for volunteers. Corporate sponsor JD Doggs brought in a mobile cart for the fall event. Hundreds of people participated in the fall clean-up.

- **Goal**

To begin funding and providing manpower for projects in the off-leash area.

Results – Met.

- Installed new cigarette butt receptacle near the play area.
- Surveyed membership to determine which park projects the club will fund.

- Purchased \$20,040 worth of new park benches and accessible picnic tables. The tables and 5 of the 8 benches were installed. The remaining benches will be installed in the spring after the new park boundaries have been finalized.

Other Stewardship Initiatives

Goal

To promote recycling at Kilcona.

Results – Met.

Acquired recycling bins for club events at no cost to KPDC through a partnership with Recycle Everywhere. The club now owns its own bins. We used them at two events this summer, diverting approximately 50 pounds of recyclables from city landfills. We have encouraged Parks and Open Spaces to install permanent recycling bins throughout the park.

Advocacy

Goal

To continue to consult with Winnipeg Animal Services Agency Chief Operating Officer and Parks and Open Spaces on matters pertaining to Kilcona.

Results - Met.

- Met with Parks and Open Spaces staff informally on three occasions.
- No reason to consult formally with Animal Services. Communicated with staff frequently throughout the year. WASA staff and volunteers set up booths at two KPDC's fundraisers, and supported the club's request to set up a dog daycare centre in the on-leash area at two fundraisers.

Goal

To participate in a formal coalition of Winnipeg dog park organizations in order to have a stronger voice and a greater ability to advocate for dogs and dog owners than the individual clubs currently have.

Results - Not met.

KPDC Directors met with other dog park representatives several times last winter. The group agreed that establishing the Winnipeg Network of Dog Owner Groups was not feasible because there are not enough dog clubs in the city.

Maple Grove Park Dog Owners Association, Little Mountain Park Dog Club and KPDC agreed to continue working together on matters of common interest. i.e. “I own a dog” campaign to elect a dog-friendly City Council in 2015, publication and distribution of the Petiquette brochure, and a joint presentation about Winnipeg dog parks at the *DREAM in the City Canine Expo*.

Other Advocacy Initiatives

- KPDC represented Kilcona dog owners on the Kilcona Park Master Plan Stakeholder Committee.

The club coordinated Kilcona dog owners’ lobbying effort to persuade the City not to reduce the size of Kilcona’s off-leash area.

The write-in campaign was very successful. City Councillors Jeff Browaty and Russ Wyatt asked to meet to with the Board to discuss dog owners’ objections to the proposed plans.

KPDC presented a proposal, approved by members, to the Councillors, City administrators and consultants to increase the size of the dog park and retain the off-leash play area. KPDC’S advocacy resulted in a re-working of a draft master plan that does not reduce the size of the off-leash area.

- Launched the “I own a dog AND I vote!” campaign in cooperation with Little Mountain Park Dog Club to elect a dog-friendly city council in 2015.
- Used the club’s website and local media to influence elected officials and gain public support for dog parks. River Heights Councillor John Orlikow advised Brenda Liepsic Off-Leash Area dog owners to organize a club like KPDC to advocate for their park. Councillor Russ Wyatt publicly praised KPDC for raising awareness of the value of dog parks when he announced the new developer-funded dog park in Transcona.

Events

Goal

To hold an Annual BBQ and Fundraiser.

Results - Exceeded.

KPDC held 3 fundraising events - a Spring BBQ, the 10th Anniversary Dogfest and the KPDC – IAMS National Dog Day Party in the Park.

Goal

To ensure food safety at KPDC events, training a KPDC Director as a Certified Food Handler.

Results - Met.

The Director of Marketing was trained and certified.

Responsible Pet Ownership Education

Goal

To distribute the pet etiquette and safety brochure published by KPDC, Maple Grove, Little Mountain and Winnipeg Animal Services Agency.

Result – Met.

Distributed 1500 “Petiquette” brochures to new dog owners through vets, and animal shelters and rescues.

Goal

To encourage park users to pick up after their dogs, KPDC will launch and promote the “Number Two Clue” program.

Result – Not met.

