

SLCFA Annual General Meeting

MINUTES

1.0 Call to Order – The President, Dilu Fernando, called the meeting to order at 2:10PM, with 39 members present.

2.0 Adoption of Agenda

Agenda adopted with the following additions:

10.2 Sinhala language Classes

10.3 Change of Aggregate percentage for Scholarships

10.4 Donation to SLSFC

Proposed by Chris Senaratne / Seconded by Albert Fernando

3.0 Adoption of the Minutes of the Annual General Meeting held on the 30th of January 2011.

Proposed by Chris Senaratne/Seconded by Chandrani Wijayasinghe

4.0 Matters arising from the minutes of the Annual General Meeting

-None

5.0 President's Report:

Dilu Fernando said that it was a privilege to represent SLCFA and a great honor when 9 members volunteered to join her to form the Executive Committee for the year 2011. They had to juggle with family affairs, jobs and personal interest to give time for the association needs and she thanked them profusely for their volunteer commitment.

“As a united committee, we were able to accomplish successfully all operations as was set in our mandate and objectives” she said. The Executive Committee met 8 times during the year to conduct association business.

The year began with a larger enrolment of members and the membership director was kept busy right throughout with many newcomers to Edmonton joining the association as the year progressed. As of January 8, 2012, we have about 300 members including children, one affiliate member, that is the ABVA and one honorary member, Fr. Brian.

Briefing on the business affairs of the association, she said the building needed further improvements, and though time consuming we had to get them done.(a) alarm Force was given the contract to service the security system of the building (b)Front door lock needed to be replaced due to wear and tear(c) leaky eaves trough at the front door entrance was replaced(d)new kitchen sink faucets, store room and janitor room shelving and door stoppers installed(f)phone system needed new wiring installed and Telus was reactivated(g)new computer installed in office(h)furnace needed major repairs due to accumulation of dust and debris from construction work when expanding the building(i)janitorial service continued with the same company(j)building liquor license renewed for 6 months(h)inventory of costumes done.

Website - Chris Senaratne assisted in getting our website updated and it is now managed by Quality Web Design Inc. Registration for our domain name SLCFA.ORG has also been renewed for the next 5 years with DOT EASY.

Newsletter was issued 3 times. She also mentioned that there were no applications for the annual scholarship. Two young adults were the recipients of the Most Outstanding Volunteer Award for tirelessly performing many tasks at the 3 days of the Heritage Festival.

Donations - ABVA was donated \$1000, SLHFC was donated \$1000 and SLCSF was donated \$3000 from the Casino Fund as per member approval from a past AGM. Stollery children's Hospital Foundation was donated \$1500 from Casino Fund and \$3500 net proceeds from the fund raising Gala Event.

She mentioned that SLCFA invited SLHFC to support implementing programs in SLCFA and currently as joint projects between the two organizations, computer monitors were purchased for needy children and Sinhala Language Classes are conducted twice a month. The hall rental is at no cost for the purpose of conducting these classes.

Briefing on the Major Events of the year - Sinhala Tamil New year-celebrations held on May 14th was well attended; High Commissioner's Visit to Edmonton on July 10 was opened to members and non members had 45 people present; Heritage Days Festival – even though the sales in food, pop and tea was high the overheads expenses were high as well; Sports encounter – held on August 20, 2012 was a triangular event with Edmonton, Calgary and Winnipeg; year end Gala-held on November 19th was a great success as it was a fund raising event for the Stollery; Casino –December 28th and 29th with Ramona, Chris, and Lakshaman taking the senior positions. Besides these the following monthly activities were First Friday – Thank you to Jayathilake who stepped into organize this; Move Night-Thank you to Lakshaman who brings in family movies so that all can enjoy; Seniors Function –held every 2nd Saturday of the month whenever other major events did not coincide; cultural dance classes-conducted by Eeshani and Netball practices-coordinated by Ramona and Savitri.

She also thanked Nishani Jayathilake for giving us the time despite her busy schedule, to handle all year end financial matters together with the Treasurer. In concluding she thanked all the EC members for working as a team and their spouses who supported them to achieve its goals.

