

## SLCFA Annual General Meeting

### MINUTES

**1.0 Call to Order** – The President, Dilu Fernando, called the meeting to order at 2:10PM, with 35 members present.

#### **2.0 Adoption of Agenda**

Agenda adopted with the following additions:

9.4 Use of Association Building by multiple parties holding association sponsored activities

9.5 Collection of non member user fees by activities coordinators

Proposed by Chris Senaratne / Seconded by Rushan Amarawickrama the agenda was adopted with the above amendments

#### **3.0 Adoption of the Minutes of the Annual General Meeting held on the 29th of January 2012.**

**The President advised that there were 2 corrections to these minutes which were mailed out to members with the Notice of the AGM.**

**Please see following revisions to 8.1 and 8.2 of the 2012 AGM Minutes which is corrected as approved by the membership**

#### **“Item 8.1.**

Is now corrected to read: After much discussion Mano Senaratne proposed that the EXCO at their discretion waive the rental fee to registered non-profit organization for events benefiting 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. . This amendment was seconded by Nalaka Morugama. There were 26 in favor, 5 abstained and 6 opposed. Motion carried.”

#### **Item 8.2 will be changed as follows**

**Sharmini Senaratne said that a person had told her that when she requested help from the SLHFC, she was told that the SLHFC mission is to help “newcomers” only and therefore this is not an organization that serves everyone. Chitra Rajapakse a representative of the SLHFC took exception to this and said that they had never turned away anyone who needed assistance when asked. Sharmini reiterated that this was not what she was told by the person.**

The minutes were adopted incorporating the corrections which were forwarded to all members, Proposed by Chris Senaratne /Seconded by Liyana Jayathilake

#### **4.0 Matters arising from the minutes of the Annual General Meeting**

-None

#### **5.0 President’s Report:**

Following is President Dilu Fernando’s Report covering the period from AGM 2012-AGM 2013:

The Association celebrated 34 years of success because of strong community spirit and determination by members to ensure that we did not fail to continue building upon the good works of the past

It was a privilege to represent SLCFA as president, once again and a great honor when seven of the previous committee members volunteered to join for another year to form the Executive Committee for the year 2012.

As we did not have a volunteer to take on the position of Director, Cultural Activities, the executive committee members gave much of their time to fill in the duties and work involved in cultural Activities. Their positive contributions and working together as a united team helped to achieve all our goals in a responsible and accountable manner. I especially recognize the time and effort given by Celia and Ramona who not only carried out their official duties as Secretary and Treasurer but also volunteered in carrying out tasks in all our activities including the First Friday and Senior Function events.

Honorary Auditor, Liyana jayathilake deserves a special thank you for giving his time, in spite of his busy schedule, to handle all year end financial matters together with the treasurer. I am very pleased to report that our organization has worked very hard to generate revenue to our General Account over the years and take the opportunity to brief the trend of increments:

2010 was \$3992          2011 was \$40,677          2012(last year) was \$51,041

Once again, on behalf of the members I thank the Executive Committee for all their efforts, and especially, the treasurer and auditor for continuously keeping us on track.

The Executive Committee met 7 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 joining the association as the year progressed. I take this opportunity to thank the membership for your continued commitment to volunteer your time, talents, and energy and for contributing towards nurturing and shaping this organization to what it is today. As of Jan. 10, 2013 we have 201 adults, 116 children and two affiliated members, that is, ABVA and SLHFC and one honorary member, Fr. Brian. I thank Nalaka for his time and effort and for doing an excellent job as membership director.

I will first brief you with the business affairs of the association and then the events held during the year:

The Treasurer will detail the funds we received in 2012 for our Casino operation in 2011. She will also recap the AGLC approved expenditures from the Casino fund and all other revenue and will give a full report of our Financial Status for 2012.

### **Building:**

Priyantha took care of the hall bookings on the web and Ramona was in charge of the hall rentals. We had 12 member rentals and 2 non member rentals. In addition to taking care of rentals Ramona also took care of minor maintenance of the building.

We sold 50 of the old chairs for \$500.00 and purchased 64 new chairs and 8 tables at a cost of approx. \$4730.00 and also a new microwave

Janitorial service was continued to be provided by Angel Cleaning every week for \$400.00 per month. It was the same as the previous year.

The building was utilized to the maximum on a monthly basis with various activities such as First Friday events, Movie Nights, Bridge games, Table Tennis, Dance classes, senior functions, and Sinhala Language classes.

Building Liquor License was renewed till the 15th of Feb. 2013. I thank Chris Senaratne for doing this.