While the whistle part of the program was not widely adopted, the number of people reporting that they alert other dog owners when necessary has increased significantly.

Other Responsible Pet Ownership Initiatives

- Continued dog waste education program, using website and bulletin board to inform dog owners about diseases and parasites spread through feces.
- Alpine Animal Hospital set up at fundraising events to educate dog owners about the risk of disease and parasite transmission through feces.
- Launched an education campaign re cigarette butt toxicity to encourage dog owners who smoke to use the new butt receptacle.
- Collected data from City of Winnipeg reports on water quality and veterinarians case studies of canine gastrointestinal, urinary tract and skin diseases related to exposure to Kilcona pond water. Used the information to persuade parks administrators to install more water quality warning signs in the off-leash area. Published water quality warnings on the club’s website and bulletin board.

Marketing

Goal

To increase visibility of KPDC by expanding the Corporate Sponsorship Program.

Results – Exceeded.

KPDC doubled the number of corporate sponsors - from 9 to 19 - and increased the number of platinum sponsors from 1 to 4. The Director of Marketing also recruited 5 restaurant sponsors for the “People on the Go” raffle and 2 new event sponsors for club barbecues.

Goal

To increase visibility of KPDC by maintaining website and Facebook page.

Results – Met.

KPDC’s online presence was established in 2011. Over the past two years traffic to the sites has grown steadily.

Goal

To increase visibility of KPDC by launching the sale of branded products in retail outlets.

Results - Not met.

The goal was not achieved because of a vacancy on the Board; the unplanned IAMS event; and involvement in a series of meetings with stakeholders, Councillors, City administrators and KPDC members re the proposed reduction to the dog park. This remains a priority for 2014.

Other Marketing Initiatives

To increase visibility of KPDC by providing volunteers with branded apparel.

Results – Met.

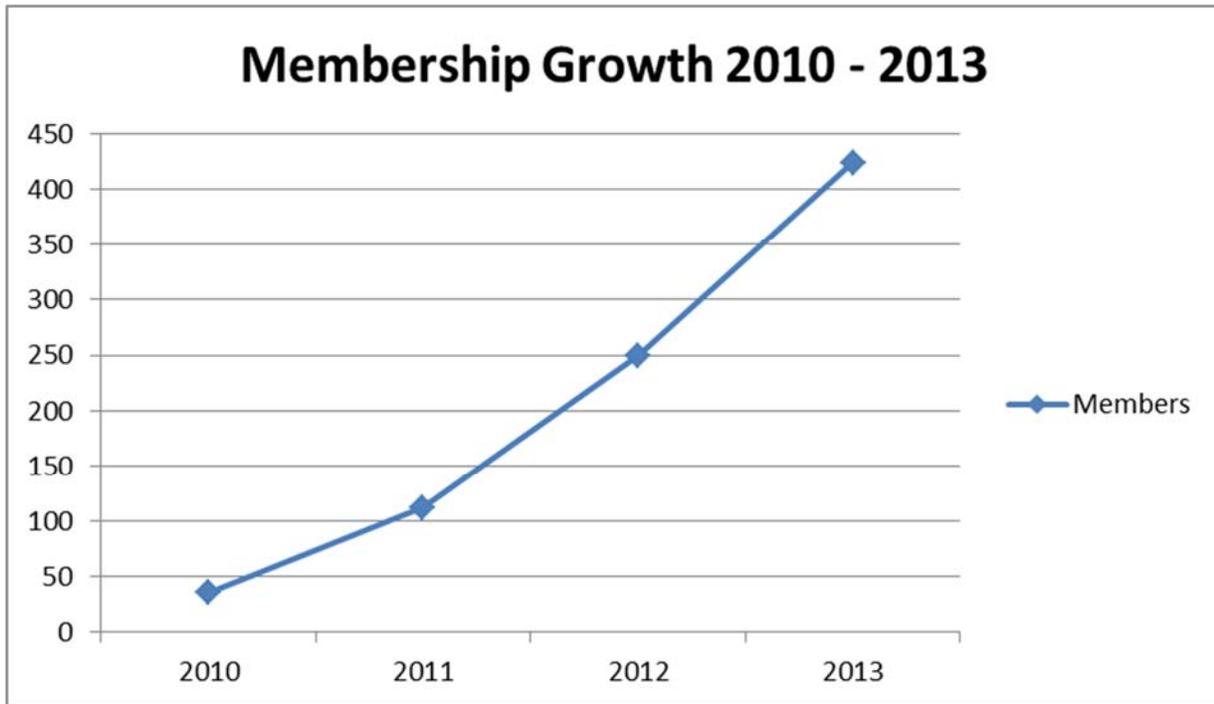
KPDC distributed branded tee shirts and aprons to 25 new volunteers. All volunteers wore branded shirts and aprons at club events.