6.0 Treasurer's Report

Ramona Fernando presented the financial statement and briefed members on the funds available and the balances in our account for both Casino and General funds.

Mano observed that under Financial Notes Capital Assets – 3.1 Building and land assets should be the market value as agreed at a previous AGM and not at cost. He also stated that the clause 3.1 in Financial Notes should be amended to include this change.

Lakshaman pointed out that \$425.00 should not be recorded as being an account receivable in Balance Sheet Other Assets year over year. This should be adjusted as petty cash being given to the Senior Coordinator. He also questioned if Casino approval was obtained for all Heritage expenses.

Chris Senaratne requested that he be given a copy of the AGLC Approved Use Of Proceeds list.

Since No other questions were raised Ramona thanked Nishani for doing a great job at such short notice.

7.0 Auditor's Report

Nishani thanked Ramona for maintaining the ledgers, but had the following comments/suggestions for the SLCFA:

2 missing Receipts. (a) One from Stollery Children's Hospital Foundation and the other was janitor's receipt for buying the vacuum cleaner. Stollery had sent an email that the receipt had been posted which was filed for back

up. It was important for us to get a receipt for the vacuum cleaner in the event we had any issues with it later on. The supplies are ok because it is for the building. (b) We do not have to wait for the December bank statement. Bank reconciliations are to be done monthly. We can complete all information at hand and send to the auditor by November (c) buy the simply Accounting Program to be used by the Treasurer. This is a very useful program to have and maintain accounts neatly. (d) She asked if we can reduce the aggregate for scholarships from 88% to 80% to enable more students to be eligible and the General Assembly decided to keep the categories as is.

Lakshaman stated that the donation to SLCSF is no longer a matching grant but a standard \$3000.00 annual donation to SLCSF by SLCFA.

8.0 Other Business

8.1 Changes to Policies & Procedures—Hall Rental Guidelines

The President **wanted a decision** by the membership as to who would qualify for free rental of the building and who should be charged. Of late the SLHFC had requested that they be given the hall free of charge because they are hosting events to help the newcomers and the community at large. Many members were of the opinion that the EXCO look at it on a case to case basis and if it merited then it should be allowed to use the building free of charge. It was some member's opinion that SLHFC did not assist every newcomer. Chitra Rajapakse who represents SLHFC took exception to this and said that they had never turned away anyone who needed assistance. Asoke said that we have to come to a decision as to what is the best way to share the facility and collectively use it for helping the community. He also suggested that becoming a member of the SLCFA would enable the use of the building if the event is open to the community.

After much discussion Mano Senaratne proposed that the EXCO at their discretion waive the rental fee to registered non-profit organization for events benefitting the community. The Proposal was seconded by Sunil Ranasinghe. Liyana Jayathilake brought in an amendment to this proposal saying that we limit the free rental only to ABVA and the SLHFC for their AGMs. This amendment was seconded by Nalaka Morugama. There were 26 in favour, 5 abstained and 6 opposed. Motion carried.

8.2 Publication of Newsletter

The Publicity Director proposed that the requirement for 4 newsletters be taken out and that the publication will be at the discretion of the Publicity Director rather than a requirement. It was agreed that there should at least be a minimum of 2. The newsletter will be sent to membership by email and to those who do not have an email, it will be mailed out.

8.3 Approvals for further Building Improvements

The improvements that needed to be considered were: Outside water faucet to be installed, Purchase of adequate tables and chairs, New table cloths to be purchased, expand the kitchen and install a connecting door from inside of the building to the outside storage room.

It was suggested that the SLCFA purchase new tables and chairs as the furniture has a lot of wear and tear. Some members also suggested having a pool table. Since only 10% of the AGLC fund could be spent on building improvements, it was suggested that priority be given to the tables and chairs. The other requirements will be looked into as the opportunity arises.

9.0 Election of Office Bearers – Returning Officer P.A. Saram

President – Dilu Fernando – Nominated by Chris Senaratne and Seconded by Pushpa Liyanage. Unanimous approval (UA).