Hall usage for activities was closed from the beginning of July till the 17th of Aug. due to Heritage Festival related activities.

It must be noted that although the building does belong to the membership, the EC is responsible for planning the overall activities of the Association. It was necessary that the EC exercised the power to make decisions it deemed fit to carry out special activities without inconveniencing the EC member's volunteer work, time and energy. Most Associations usually shutdown for the summer months specially July and August and I appreciate the EC members for giving their time during these months so that the association could participate at the Heritage Festival.

Sharing the facility by two parties was not permitted. The EC took into account prior reservations of the building for Movie Night and as this is an organized event by SLCFA for a specific activity and the usage of the facility was exclusively for that purpose, the EC made a decision not to permit Bridge Games on Movie Nights.

### **Website:**

The Publicity Director Priyantha Silva is the current contact with Quality Web Design to have any content updates done. He is also the current contact for Bldg bookings and updates.

### **News letter:**

The News Letter was issued 2 times during the course of the term.

At the 2012 AGM, the general assembly accepted the decision that the News Letter will be published twice for the year 2012. The by law states that the purpose of publishing a news letter is to keep the general membership informed of the activities of the association. The current EC satisfied the purpose of this by law though the exact mode employed was changed. All activities of the association were relayed to the membership via e-mails on a timely basis. E-mail facility was not available during the time when by laws were written and publishing the new letter in the traditional sense may only be duplicating work, time consuming and causing additional expenses.

In order to carry out the affairs of the Association, changes the EC did to ease the work load should be recognized as positive contributions. I thank Priyantha, for his volunteer time given to keep the members updated on all news items and for keeping our website updated.

### **Scholarships:**

At our year end Gala, Shehani Wickremasinghe was awarded the Annual Academic Scholarship in the amount of \$1200 for Post Secondary Studies. She successfully achieved 90% average of the final mark for the 5 top diploma level subjects at the Alberta High School Diploma Examination. The Executive Committee thanks Chris Senaratne, Nimal Rajapakse and Gothami Wickremasinghe for continuing to be in the sub committee for scholarship selections.

### **Appreciations:**

Three young students are the recipients of the Most Outstanding Volunteer Award given for their contributions at the Sri Lanka pavilion at Heritage Days Festival 2012. They distinguished themselves by performing a multitude of tasks in the spirit of volunteerism not only working all three days of the event but pre and post Heritage days assisting me with various tasks. They are, Raesha Sellathamby, Vidumini and Uthpala Morugama. Vidumini and Uthapala have also helped me at the senior functions whenever I needed extra hands for setting up etc. I thank all three volunteers for their enthusiasm and volunteer spirit. They will be receiving volunteer recognition certificates from SLCFA.

### **Donations:**

SLCSF was donated \$3000.00 from Casino Fund as per member approval at a past AGM. This was our contribution to enable SLCSF to support awarding scholarship to students in Sri Lanka.

### **GYM Bookings:**

The gym was booked for Badminton, Volley Ball and Basket Ball from Sept. 14, 2012 to Apr. 26, 2013 – 8:00pm to 10:00pm at a cost of \$1076.00

Lakmal Perera is the coordinator for Badminton. There has been a good turn out for these activities weekly.

### **Cultural Dance Classes:**

Eeshani continues to conduct Cultural Dance classes on a weekly basis. I understand that everyone enrolled in the classes is a member now and we have excellent talent to showcase our culture in public arenas. SLCFA has participated in Folk Arts Events and the EC recognizes the contribution made by all those performers who voluntarily take part in the association sponsored events. I thank Eeshani for her continued contribution and support to promote our dancers in the community at large.

### **Sinhala Language Classes:**

This joint project with Sri Lanka Humanitarian Foundation of Canada is continuing with 20 registered students. It is held every 2nd and 4th Sundays of the month. There is definitely space to accommodate more students and the EC thanks SLHFC for the successful launch of this project last year and for the volunteer work done to promote the language amongst our community as well as outside the community.

### **The major events of the year:**

**Sinhala Tamil New Year** Celebrations was held on May 12<sup>th</sup> 2012 and it was well attended, drawing in a record number of members and non members including children totaling 275. The Executive Committee together with Eeshani De Silva executed this event very successfully. The general membership responded to show their appreciation for a well organized event with their encouraging comments and congratulatory messages. Thank you Rushan for your volunteer work for this event by getting us advertisements and I thank Pamela Loepp for doing the souvenir. I also thank Eeshani for the cultural performances she organized for the evening. As always, the committee exhausted themselves attending to every detail so that this first event for the year would be successful and I thank each of them for their time and effort.