Membership

Goal

To grow KPDC membership from 250 to 400.

Results – Met.



- KPDC's platinum sponsor, Pet Valu at Reenders and Rivergrove co-manages the club's membership program. The system provides a convenient retail point of sale for membership cards and saves KPDC hundreds of dollars a year in postage and supplies. Pet Valu offers KPDC this service at no charge.

This system is much more effective than selling memberships at the park and is boosting club membership to record levels. At year end KPDC memberships had grown to 424.

The club continued to sell memberships at club events and we receive some mail-in applications.

- KPDC and Pet Valu continue to monitor and improve membership sales processes to ensure that your membership applications are processed in a timely manner and new members begin receiving park and club-related information, discounts and other benefits as quickly as possible.

Gaming

Goal

To raise \$4700 through the *People on the Go* Raffle and \$600 through 50/50 draws.

Results – Met.

KPDC members sold raffle tickets to family members, friends and colleagues, and our team of volunteers sold tickets at various retail locations.

KPDC Management and Administration

Goal

To recruit qualified volunteers for each operating portfolio – Marketing, Events, Gaming, and Membership.

Results – Met.

Twenty-five new volunteers were recruited and trained. A total of 32 club members volunteered their services at club events and fundraisers this year. Several hundred members volunteered for the fall park clean-up.

Thank You ! 2013 Volunteers



Al Bartlett	Diane Havens	Lee-Ann Zacharias	Robyn Mahara
Angie Carriere	Gail Warywoda	Leslie McLaren	Sara Brown
Beth Proven	Janet Flack	Maria Conley	Sasha Emric
Carol Barrett	Jen Aikenhead	Melanie Bidzinski	Sherri Thomson
Cindy Greenlay	Julie Johnson	Michelle	Stephan Hirsch
Cory Nolgren	Kevin Gordon	Champagne	Teresa Wiebe
Darren	Kim Loeb	Pat Gray	Toni Zacharias
Zacharias	Lawrence Kyle	Phil Werbiski	Vince Pahkala
Dave Brown		Robyn Mahara	Wayne L'Esperance

Goal

To prepare a 10th anniversary history of Kilcoona Park Dog Club.

Results – Met.

The history will be posted online when KPDC's new enhanced website is launched this year.

Goal

To enroll the Board in the Volunteers Centre's *Roles & Responsibilities of the Board* training the Board so that Directors have the knowledge and skills to make sound decisions to ensure the club's success.

Results - Not met.

This remains a priority for 2014.

Goal

To purchase Directors liability insurance.

Results - Not met.

This remains a priority for 2014. Securing affordable comprehensive liability insurance is essential.

Draft 2013-14 Goals

Stewardship

- To hold spring and fall park clean-ups.
- To fundraise for future park improvements.

Advocacy

- To continue to consult with Winnipeg Animal Services Agency and Parks and Open Spaces on matters pertaining to Kilcona.
- To roll out the "I own a dog AND I vote!" campaign to elect a dog-friendly city council in 2015.

Marketing

- To increase visibility of KPDC by expanding the Corporate Sponsorship Program to 25.
- To launch KPDC-branded products in retail outlets.
- To launch and create content for an enhanced website.
- To install an online payment system for memberships, products and donations.

Membership

- To increase membership through special referral campaign that will be launched in December and run until the end of May 2014.
- To improve membership sales processes to ensure that membership applications are processed in a timely manner.

Events

- To hold spring and fall “Dogfest” barbecues.
- To explore opportunities to incorporate more new activities in KPDC events.

