

PRINCE EDWARD FITNESS & AQUATIC CENTRE

ANNUAL GENERAL MEETING for Year Ending August 31, 2022

Date of Meeting: March 2, 2023, 12 noon

(originally scheduled meeting Feb 23 rescheduled due to snowstorm)

Attendance

Board Members

Bill Hallman, Chair	Mat Smith, Treasurer	Art Knight, Vice Chair
Sue Mathieu, Secretary	Alastair Mathers	Tom Falkner
Monica Alyea	Martin Stanley	

Approximately 26 Other Members

Staff:

Sydnee Mulridge
Meloni Crandall
Dawn Wade
Conor Forbes

Note that the Financial Statement can be found on the PEFAC website.

1. Bill Hallman called the Annual General Meeting to order at 12 noon and introduced the Board.

2. Bill asked for a motion to approve the minutes from previous year's AGM

Motion: To approve the Annual General Meeting Minutes from February 2022 for the FY 2019/20 and 2020/21. Moved: Mat Smith, Second Monica Alyea, Motion Carried

3. **Election of Directors, Art Knight**

Art noted that directors are elected for a two-year term and that the terms are staggered.

Five board members (Mat Smith, Martin Stanley, Tom Falkner, Alastair Mathers, Art Knight) were re-elected last year so their term is still ongoing.

The terms of Bill Halman, Monica Alyea, and Sue Mathieu have ended and they are nominated to be re-elected to the Board of Directors for an additional term of two years.

Motion: To elect Bill Halman, Monica Alyea, and Sue Mathieu above to the PEFAC Board of Directors. Art Knight, Second: Mat Smith. Carried

4. **General Manager's Report**

Meloni Crandall, General Manager presented a report that looked at PEFAC from March 2020 to today, i.e. throughout COVID lockdowns and re-starts, the impacts on our membership and programming.

She also looked at the rest of the year and plans underway for moving forward including:

- Fully transitioning our swimming lessons from the Red Cross program to the Lifesaving Society program
- Increase Group Swim Lesson Classes including weekends
- Increase and/or remove capacity limits for group fitness classes
- Add additional evening (5pm or later) floor classes
- Add additional Yoga Classes
- Additional Kids and Personal Training Programs
- Increase Summer Daycamp
- Spring Short-Term membership sale
- Open House 2023 week

She noted a big demand for swimming lessons including a waiting list of 65 children for private swim lessons.

Meloni thanked the members and staff for their ongoing support and hard work

5. Treasurer's Report

Mat Smith presented the Treasurer's Report.

He showed key tables from the Audited Financial Statements from September 1, 2021 to August 31, 2022, with a comparison to the preceding year.

Mat noted that COVID related government grants made up a significant part of PEFAC revenue over the past two years. For this recent year, membership revenue increased to \$309,000 from \$177,000 the year before, and program fees increased to \$111,000 from \$21,000.

Mat responded to a number of questions:

- Have wage rates been increased? Yes
- Why did program wages go down? Because during COVID most wages went into the administration category
- Does the pro shop make money? Yes, pre covid sales were around \$10,000 per year with a profit of \$3,500
- Where are instructor's fees? In with program costs.
- What is in pool supplies – this includes cleaning and maintenance of the pool

Motion: To approve the 2021/22 Financial Statements as presented. Moved: Mat Smith; Second: Martin Stanley; Carried.

Mat noted challenges and accomplishments:

Challenges

- Increasing costs particularly electricity, gas, yard maintenance
- Supply issues
- Finding staff

Accomplishments

- PEFAC has been able to maintain its core staff

- Have not increased membership rates – and hope to be able to continue this
- Have increased program costs in line with the rest of the region
- During COVID, weight room was re-arranged, purchased some new equipment (e.g stair climber)

Goals

- Need to get to 800 + memberships to break even financially

Suggestion from Audience that we add working with the Dolphins to provide a swim team program starting post-COVID in November 2021

Motion: To appoint Welch LLP as the auditors for the Fiscal Year ending August 2023. Moved: Monica Alyea, Second: Sydnee Mulridge. Carried

6. Questions

- Do we have a policy re staff staying at PEFAC when there is a snow storm i.e. sending those who have further to travel home early and bring in closer staff.
 - PEFAC does not have a specific policy re this but do give staff the option of going home
 Suggestion that PEFAC look at a written policy regarding this so it is clear
- Several members suggested they would be prepared to pay a higher membership – that PEFAC and staff do a great job
- Next year make sure no squash players in other court due to noise
- Issue with pool paint was noted and explained; cannot fix without draining
- Membership thanked Board for their hard work

Meeting adjourned at 1:00 pm