### **Heritage Days Festival:**

**As the Chairperson of the pavilion I could say that this** was a very successful event. This year we participated in all three sections- that is- Food, Arts and Crafts and Entertainment. The food, pop and tea sections sales were high but our overhead expenses were high as well. The performance bond of \$500.00 was refunded. We are explicitly told that in the future we will not be allowed to have a separate tent but prior approval will have to be obtained by renting a small tent from the authorities for our pop sales.

My sincere thanks to Lakshaman Samarasinghe, Neil Hewapathirane, Chris Sellathamby, Neil and Dee Coorey, and Ranjan Kumburutenne for assisting me with all work involved with setting up the pavilion as well as tear down. Ramona, Celia, Shyama and Nalaka helped in all the cooking. I thank them for their support.

In the Food Pavilion, I was assisted by Celia Daniel, manager of the Food Pavilion and Shyama Fernando. Ramona took care of the Beverage section, and Isuru assisted by Janek handled the Pop Section. Viraj De Silva, manager of the Arts & Crafts Pavilion did an excellent job organizing this area assisted by Ranjan and Menaka Kumburutenne; and in the Entertainment area, Eeshani De Silva assisted by Menaka Kumburutenne put together a wonderful show performing every half hour at the pavilion. I sincerely thank them all for their considerable contributions in planning, organizing, and executing all tasks related to this event. Paying attention to detail was the key factor that enabled us to run the three day event smoothly.

## **Sports Encounter**

SLCFA did not participate in the Annual Event due to various reasons. Calgary Association did not contact Nissanka, our Social Director and Janek Senaratne re details on Cricket and Soccer Tournaments till Aug. 16th. In this communication, details were very sparse. No Venue details given and there was not enough time to inform our members of the event giving them the details of this as it had only two weeks before the encounter.

Certain Sri Lankans who played cricket showed an interest in becoming members of SLCFA and we were told that they would form the SLCFA cricket team for the sports encounter. About a couple of weeks before the event, for unknown reasons, these players backed out being members of SLCFA and therefore we had no time to get a team ready for cricket. Calgary Association had in fact a sports event with these non member players from Edmonton and I spoke with the president of the Calgary Association to make sure that their event was not publicized as the annual event between their organization and SLCFA.

There was no **Annual Picnic** organized by SLCFA but we were invited by SLHFC to join the picnic that was organized by them. Members were notified of this.

**Year End Gala** held on Nov. 3rd at the Edmonton Hotel and Convention Center was a great success. It was an opportunity for me to once again acknowledge and celebrate the outstanding achievements and important contributions made by my executive committee and the various event coordinators and for the EXCO to show our appreciation to all those who volunteered through the year. The elegant setting added a very formal touch to this occasion and once again there were a record number of members and non members who graced this function.

The entire committee deserved this night too to express their utter satisfaction for having completed a grand and successful year. I thank Nissanka Wijayanayaka and Rushan Amarawickrama for coordinating this event together with all the other members of the EC.

One of the Highlights of the evening was awarding the Scholarship to Shehani Wickramasinghe and many of the guests were much impressed by our generous award and showed their appreciation for what SLCFA does for the community.

Besides these major events, our monthly activities were:

**First Friday gatherings**, a pot luck supper and an evening of fun with games of Bridge and Table Tennis etc. was coordinated by Mano Senaratne assisted by Ramona and Celia. Thank you, Mano, Celia and Ramona.

**Seniors Functions** were well attended gatherings held 2<sup>nd</sup> Saturday of every month whenever other major events did not coincide. I was given much needed help in organizing this event by Celia, Ramona, Pamela and Maya and I thank them for their contributions. I also thank Shanthi Fernando for taking the time to phone all the seniors in our list and to have a head count for catering purposes. These events were opened to members as well as non members and it is such a rewarding experience for the volunteers to see the joy in our seniors when they get together for a day of games and fun. Shyamala Nagendran conducted exercise classes whenever she was available and I thank her for volunteering her time.

I thank Lakshaman Samarasinghe for organizing the **Movie Nights** another year and Mano Senaratne for organizing the **Bridge games**. I understand that the Bridge games have taken off on a renewed enthusiasm among the members and this is held every Friday except on Movie Nights and the days the hall is reserved by the EC. I also thank Nalaka Morugama for coordinating the Table Tennis evenings.

## **Net Ball practices**

As there isn't a coordinator for Net Ball practices, this activity did not continue during the year.