Responsible Pet Ownership Education

- To continue publishing and distributing the Petiquette brochure through vets and shelters.
- To promote dog waste management education initiatives.

KPDC Management and Administration

- To continue to recruit qualified volunteers for each operating portfolio – Marketing, Events, Fundraising and Membership.
- To enroll KPDC Directors in the Volunteers Centre’s Roles & Responsibilities of the Board training.
- To purchase Directors liability insurance.

The Board thanks the Directors, volunteers and animal welfare partners who helped make this year a success – KPDC’s corporate sponsors for their significant financial support, valuable advice, and enthusiastic participation in club events – raffle and event sponsors - and North Kildonan City Councillor, Jeff Browaty for supporting KPDC’s application for the Land Dedication Reserve Fund grant for new benches and picnic tables and for financial support for the club fundraisers.

Submitted by Donna Henry
President – Kilcona Park Dog Club Inc.

APPENDIX B
KILCONA PARK DOG CLUB INC.
NOVEMBER 19, 2013 ANNUAL GENERAL MEETING
AUDITORS REPORT

Auditor's Report to the Members of the Kilcona Park Dog Club Inc.

We have audited the accompanying Balance Sheet of the Kilcona Park Dog Club Inc. as at October 31, 2013 and the related Income Statement for the year ended October 31, 2013.

In our opinion the statements give a true and fair view of the financial position of the Kilcona Park Dog Club Inc. as at October 31, 2013 and the results of its operations and cash flow for the year.

Beth Proven, B.A., CFRE
Manager, Planned Giving
The University of Manitoba

Kim Loeb
Acting Dean
Professional, Applied and Continuing
Education
University of Winnipeg

November 15, 2013

APPENDIX C
KILCONA PARK DOG CLUB INC.
NOVEMBER 19, 2013 ANNUAL GENERAL MEETING

BY-LAW AMENDMENTS (IN RED)

Approved by General Membership, Winnipeg, November 2009, amended November
2011, November 2012, and November 2013

Article 2. STATEMENT OF PURPOSE

2.1 The purpose of the Club is:

2.1.1 To advocate for and support the interests of dog owners with respect to off-leash facilities, policies and practices,

Rationale for proposed amendments to **Article 2.1.1.**

- The proposed amendment to Article 2.1 is simply a grammatical edit.

Article 5. GOVERNANCE AND MANAGEMENT OF THE CLUB

5.11 If the Club fails to elect either a full slate of Directors, or the minimum number of Directors provided for in the By-laws at any AGM, the Directors elected to office shall immediately call a Special General Membership Meeting, in accordance with Article 8.6, to fill vacancies.

5.12 If all of the Directors have resigned, or have been removed from office, and no replacement Directors are elected, a Member who manages the activities of the club shall deemed to be a Director for purposes of the *Canada Not-For-Profit Corporations Act*.

Rationale for proposed amendments to **Articles 5.11 and 5.12**

- The intent of the amendment to **Article 5.11** is to define a process to prevent the immediate dissolution of KPDC if the membership fails to elect the required number of Directors at any Annual General Meeting.

KPDC's By-laws and Articles of Incorporation specify that in order for the club to operate there must be a minimum of four (4) Directors. In actual fact however, the club cannot operate properly without a full slate of Directors because the burden on the remaining Directors becomes much too onerous. The amendment will allow the club a second opportunity to recruit and elect a Board of Directors if it fails to do so at the AGM.

- The intent of the amendment to **Article 5.12** is to identify who is responsible for disposing of KPDC's assets, filing Articles of Dissolution and winding up the affairs of the club in the event that the club has no Directors.

Rationale for the following proposed amendments to **Articles 5.13.2, 5.13.5, 5.13.6, 5.13.7 and 5.13.8**

- Directors' job descriptions were first approved by the membership at the November 2011 AGM. The Board anticipated that job description by-laws would be tested for workability and would require fine tuning. The proposed amendments create one new position and reassign duties from one position to another.