Vice President – Viraj De Silva – Nominated by Sharmini Senaratne and Seconded by Gothami Wickramasekara (UA)

Secretary – Celia Daniel – Nominated by Shanthi Fernando and seconded by Dilu Fernando (UA)

Treasurer – Ramona Fernando – Nominated by Dilu Fernando and seconded by Sharmini Senaratne (UA)

Director Social and Recreational Activities – Nissanka Wijayanayaka – Nominated by Dilu Fernando and seconded by Viraj De Silva (UA)

Director of Membership and Welfare – Nalaka Morugama – Nominated by Priyantha Silva and Seconded by Nissanka Wijayanayaka (UA)

Director of Cultural Activities – Vacant

Director of Publicity & Communications – Priyantha Silva – Nominated by Shirani Samarasinghe and Seconded by Lakshaman Samarasinghe (UA)

Director of Projects and Fundraising – Vacant

Honorary Auditor – Liyana Jayathilake – Nominated by Savitri Senaratne and seconded by Viraj De Silva (UA)

Coordinator of Seniors' Activities – Dilu Fernando – Nominated by Shanthi Fernando and seconded by Ramona Fernando (UA)

Coordinator of First Friday – Mano Senaratne – Mano said that from this year it will be on a rotational basis so every one gets an opportunity to organize. This suggestion was well received.

Movie Night – Lakshaman Samarasinghe – Nominated by Viraj De Silva and seconded by Nalaka Morugama. Lakshaman said that he did not need to be nominated but he will continue to have these when possible.

Professor Saram congratulated the new committee and requested the new president to officially take over the proceedings from here on.

The in-coming president thanked Prof. Saram for agreeing to be the Returning officer.

Caretaker – As a first piece of business Dilu suggested that someone be hired to look into taking care of the building as it was hard to be going back and forth on any issues that come up with the building. It was suggested that Aim Real Estate be asked if they could get involved in the cleaning of the building. It was also the opinion of some members that the AGLC funds should not be depleted if the work can be done by volunteers even though there was provision for AGLC to pay for this work.

10.0 Any Other Business

10.1 Heritage Festival – Confirmation of key positions

The SLCFA had already paid the 2012 admission fee of \$1000+\$500 performance bond and for a 30 x 30 tent to the Heritage authorities. It was suggested that we do not have a food tent but concentrate on the cultural pavilion even though there was no cultural director at this point of time. We needed a Chairperson and a food coordinator. Dilu said that she did not mind being the food coordinator if there was a volunteer for the position of Chairperson.

It was proposed by Viraj and seconded by Nalaka that the key positions be taken care of by the new EXCO.

10.2 Sinhala language Classes –

The Previous EC reviewed avenues to assist newcomers to Edmonton and invited the SLHFC to support SLCFA in implementing programs which would be beneficial to the new comers. The current EC will continue Sinhala language classes as a joint project between the two organizations. These classes are now conducted twice a month in our building by SLHFC. The hall has been given at no cost to conduct these classes. President of SLHFC provided SLCFA full details of how these classes are conducted. It has been agreed by the SLHFC if the need arises with more children wanting to learn the Sinhala language, they would look to hire another teacher.

10.3 Reducing the Aggregate for Awarding Scholarships

Since we did not have any applicants this year, Nishani proposed and Jayathilake seconded a suggestion that may be we could reduce the aggregate to 80 from 85. The sliding rate of scholarship award will remain as is. The members were not too keen on this idea as the Scholarship is open to the community at large we would be inundated with applications at this reduced aggregate. Nishani withdrew her proposal.

10.3 Donation to SLCSF

The membership once again agreed to this donation as it helped the students in Sri Lanka, who could not afford to continue with their higher education. The SLCSF kept the SLCFA posted with the thank you notes sent by the students who were the recipients of this monetary donation.

11.0 Adjournment

Meeting Adjourned at 6:00 PM. Proposed by Viraj De Silva and Seconded by Sharmini Senaratne.