Following are Mano Senaratne's comments on the President's Report:

**Newsletter** - The last newsletter did not have any substance just pictures. Newsletter must have some written information. Electronic form of sending the newsletter to members is acceptable.

Closure of the building- should have more coordination and a better system of booking as some members may wish to have it available for some activities.

Scholarship Award – It would be a nice gesture to have the plaque repaired and put up with the names of those who were awarded scholarships. The members agreed. Mano undertook to repair the broken plaque

Chris Senaratne and Gothami Wickremasekara added that they were not notified of the award.

## **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.

Being questioned as to why Manouri & Uchchi Jayatunga was under the membership category, Ramona said that this was there as they paid an annual usage fee. It was suggested that this be under other.

Chris asked as to why parking ticket penalty had been paid as association should not be responsible for this. Dilu said that starting this year she will get a copy of the parking rules from the Heritage Committee and send it to all members.

Lakshaman brought up the petty cash advance to the Senior Coordinator and Ramona said that this had been the practice since he was Treasurer and had never been changed.

It was also noted that 20% more was spent on senior events for 2012 year and that the food cost should be kept to \$15.00 per person. Dilu explained that we had more attendance in 2012.

Mano also brought to the attention of the members that it is not a good idea for a committee member to be supplying lunch to events; especially if you are a signatory to cheques. Chris Sellathamby suggested if it would be ok if 2 other signed the cheque. However, Mano said that it is unethical for a committee member to prepare food and some members agreed. Dilu suggested that since food prices have gone up that we should look at increasing the per person rate.

Mano brought in a motion that food catering for seniors cannot exceed \$20.00 per head maximum and beverages \$5.00 per event. The maximum expense for the year for the senior event is \$4000.00. The motion was seconded by Chris Senaratne. All in agreement and the motion carried.

Gas expense for senior events – Chris Senaratne was of the opinion that no volunteer should be paid for gas. Mano and some members were against this payment of \$30.00 also. Dilu said that she transported some volunteers to the event and she was not going to be out of pocket; and if they were not willing to pay the \$30.00 for the senior coordinator, she would step down. Since there was much discussion on this issue; the house was requested to make a motion. Chris Sellathamby moved that the Senior Coordinator be allowed \$30.00 for gas per month. The motion was seconded by Maduni Sellathamby. The vote was 17 for; 12 opposed and 6 abstained. Motion carried with emphasis on this amount being paid only for the senior event and for no other project.

## **7.0 Auditor's Report**

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

2. 2. Two Receipts did not have signatures. All receipts must be signed. If there is a claim for money it must have the recipient signature. It must be considered that the building expense can only be 50% of the Casino fund.
3. Mano suggested that we go on the SLCHA web site and verify if the tax number on the receipt is the same as the one given to the SLCFA

## 9.0 Election of Office Bearers – Returning Officer: Chris Senaratne

**The Returning Officer advised the members that he had received Nomination forms duly completed. He will first present them in order of the election and then open the floor for more nominations:**

**President – Dilu Fernando** – Nominated by Neil Odegard and Seconded by Dee Coorey (UA).

**Vice President – Celia Daniel** – Nominated by Dilu Fernando and Seconded by Maduni Sellathamby (UA)

**Secretary – Priyantha Silva** – Nominated by Celia Daniel and seconded by Ramona Fernando (UA)

**Treasurer – Ramona Fernando** – Nominated by Liyana Jayathilake and seconded by Nalaka Morugama (UA)

**Director Social and Recreational Activities – Nissanka Wijayanayaka** – Nominated by Ramona Fernando and seconded by Rushan Amarawickrama (UA)

**Director of Membership and Welfare – Maduni Sellathamby** – Nominated by Dilu Fernando and Seconded by Ramona Fernando (UA)

**Director of Cultural Activities – Shyama Fernando** – Nominated by Dilu Fernando and Seconded by Maduni Sellathamby (UA)

**Director of Publicity & Communications – Albert Fernando** – Nominated by Ramona Fernando and Seconded by Priyantha Silva (UA) (Albert accepted on the condition that he would not be able to attend all meetings due to his job demands. The membership felt that this was up to the EC, however, he should try to attend as many as possible. )

**Director of Projects and Fundraising** – Vacant

**Honorary Auditor** – Liyana Jayathilake – Nominated by Dilu Fernando and seconded by Viraj De Silva (UA)

**The following agreed to be coordinators for association sponsored events:**

**Seniors' Activities – Dilu Fernando** – Nominated by Viraj de Silva and seconded by Bandula Samarasinghe. (UA)

**First Friday – Mano Senaratne** – Nominated by Rmona Ferando and seconded by Gothami Wickremasekara (UA) Mano would also coordinate the Bridge evenings.