5.13.2 The Vice President shall:

5.13.2.5 coordinate the Club's volunteer program, including recruitment, placement, retention and recognition,

5.13.2.6 develop and maintain volunteer job descriptions, policies, procedures and agreements,

~~5.13.2.6~~ manage the Club's Inventory Management System,

5.13.2.7 maintain records associated with the position.

- The intent of the amendment to **Article 5.13.2** is to assign responsibility for coordinating the Volunteer Program and management of KPDC's Inventory Management System to the position of Vice President.

5.13.5 Director of Membership shall:

5.13.5.5 direct and provide support to the Membership Committee through face to face meetings, phone and email contact,

5.13.5.6 provide day-of-event logistical support, including orientation, training, organizing and directing volunteers, and team building

- The intent of the amendment to **Article 5.13.5** is to formalize that the Director of Marketing is responsible for establishing and directing a Marketing Committee to provide support to the Membership portfolio.

5.13.6 Director(s) of Events shall:

5.13.6.1 plan, organize, and coordinate all Club events on behalf of the Board ~~including the Annual BBQ, park clean-ups, tree planting, Christmas breakfast, etc.,~~

~~5.13.6.2 plan, organize and manage events,~~

5.13.6.4 direct and provide support to the Events Committee through face to face meetings, phone and email contact,

recruit and organize volunteers,

5.13.6.7 provide day-of-event logistical support, including orientation, training, organizing and directing volunteers, and team building,

- The intent of the amendment to **Article 5.13.6** is to clarify that the responsibility of the Director of Events is for overall planning, organizing and coordinating club events, and that work at the events is done under his/her direction by the Events Committee and volunteers.

5.13.7 Director of Marketing and Communication shall:

5.13.7.7 direct the Marketing Committee,

5.13.7.8 retain records associated with the position.

- The intent of the amendment to **Article 5.13.7** is simply to formalize the existing responsibilities of the position of Director of Marketing and Communication, and the structure of the portfolio.

NEW 5.13.8 Director of Fundraising shall:

5.13.8.1 manage existing fundraising activities i.e. gaming,

5.13.8.2 recommend and develop new fundraising activities,

5.13.8.3 direct and provide support to the Fundraising Committee through face to face meetings, phone and email contact,

5.13.8.4 provide day-of-event logistical support, including orientation, training, organizing and directing volunteers, and team building,

5.13.8.5 retain records associated with the position.

- The intent of the amendment to **Article 5.13.8** is to establish a new position that is responsible for coordinating the club's fundraising activities, excluding portfolio-specific fundraising carried out by Marketing, Membership and Spring and Fall BBQs.

Article 8. GENERAL MEMBERSHIP MEETINGS

8.6 The Board shall give Members fourteen days' notice of General Membership Meetings, specifying the date, time and place of the meeting and business.

Rationale for proposed amendments to **Article 8.6.**

- The by-laws are currently silent on the required notice of meeting for General Membership Meetings. The intent of the amendment to Article 8.6 is to correct the omission.

NEW Article 14. DISSOLUTION OF THE CLUB

14.1 The Club may dissolve itself at a duly constituted General Membership Meeting subject to the following:

14.1.1 In accordance with Article 8.6, the Board or "Deemed Director" shall inform members of the Special General Meeting via e-mail and on the Club bulletin board and at other appropriate locations at Kilcona Park.

14.1.2 The non-receipt of the e-mail notice by any Member shall not invalidate the proceedings of the meeting.

14.1.3 The motion to dissolve the Club shall be approved by a two-thirds (2/3) majority of votes cast.

Rationale for proposed amendments to Article 14.

- The intent of **Article 14** is to identify the process that KPDC must follow to dissolve the corporation should voluntary dissolution become necessary. Without this Article, the only way the club can be dissolved is involuntarily, by the Director of the Manitoba Companies Office for failure to file annual Articles of Incorporation documents.

Article 15. WINDING UP

15.2 The Club shall select the beneficiary organization by special resolution. The beneficiary organization(s) shall be chosen by a simple majority of Members in attendance at a duly constituted General Membership Meeting held for the purpose of winding up the affairs of the Club.

Rationale for proposed amendments to Article 15.

- The intent of amendment to Article 15.2 is to make explicit the process by which the club chooses a beneficiary at dissolution.