**Movie Night** – Lakshaman Samarasinghe – Nominated by Vibu Wickremasinghe and seconded by Sharmini Senaratne. (UA)

**TT** – Nalaka Morugama – nominated by Ramona Fernando and seconded by Nissanka Wijayanayake

**GYM**- Lakmal Perera will continue to be in charge of this. There seems to be many who went to play badminton and volleyball

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

## **9.0 Any Other Business**

### **9.1 Heritage Festival – Confirmation of key positions**

The SLCFA had already paid the 2013 admission fee of \$1000+\$500 performance bond and for two tents (food and cultural) plus a 10x10 tent to sell pop to the Heritage authorities. Since the position of Chairperson had to be sent out with the application she had put her name down. She asked if there was anyone else who would wish to volunteer for the position of Chair person but none came forward.

### **9.2 Casino 2013**

The Casino package sent to the SLCFA suggested that the months to hold the Casino would be July/August/September. Dilu had called the AGLC to indicate that August was not convenient as we had the Heritage Festival as well as the sports encounter. The AGLC had taken us out of the month of August. The draw will be held in February 2013.

### **9.3 AGLC – Use of Accumulated Funds**

The accrued funds have to be used up prior to the next casino. We require some good appliances in the kitchen: replacing the stove/exhaust fan/dishwasher is not commercial material. Mano suggested that since the plan to upgrade the kitchen had already been approved we could let the AGLC know that we did have plans to improve the building they would accept. The membership requested Mano if he could be responsible to look into the expansion further and he agreed to undertake this task.

#### **9.3(a) 35<sup>th</sup> Anniversary Celebrations-SLCFA**

Eeshani would like to organize a cultural presentation on a larger scale at the Festival Place to showcase our 35<sup>th</sup> year in operation. The Festival place was only available on a Friday evening in September. She does have quite a lot of performers who are willing to participate

The membership agreed that this was a good suggestion; however, they wanted to scale down or cancel other events and only have this as the showpiece of the year. It was also suggested that we bring some novelty into the performance and look for a variety of talent. It was also proposed that only a maximum of \$10,000 be spent inclusive of hall/rental/costumes. Catering for the event has to be recovered from the sale of tickets. No DJ for the event; it should only be cultural show and dinner

#### **9.4 Use of Building by multiple parties:**

There was much discussion on the use of the hall by multiple parties. Mano said that one party could use the upstairs and the other downstairs. However, the movie goers said that it was a disturbance when people came from upstairs to use the washroom; or the use of the kitchen as they had to pass by the side of the TV. Mano said that they all came after supper and therefore did not need to use the kitchen. Many felt that the use by two parties would create conflict. It was suggested that it called for a motion. Proposed by Bandula Samarasinghe that No other activity should be on the same day as another association sponsored activity and seconded by Sharmini Senaratne the motion was carried with 28 in favour, 4 opposed and 2 abstained. It was suggested that since we had 4-5 Fridays in a month that each activity can be held on a different Friday rather than making this an issue



At this stage Nalaka brought to the attention of the membership that they were unable to play TT on a Saturday as the hall was being rented. Chris Senaratne said that Association sponsored activities must take precedence over renting the building and that it was not necessary to rent the building at all because the building is meant to be used by members.

Ramona explained that there were many members who wished to use the building for holding events and that this year we had rented it 12 times. Chris Senaratne brought a motion that Association sponsored activities must take precedence over building booking which was seconded by Mano Senaratne. The motion was carried with 25 voting for the motion, 3 opposed and 3 abstaining.

#### **9.5 User Fees for Association sponsored Events:**

Christ Senaratne suggested that we have a process by which coordinators collected the user fee from non members and record the attendance on forms provided.

Mano said that collecting of user fee was questionable as the building is to be used by members as well as the community since AGLC funds are used for administering the building. Both Ramona and Chris Senaratne suggested that this could be done as a cost recovery for usage. Mano agreed that it is alright by him to follow this when he is coordinating the First Friday event. It was agreed that the member who brings in a non member must be responsible for getting the user fee from the non member. First time attendees need not pay the user fee. Also, the attendance sheet together with the user fee must be put under the office door after the event. The form must have a column for members/non members to sign. Ramona agreed to modify the form and put it on the cork board in the building.

#### **10.0 Adjournment**

Meeting Adjourned at 5:37 PM. Proposed by Chris Senaratne and Seconded by Rushan Amarawickrama.